

GUIDE TO ON-CAMPUS LIVING

The Department of Housing and Residential Education pledges to maintain a safe and comfortable environment in our residence halls. Staff will guide and encourage our students through their commitments and challenges and to maximize their individual growth and development by creating an environment that recognizes and celebrates our diverse student population, providing leadership opportunities, and maintaining an atmosphere that promotes pride and spirit for Johnson & Wales University.

By living on campus, you are automatically part of an extended University community.

Through organized groups, students have the opportunity to shape and influence their living environment and lifestyle.

You will be able to join the Residence Hall Association. This group serves as a representative of the residential student body. Its primary function is to provide programming for the community as well as represent the issues and concerns of residents in the halls. Look for promotional materials throughout the residence halls to become involved in your residential community.

Both educational and social programs are priorities for the Department of Housing and Residential Education and central to its purpose. A variety of programs are planned throughout the academic year to provide opportunities to build a sense of community and to encourage out-of-classroom learning.

The Department of Housing and Residential Education has both professional and student staff to assist students with concerns and to provide fun and educational activities. A Resident Assistant (RA) provides “on duty” coverage in each hall every night from 6:00 p.m. until 8:00 a.m. To reach this staff person, please call the RA on duty number, listed on any RAs door.

The availability of staff members may be limited during break periods and during transitional housing between terms. Campus Safety is available for safety and security concerns 24 hours a day seven days a week, contact Campus Safety at x9500. Campus Safety personnel will notify any additional staff persons as necessary.

First Year Live-in Requirement

All first-year students are required to live on campus. If a student wishes to have this requirement waived they may submit their written (print or e-mail) appeal to the Dean of Students, who will review the request with the Housing Exceptions Committee. Appeals are considered for the following guidelines: you are married/have a domestic partner, you are 24 years of age or older before the residence hall opens for fall term, you live with your parents in Denver’s seven-county metro area (Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson).

Residential Facilities

The facilities are reserved for the exclusive use of resident students, invited guests and authorized University personnel. Students are responsible for upholding University and Department of Housing and Residential Education Rules & Regulations, and will be held responsible for the behavior of their guests.

Conducting a business or sales or fundraising in the residence halls is prohibited except for fundraisers sanctioned by the Department of Housing and Residential Education and Campus Activities with prior approval.

Failure to adhere to the written instructions published by the Department of Housing and Residential Education or to comply with the reasonable directives of University officials (including Resident Assistants) acting in the performance of their duties may be deemed in violation of Housing policies.

The Department of Housing and Residential Education may make changes in its policies, as deemed necessary in the interest of health, safety, discipline, or educational purposes, and students shall abide by such changes in policies.

Disciplinary Procedures

Residential Students will be held accountable for all University policies including policies that govern the residence halls. The conduct review process applies and is followed similarly for all students, including those that live in the residence halls.

ABOUT YOUR ROOM

As long as you do not harm the room or furnishings, there are many ways to personalize your room to create your home away from home. Decorations and other “personal touches” can make your room more comfortable. In addition, take necessary precautions to prevent potential safety hazards so as to not jeopardize the safety and comfort of you and your roommates or other building residents.

Prohibited Items

The following items are not allowed within residence halls due to existing Johnson & Wales University policy, fire safety laws, and federal, state and local laws. Possession of any of the listed items may result in seizure and/or destruction of the items by a University representative and may result in judicial action: alcoholic beverages and empty alcohol containers; illegal drugs (including marijuana), narcotics, controlled substances, or drug paraphernalia (such as bong, scales, or pipes); firearms, weapons, ammunition and related paraphernalia; explosive materials, gasoline, kerosene and other fuels; firecrackers and fireworks; combustible decorations; candles, lanterns, incense, halogen lamps, convection heaters, open flames, space heaters; chemicals of any kind; motorcycles, scooters, etc.; cooking equipment including grills, toasters, hot pots, hot plates, fry pans, toaster ovens, George Foreman type grills, and open heating elements; immersion heaters; refrigerators/microwaves--University sanctioned combination microwaves/refrigerators are available during Opening Weekend check-in (Personal refrigerators or microwave ovens are not allowed in Presidents, Johnson or Wales Halls. Triangolo and Gaebe Halls have kitchen units which have installed refrigerators. Triangolo and Gaebe Halls are allowed one microwave per suite); air conditioners; pets (except fish in 5 gallon aquarium); halogen lamps; neon signs; lava lamps; oversized stereo systems (i.e., larger than a bookshelf system); items that may affect the safety or security of the residence hall; lofts or platforms; and construction barriers, street signs, etc.

Prohibited Activities

- Items may not be hung from or attached to any ceiling or door surface.
- Items may not be hung from overhead sprinklers.
- Painting your room, including walls, ceilings, and furniture, is strictly prohibited.
- All furniture must remain in the room and may not be removed for any purpose.
- Empty cans and bottles may not be stored, collected or used as decorations as they provide excellent breeding areas for roaches and other pests.
- Stacking of furniture is not allowed with the exception of bunking beds.
- At no time should a window or door be left open and unlocked when a room is vacant.
- Screens, blinds, and window safety equipment must not be removed or altered for any purpose for safety of residents and the physical facility.
- Wall hangings cannot be put up in any way that may be destructive to walls, furniture, doors, and/or woodwork.
- Any electrical device must be UL approved.
- The use of devices such as strip lights can only be used inside your room. They can not be hung on doorways, windows, or in hallways.
- Any decoration cannot block the use of windows, doors, or cause tripping hazards on the floor.
- All electronic devices must be unplugged or turned off before leaving your room.
- Do not use double sided tape to hang decorations as it can tear paint on the sheetrock. Use poster putty (fun-tac) to hang decorations and prevent charges for room damages.
- Only artificial trees are permitted in the residential areas for holiday decorating.

CHECK IN AND CHECK OUT PROCEDURES

Checking In to Your Room

There are many steps involved in checking into your new home. Be sure to check the condition of your room, note any damages on your inventory form, and return it to a Housing and Residential Education staff member at your first floor meeting. Also, if anything is not in working order or needs attention from our custodial or maintenance staff, inform your RA and put in a work order. If you are expecting a roommate who has yet to arrive, be courteous of their space while unpacking and settling in to your new home. Keep one of everything available and open to a roommate to check-in at any time.

Checking Out of Your Room

Check out procedures must be completed in order to avoid an improper checkout fee. Arrange a time to check out with an RA at least one day (24 hours) prior to your departure. Attempt to arrange this time with your RA. However, any Housing and Residential Education staff member who is available may check you out. Take all of your personal belongings out of the room prior to your checkout time. Make sure your half of the room is clean and ready for inspection. Sign and date the room inventory form after the Housing and Residential Education staff member checks the room with the understanding that additional charges may result when maintenance and custodial staff check your room/apartment after you leave. Also, any group billing charges that have accrued during the year will be assessed to your student account.

Return your key and sign and date your personal data card. Unless arrangements are made in advance, your meal plan will automatically be cancelled when you utilize proper checkout procedures. Please consult Housing and Residential Education for details.

Checking out during the academic year

Since your residence hall contract is for the entire academic year, the only reasons for checking out during the academic year include: withdrawal or stop-out from the University, study abroad, contract release approval, graduation, or judicial removal.

If you are withdrawing or stopping out you must check out of your room within 24 to 48 hours of withdrawing. If you are moving out due to contract release or judicial removal and want to continue your meal plan, it will be necessary to contact Housing and Residential Education and sign an off-campus meal plan contract. If you move out and one of the above situations does not apply to you, your room/meal charges will not be removed from your student bill and you will continue to be billed for the remainder of the contract period for both your room and meal plan.

End of year check out

Non-graduating students must vacate their rooms by 12:00 p.m. (noon) Friday, May 18, 2007 (end of 2006-2007 academic year) or within 24 hours after your last final. Graduating students will be permitted to remain until 5:00 p.m. on Saturday, May 19, 2007, the day of commencement. It is the student's responsibility to have his/her room inspected before leaving. All personal property including that located in storage units must be removed when student vacate their room. Personal property left behind will be discarded.

Room Damages

When you check into you assigned room, you accept responsibility for its condition and therefore, it is your responsibility to verify the inventory and status of the room on the Room Inventory Form (RIF), which becomes a record for the condition of the room when you assumed occupancy.

This record is compared to the condition of the room at checkout. Be sure to carefully review the condition reports at both check-in and check-out. Failure to turn in a condition report at check-in leaves no alternative but to assume that everything was in perfect condition at check-in.

If the furnishings (including doors and windows) are damaged, the costs will be billed equally to all occupants of the room unless those individuals responsible are identified. This policy also applies to suites and common areas. Unless the responsible students are identified for damage to shared suite facilities, suite occupants will be equally billed and for common areas, all residents of the floor/wing/building will be held accountable for an equal portion of the bill. Disciplinary action may also occur for misconduct and/or damage to facilities.

Tape marks, glue, toothpaste, and self adhesive plastic hooks on varnished or painted surfaces, as well as nails and screws in these same surfaces, cause damage for which the residents will be billed.

DAMAGE CHARGES

Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, etc.), furnishings or equipment in a student room or suite will be assessed to the student(s) of that room or suite. Charges for loss or damages to common area furniture, physical structure and equipment not able to be assessed to a particular individual will be charged against the residential unit (room, floor, or building) as applicable.

Although most of the damage assessments are made at the end of the year, some residents may be charged during the term. The two types of charges students may be assessed are for individual damages and group damages.

Individual damage charges

You are provided a room inventory form when you move in. You should carefully inspect every aspect of your room and make a note of pre-existing damages. It is important that you take these inventories seriously. Damages not noted on the inventory form at check-in will be charged to you at checkout. Charges for damages to common areas in the room are shared by you and your roommate/suitemate(s) and are assessed accordingly.

Group damage charges

When there is excessive and/or malicious damage to a public area and the responsible individual(s) cannot be identified, the University reserves the right to assess group billing charges to the residents of a floor or wing. This means that everyone on the floor or wing shares the cost of the damages.

When common area damages occur such as in a floor lounge, hallway, or bathroom, Housing and Residential Education staff will attempt to determine the responsible individual(s). A flyer will be posted on the floor to notify you of the damage and approximate cost of repair or replacement. You should attempt to identify individuals responsible and report damage and vandalism to the Housing and Residential Education staff immediately in order to avoid

group damage charges.

HOLIDAY AND BREAK PLANNING

The residence halls are open during the entire academic year with the exception of winter break. The halls will close at noon on Friday, December 22, 2006 and will reopen at 9:00 a.m. on Sunday, January 7, 2007. All classes will resume Monday, January 8, 2007. Although it is not necessary for students to remove all belongings, all valuables should be secured during the break.

The residence halls stay open for fall break Friday, November 17-Monday, November 27, 2006. There is no meal plan between Friday, November 17, 2006 at 2:00 p.m. - Sunday, November 26, 2006. Meal plan resumes with dinner service on Sunday, November 26, 2006. The buildings reopen for new students for the Winter term on Sunday, November 26 at 9:00 a.m. Meal plan resumes Sunday, November 26, 2006 with dinner service.

The buildings close for winter vacation on Friday, December 22, 2006 at 12:00 noon and will reopen on Sunday, January 7, 2007 at 9:00am. Meal plan concludes Friday, December 22, 2006 at 2:00pm through Sunday, January 7, 2007, when dinner service becomes available.

The buildings remain open through spring break on Friday, February 23, 2007-Monday, March 5, 2007. There is no meal plan between Friday, February 23, 2007 at 2:00 p.m. - Sunday, March 4, 2007. Meal plan resumes with dinner service on Sunday, March 4, 2007. There is no Meal Service Saturday, February 24- Saturday, March 3, 2007. The buildings reopen for new students on Sunday, March 4, 2007 at 9:00 a.m. Meal plan resumes Sunday, March 4, 2007 with dinner service.

The residence halls close for summer vacation Friday, May 18, 2007 for all non-graduating students at 12:00 p.m. (noon). The residence halls close for graduating students on May 19, 2007 at 5:00pm.

Prior to vacating, students are asked to make sure their windows and doors are locked and that all electrical appliances are unplugged – TV, radio/alarm clocks, stereos, computers, blow dryers, etc. The Housing and Residential Education staff will provide additional instructions prior to the holiday break. All students who require housing during the 2006-2007 winter break must make their own accommodations.

INSURANCE

The University is not responsible for the personal property of students. This includes items delivered to the University on a student's behalf as well as property in individual rooms. It is strongly recommended that all students obtain personal property insurance to protect themselves from loss or damage due to theft, fire, flood, vandalism and any other hazards. Students are urged to lock doors and windows of their rooms at all times. It is the responsibility of students to take precautions to secure their personal property during recess periods. Any belongings left behind during any such period are and remain the sole responsibility of the occupant.

LIABILITY

The University shall assume no responsibility for the loss, damage or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in the residence hall. Students are strongly encouraged to carry personal property insurance.

MAINTENANCE AND HOUSEKEEPING

Students are obligated to report any need for repairs to furnishings and equipment. Requests for repairs must be made through a work order (as outlined above). Maintenance staff may enter any residence room at any time without prior notification to address a maintenance concern. Emergency maintenance is available for campus emergencies during the evening hours. Students are expected to maintain their own rooms and common space in an orderly, safe and sanitary condition. The Department of Housing and Residential Education will conduct health and safety checks at the end of each term, and at winter break to ensure students are abiding by a required standard of living. Students are expected to maintain a clean environment--free from unsanitary items such as overflowing trash, on the floors or in other areas, exposed food items or accumulated laundry or other items that add to the appearance of an unclean living environment. This may include unclean bathrooms and unswept/unmopped floors depending on the level of cleanliness. Students are expected to maintain a safe environment--free from obstructions that may interfere with the path of egress in case of emergency or items that may cause a fire threat or threat to physical safety. Students who are in violation of the University's cleanliness policy will be adjudicated through the University's conduct system.

Facilities Requests

Professional facilities staff members are available for needed repairs to your room. To process a facilities request, a work order must be generated. To request a work order, please send an e-mail with your name, building, room number, and room phone number along with a brief description of the issue to den.facilities@jwu.edu. Campus Services will respond with a work order number to let you know your e-mail has been received and a work order has been generated. Please retain the work order number for your reference until a request has been completed. If there is a facilities emergency, such as no water or heat outside of normal business hours contact Campus Safety x9500. If it is after 4:00 p.m. and the request is not an emergency, please report it through the e-mail process described above.

POLICIES

Alcohol

Please refer to the student code of conduct for regulations regarding alcohol use on University property and residence halls.

Balconies

Residents who have balconies adjacent to their rooms will be required to sign a separate balcony use agreement.

Bicycles, Skates, Motorcycles, Motorbikes, and Skateboards

Each hall is equipped with bicycle racks. We do not guarantee space for bicycles. Bicycles kept in inappropriate areas such as connected to railings and in hall ways will be removed by Housing and Residential Education staff, Facilities staff, or Campus Safety from such locations. Riding bicycles and skating are prohibited in all areas of the residence halls. Instead, walk your bike slowly and take off your skates. Motorcycles and motorbikes must be stored outdoors. No motorized bikes are permitted inside the buildings at any time. Gasoline cans are also prohibited in the buildings.

Cleanliness

In order to protect the health and safety of all residents, reasonable standards of cleanliness must be maintained in all residence halls (including lobbies, hallways, lounges, bathrooms, laundry rooms, and student rooms). Residents are required to keep floors clear of personal items and trash. Residents are required to deposit their trash in designated areas. Trash is not to be accumulated or deposited in bathrooms, laundry areas, or in entrance or lobby trashcans. Hallways, stairwells, and elevators must remain free of personal belongings, including trash. Failure to follow the cleanliness guidelines may result in a minimum \$25 cleaning fee. You are responsible for cleaning your room/suite and bathroom. Custodial staff will clean public areas only. Do not use high acid content products.

Drugs and Drug Paraphernalia

Please refer to the student code of conduct for regulations regarding drugs and drug paraphernalia.

Furniture

Furniture is to be used as designed and may not be removed from its original location. Lounge furniture and other University property is placed in common areas for common use. Individuals may not take or borrow this property for their own personal use, nor may they abuse or remove it. Students who violate this policy will be subject to disciplinary action.

Guests

To protect the safety of all residents, the following guest policy is in place. We also ask residents to be aware of what is happening in their community and to inform a Housing and Residential Education staff member of anyone in the residence halls who is causing a disturbance. Each resident has the right to have up to two (2) visitors and guests with explicit prior permission of roommate(s). However, every resident has the right to privacy in her/his own room. Your right to have visitors does not supersede your roommate's right to privacy. Your roommate or a Housing and Residential Education staff member can require that your guest(s) leave immediately. If your guest fails to do so, disciplinary action against you and your guest may result. Residents are responsible for escorting their guests within the building at all times and are responsible for their guests' behavior at all times. Unescorted non-residents will be asked

to show identification and identify the person they are visiting should the opportunity arise. Failure to cooperate with Housing and Residential Education staff in such matters will result in immediate removal from the building. Guests may only stay for one 72 hour period with consent of all roommates involved. Should one resident not be okay with a guests' visitation, then the guest is not allowed to stay.

Providing keys or access cards to non-residents is strictly prohibited. Cohabitation (allowing someone other than your designated roommate to live in your room) is not permitted. You have the right to use the bathroom without the intrusion of a member of the opposite gender. Guests and visitors are required to use only gender-appropriate bathrooms. This may mean that a guest needs to use facilities on another floor.

If a guest stays overnight, s/he must sleep in the host's room. Neither guests nor residents are permitted to sleep in lounges under any circumstances.

Noise

Noise is a particular concern in residence hall environments where many students live and study together in a relatively small space. Noise that intrudes on others right to sleep and study is prohibited; courtesy and consideration of others is expected at all times. Reasonable quiet in areas outside the residence halls must be maintained, and noise will be considered disruptive if it can be heard through a closed door or window. Excessive bass, running and shouting in the hallways, yelling out windows, and door slamming will always be considered unacceptable. All residents are responsible for their own noise levels, as well as the noise levels of their guests.

Quiet Hours and Courtesy Hours

Quiet hours and courtesy hours are implemented as follows: Sunday through Wednesday from 10:00 p.m. to 8:00 a.m., and Thursday through Saturday from midnight to 8:00 a.m. Quiet hours will be 10:00 p.m. to 8:00 a.m. on the Thursday's before Friday classes. During quiet hours, the noise is to be at a level that is conducive to studying and sleeping. During exam periods, quiet hours will be in effect 24 hours per day.

Quiet hours are applicable to behaviors inside the buildings and outside the residential areas. Inappropriate noise is that which could be considered disruptive to one's right to study and/or sleep in one's room.

Courtesy hours are in effect 24 hours a day, 7 days a week and provide an environment conducive to studying and/or sleeping in one's room. Residents should confront their neighbor(s) when they believe it is too noisy and, in turn, respect their neighbors' requests to hold the noise level down. A resident whose primary rights to sleep and study in his/her room is being violated, should speak to the person(s) causing the interference. If this action does produce satisfactory results, contact the RA on duty or if there is still difficulty in resolving the situation.

24-hour quiet hours are in effect in the residential areas during the final exam period each term, and are designed to provide all residents with a quiet environment for studying. Quiet hours begin at 8:00 a.m. on the day before exams begin, and end at 8:00 a.m. on the day after the last scheduled exam day. Exam periods for each term are as follows: fall term - November 15-17, 2006; winter term- February 21-23, 2007; spring term - May 15-17, 2007.

Pets

For the health, safety, and comfort of all residents, pets (with the exception of fish in aquariums that are 5 gallons or less) are not allowed in the residence halls. Keeping pets will result in the assessment of a \$50.00 charge per incident. After the initial incident, the resident will be given a notice to remove the pet within two calendar days. If the pet is seen after this deadline, an additional \$50.00 charge will be levied per day. This process will continue until the pet is removed. Repeated incidents are likely to result in the student's relocation or expulsion from the residence system, and possible further University disciplinary action.

Postings

All postings must be approved by the Department of Housing and Residential Education. Postings must be dropped off at the department of Housing and Residential Education in the Student Affairs suite, located on the second floor of the Student Union. Only Student Affairs staff members are authorized to post approved stamped flyers within the residence halls.

Roofs and Ledges

Climbing on roofs and ledges of residence halls is strictly prohibited.

Smoking

The residence halls are smoke-free facilities. Smoking is not permitted inside the buildings, and is only allowed in designated areas around the buildings, with a minimum of 50 feet away from the building entrance. Cigarette butts and ashes must be disposed of properly in receptacles provided.

Solicitation

For security reasons and to prevent annoying disturbances, solicitors are not allowed in the residence halls, with the exception of Housing and Residential Education affiliated groups and activities.

Sporting Activities

Due to the potential for personal injury and property damage, playing ball, water games, Frisbee, snow ball fights, hockey, wrestling, etc. is not allowed in and immediately surrounding the residence halls. In addition, as stated earlier riding skateboards or wearing skates is prohibited in all areas of the residence halls. Skates and skateboards should be carried within the buildings. Students are responsible for any damage incurred by their failure to comply with this policy.

Trespassing

Any student entering the Johnson & Wales University residence halls after being ordered not to is considered trespassing. Campus Safety or the Denver Police will be called to remove the trespasser.

Waterbeds

Due to weight restrictions and the limitations of our facilities, waterbeds are prohibited in all residence hall rooms.

Windows

Due to the danger to persons or property, the act of throwing, hanging, or dropping any item, liquid or solid, from or at any window or terrace is strictly prohibited. Exiting or entering a room through any window or terrace is likewise prohibited. In addition, windows with screens must remain on windows at all times.

RESIDENCE HALL ACCESS

To enter the residence halls, residents will have a personal code and hand scan access. To gain access, residents will need to have their hand scanned into a recognition system. Residents will be scanned in at their time of check-in, during opening weekend. However, should you ever have a problem with hand scanning access you can contact the Student Affairs Office at 303.256.9400.

To enter one's individual room, residents will be issued keys upon check-in. If you lose your room key please go to the office of Student Affairs immediately and fill out the required paperwork. This minimizes the possibility that someone may find the key and gain access to your room or building. The lock will be changed, new keys made, and your housing deposit billed for the repairs. You will be charged no matter where or under what circumstances the key was lost. The charge to recore your lock is \$50.00.

Keys are the property of the University and must be returned when students move out of their rooms. Failure to return keys at the time of check-out or relocation will result in charges to the student's account to cover the changing of door locks.

Lost keys may jeopardize your own security and the security of other residents. For these reasons, no one is allowed to make or purchase an unauthorized key. Any student who does so is subject to disciplinary action. Students may not have a key to rooms other than their own, nor may they have more than one key to their own room. Any student who attempts to gain additional keys to his/her own or other rooms will face disciplinary action.

Keys/Lockouts

If you are locked out of your room, you will need to find a Housing and Residential Education staff member. Look for your RA or another RA in your building. If you can not find one, between the hours of 8:30 a.m. and 4:30 p.m. proceed to the office of Student Affairs on the second floor of the College of Business, someone there will help you gain entrance to your room. Should you be locked out of your room between 4:30 p.m. and 6:00 p.m. please contact Campus Safety at extension 9500, and they will let you in your room. From 6:00 p.m. until 8:00 a.m., contact the RA on duty in your building for all lockouts. You can access the RA on duty number from your RAs door or main lobby area.

Deliveries

Buildings are always locked, persons making deliveries (pizza, etc.) must use the outside courtesy telephone to call the residents' rooms. The resident must then go to the front door to receive the delivery. Delivery staff is not permitted to go to the resident's room.

RIGHT OF ENTRY

Johnson & Wales University reserves the right to key-in and search bags (upon entry), residence hall rooms, closets, microfridges, room safes and packages at any time for fire, health and safety hazards, for prohibited items and for maintenance and inventory reasons. Room searches are conducted by Campus Safety and the University reserves the right to enter a student's room most notably for the following reasons: to fulfill custodial, maintenance, or computer/telephone/cable service needs; to conduct wellness checks; to investigate suspicion that the welfare and/or rights of other members of the University community are being infringed upon.; to investigate that danger to a student or danger to the property of the student or the property of the University exists; to investigate suspicion of serious policy violation.; to check that closing procedures for break periods were completed; to turn off alarms, stereos, or other devices that are causing a noise disturbance; to perform cleaning and maintenance checks.; to confirm room has been vacated during fire alarm; to confirm room is ready for a new resident.

A student refusing to grant entry to any University official (including Resident Assistants) acting in the performance of their duties will be documented for failure to comply and will engage the University's conduct system.

Rooms may be entered after giving students 24-hour advance notice. However, exceptions may be made for reasons listed above. Rooms may be entered after knocking. If a policy violation is discovered in any of the aforementioned situations, the violation will be documented and may result in disciplinary action. University officials, including Housing and Residential Education and Campus Safety staff members may confiscate the following items, including but not limited to: candles, incense, alcohol, controlled substances, false identification, illegal plants, and drug paraphernalia. Items may be discarded or turned over to Campus Safety for further investigation.

Health and Safety Inspections

Johnson & Wales University reserves the right to key-in and search bags (upon entry), residence hall rooms, closets, microfridges, room safes and packages at any time for fire, health and safety hazards, for prohibited items and for maintenance and inventory reasons. The University also reserves the right to inspect and search residents' rooms in the event that a violation of the Student Code of Conduct occurs or is believed to have occurred.

RIGHTS AND RESPONSIBILITIES

Living with other people provides a wonderful opportunity to learn more about yourself and others. However, opportunities come with rights and responsibilities. To enjoy residential living, students must respect other residents' rights and uphold their responsibilities as a fellow resident.

Community Bill of Rights

Residential living is proud of the positive environment for living and learning in our residential communities, where residents treat one another with respect and in good faith, and appreciate the value of conducting themselves in a responsible manner. The Community Bill of Rights is intended to define basic expectations of residents' rights and responsibilities. The goal is to balance residents' freedoms without interfering with the rights of other residents. In the interest of promoting this positive environment, the on campus community has developed the Resident Bill of Rights.

Primary Rights

Housing and Residential Education strives to create an atmosphere that supports academic success, as well as students' individuality and personal growth. In order to foster communities that support these goals students have certain rights. Primary rights are those deemed to be most essential and important to the success of students. These rights include:

- The right to be treated with respect.
- The right to sleep and study without interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to pursue individual interests, hobbies and lifestyles.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to a safe environment. One that is free from intimidation physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of shared equipment and appliances (telephone, microfridge, etc.)
- The right to address conflicts and concerns within the community.
- The right to free access to one's room/suite during the period that the residence halls are

open.

- The right to a clean environment, that is welcoming and comfortable.
- The right to redress of grievances. The right to initiate actions and referrals for impartial and fair adjudication of grievances is vital if the residential community is to function in the most educationally effective way possible. In exercising this right, the student must be free from fear, intimidation, physical harm and/or emotional harm, and free from the imposition of sanctions apart from due process.

Secondary Rights

Secondary rights of the resident are those which should be protected, but also should not infringe upon the reasonable exercise of the primary rights defined above. Secondary rights of the resident include:

- The right to personal privacy within the guides to communal living. All residents should have freedom from interference with their personal activities, and should be able to maintain privacy for other reasons than academic.
- The right to host guests. All residents should have the opportunity to maintain personal contacts and friendships with other persons to fulfill social needs. Guests are to respect the above-stated rights of the host's roommates and of the other residents at all times.
- Your Community Responsibilities
- As a member of our on campus community you gave the responsibility to:
 - Treat others with respect.
 - Monitor your own behavior and comply with residence hall policies.
 - Treat the facilities with respect, free of vandalism, theft, and harm.
 - Contribute to the overall safety within your community through actions such as not propping doors, locking your room door, and not allowing people you do not know into the building.
 - Address conflicts and concerns within the community.

ROOMMATE AND SUITEMATE AGREEMENTS

The Department of Housing and Residential Education staff believes that it is important for students to learn to live with one another and, thus, emphasizes open dialog and discussion among roommates and suitemates. The Roommate and Suitemate Agreements are intended to be a guide for roommates in establishing greater understanding of expectations, values, priorities, and boundaries. These agreements will be provided to all residents and are to be submitted to your RA one week from the first day of class.

SAFETY, SECURITY, AND EMERGENCY PROCEDURES

The security of residents is a primary concern of the Department of Housing and Residential Education. Despite our best efforts to keep the facilities and residents safe, students can make or break the best safety and security plans. Simple things such as locking room doors and windows at all times, not propping doors open, not allowing non-residents to enter the building, going out in groups, and keeping track of keys and ID cards are important security precautions that take very little effort but maximize everyone's personal safety.

Theft

Should a student be the victim of theft or other crimes, contact Campus Safety immediately.

The RA may be able to offer further assistance. By observing the following precautions, students can protect their personal property. Never lend your keys to anyone. Keep all valuables in a safe place. Do not leave valuables in the open or unattended. Do not prop open any doors. Be certain all doors closed properly after exiting the room. Do not allow anyone other than guests for whom you are responsible to enter the building behind you. Residents should report any suspicious persons immediately to Campus Safety & Security or Housing and Residential Education staff.

Bomb Threats

As in any emergency situation, Campus Safety should be notified immediately at x9500 or call 911. In this particular situation, try to keep the caller on the line as long as possible, alert someone else to call campus safety and 911. Try to get the following information: the caller's name, location of bomb, schedule of detonation, and reasons for bomb placement and if possible where the caller is located. Be prepared to give your name and the exact information you received to the police, with any information you have collected from the call. Make sure to document any characteristics of the caller, including gender, tone of voice, background noise, and called ID if possible. Wait for further instructions from campus officials, Housing and Residential Education staff, or Campus Safety.

Fire Alarms

Fire protection equipment (alarm pull stations, fire extinguishers/hoses, etc.) is located in each residential hall. If abused, this equipment will not be functional in the event of a fire, thereby endangering the lives of all building occupants.

Due to the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, there are criminal and civil penalties for intentionally setting any fire; for intentionally causing any false fire alarm; and for vandalizing or tampering with any fire alarm or fire protection equipment (including covering smoke/heat detectors). Probable sanctions for these violations include suspension and/or criminal prosecution.

Fire drills. Fire drills are conducted to familiarize everyone in a building with the building's fire alarm, the location of all exits that you may not normally use, and the procedure to follow once you are outside the building.

If a fire ever starts, there is just one thing to do--get out safely. In a real fire, you might have only a few seconds to escape. Fire drills give us all a chance to practice. Students who fail to participate in a fire drill will be subject to disciplinary action.

Fire emergency guidelines

In the event of a fire, activate the fire alarm system and call Campus Safety at 303-256-9500.

If there is a strong odor of gas do not activate fire alarm. Call Campus Safety at 303-256-9500 and await instructions from them. Immediately evacuate the building through emergency exits, closing doors on the way out to confine the fire and reduce oxygen. Do not lock doors as they are closed. Utilize the stairs, not the elevator, while evacuating.

Once outside, move to a clear area at least 500 feet away from the affected building. Keep the streets, fire lanes and hydrants, courtyards and walkways clear for emergency vehicles and crews.

Students should proceed to the emergency rally site, located at the Benefactors Garden in the center of campus. Once there please check in with your RA or any Housing and Residential Education staff member. Do not leave this area, unless authorized to do so. Do not return to an evacuated building unless told to do so by the fire department and a University official.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window in the room, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. If you become trapped in a room, keep the door closed. Open the windows to let out heat and smoke. Seal the bottom of the room door and air vents with a rug, blanket, or towel.

Tornado Warnings

In the event of a tornado warning, move to an enclosed area within the residence hall away from glass windows and doors. Go to one of the following areas to stay during a tornado: basement of your building, interior stairwells without glass windows (lowest floor), or the interior bathroom area of your floor.

Remain in your evacuated area until the all clear has been given by Campus Safety or Housing and Residential Education staff. Stay inside the building until you are instructed to leave.

SERVICES PROVIDED

Cable Television

Basic cable service is provided in each residence hall room. If problems with the cable service arise, contact the University Helpdesk at 866-598-4357 (toll free).

Common Areas

Common areas (lounges, commons, hallways, recreation areas, group study rooms, etc.) in the residence halls are for the use of hall residents. No individual or group should engage in an activity which prevents the use of these common areas by hall residents unless a reservation for the room is approved in advance by the Department of Housing and Residential Education. Furnishings and equipment in the common areas are for the use of all residents. Removal of shared items (such as furniture, pictures, trash cans, or game equipment) deprives others of their use. Any common area furnishings found in a resident's room will be considered theft and may result in a charge for replacement and disciplinary action.

Elevators

Elevators are provided in each residence hall; as it may be the primary source of transportation to the living areas of the higher floors and a necessity for many residents, please use care and respect when using the elevators. Misuse of the elevators will result in disciplinary action and/or removal from campus housing.

Internet Services

In order to access resnet, personal computers must have a network card as well as Cat 5 cable. This allows students to plug-in to the network outlet located in each room. Wireless internet is not allowed in residence hall rooms. If problems arise with network connectivity, contact

the University Helpdesk at 866-598-4357 (toll free).

Laundry

Laundry rooms are provided on the lowest floor of each residence hall. In the event of a malfunction of a washing machine or dryer, contact the Campus Services at 303.256.9340 to report the problem. Until the machine(s) can be repaired, it is helpful to post a sign indicating that the machine is "out of order."

The residence halls utilize a debit card system for laundry. Laundry cards can be purchased at the card machine in the IKON center above the copier. The IKON center is located on the first floor of the Student Union. The cards cost \$5.00, but come with a \$2.00 credit. The machine also only takes \$5.00 bills and up so you can add money. The machine does not take one dollar bills; if you use a \$20.00, you get an extra \$2.00 credited. The University and the vendor are not responsible for the replacement of lost or stolen cards. Please keep your card in a safe place. If necessary, additional cards can be purchased from the machines for \$500.

Storage Areas

Each residence hall has a student storage area located in the basement. Students may utilize the student storage areas on a first-come, first-served basis. Storage occupants should label their unit with their name and room number. Each student may only utilize one storage area. To utilize a student storage area, students must purchase a lock for the area in use and let their Resident Assistant know, so that a storage agreement can be signed. No prohibited items may be stored in student storage areas. Storage areas that are not locked will be emptied out. Students may not store items in the storage areas over the summer vacation or after the student has vacated their residence hall.

Students With Temporary Disabilities

Johnson & Wales will provide reasonable services, including on campus housing accommodations, to enrolled students who incur injuries or other temporary conditions which impact ability to participate in classes. The university will not provide personal care and/or transportation to and from classes. However, temporary handicap parking permits and appropriate academic accommodations can be arranged. Documentation that substantiates the nature of, and limitations imposed by the disabling condition, as well as the predicted duration of the condition may be required. The University will work to provide these services in a timely manner, although some accommodations may require time to coordinate. Please contact your Resident Assistant to arrange a fire evacuation plan should you have a temporary disability.

Housing accommodations will require a housing contract and current housing rates will apply. Some housing accommodations will require students to move to a different space or perhaps a different facility. Please notify Housing and Residential Education at x9400 for more information and to facilitate arrangements.

Telephone

Each room has one phone line. A telephone is not provided. Plug the phone into the telephone jack provided and a dial tone will sound. Local and on-campus calls are free, but long distance calls will have a charge to a phone card. You will need a calling card for long distance calls from your campus phone line. You will not be able to have an independent company (i.e., AT&T, MCI, Sprint) run a phone line directly to your room. Therefore, you will be unable to dial direct long distance or be eligible for some of the special long distance plans provided for direct dial long distance. Residents need only must dial 8 to get an outside line and only the four digit extension is necessary to dial an on campus extension. Local Denver numbers include 303 and 720 area codes and the city utilizes ten-digit dialing (area code + 7-digit number). If you have questions, contact your RA.

Voice-mail is free of charge. You can set up your voice-mail by dialing x9364 and following the prompts. All system passwords default to 12 + extension. If students experience any problems with the on campus phone service, they must notify the University Helpdesk at 866-598-4357.

Utilities

Basic cable TV and University internet services are provided. Failure of utility services will not render the University liable for inconvenience to students or damage to property, nor reduce room rents, nor relieve students of obligations under the Agreement. Utility services may be reduced or cut off during prolonged vacation periods in the interest of energy conservation or maintenance. In addition, some halls have seasonal air-conditioning that is operated by a building wide system during specific time periods. Failure of the air-conditioning will not render the University liable for inconvenience to students or damage to property, nor reduce room rents, nor relieve students of obligations under the Agreement.

TERMS AND CONDITIONS OF THE HOUSING CONTRACT

For terms and conditions of the housing contract, including information on release from a housing contract, please contact the Student Affairs Office.

