

*The Guide to  
Residence Living*  
**2017-2018**



JOHNSON & WALES  
U N I V E R S I T Y

DENVER CAMPUS

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*Welcome to Residential Life at Johnson and Wales Denver!* The Residential Life staff hope that the academic year will be exciting, challenging and rewarding for you. Residential Life staff members strive to provide a supportive living environment that encourages students to succeed in the classroom and grow as individuals. We strive to provide sound facilities conducive to living and learning, a variety of dining options, measures to assist with student safety and security, and many opportunities for student learning and memorable experiences.

You have made a valuable choice to become a part of the residential community. By signing your contract to live on campus with us, you acknowledge and agree to follow the standards of the community. As a partnership, students and staff create communities of respect, good citizenship and lasting friendships. As a resident of this community, you play an important role in the success of these endeavors. As we begin a new academic year, we invite each of you to engage in this partnership and look forward to a year of many successes!

Thank you for choosing to live in residence and we look forward to sharing the year with you. Welcome Home.

### **Residential Life Purpose**

Residential Life strives to provide students with a home that is safe, dynamic, and promotes academic and personal development in a shared living environment.

### **Residential Life Fundamentals**

- Provide students with quality living facilities that are comfortable and relevant to the undergraduate and graduate experience.
- Foster academic and non-academic collaborations to create learning opportunities beyond the classroom.
- Encourage active participation in a diverse and inclusive community.
- Cultivate experiences for students to build camaraderie, community development, and campus affinity.

### **Honor Code**

As honor is the foundation of pursuit of knowledge, a Johnson & Wales student will commit to acting with honor in all aspects of campus life.

This **commitment** to **honor** is demonstrated through intellectual curiosity, community awareness and strong citizenship and leads to excellence.

This **promise** includes acting with integrity with original academic work; fostering an environment rich with civil debate and discourse; celebrating the rich, diverse student body; upholding ethical and professional standards; engaging in all aspects of the university community and behaving in a **responsible** and **respectful** manner in and out of the classroom.

A Johnson & Wales student recognizes that he or she is bound to this community and **promises** to assist others in upholding these same high standards. It is with **pride** that a student **commits** to this code.

## CONTRACTS AND AGREEMENTS

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Residential Life is pleased you selected to live on campus. As a student living in residence you elect to follow the policies described in the JWU Student Conduct Code, the Rooms Terms Agreement, and any policies and regulations identified in this guide and Johnson and Wales University. You are expected to familiarize yourself with these guidelines, make responsible choices, and understand your rights and responsibilities as a member of this community of scholars. It is important to consider the effect your choices and behaviors have on yourself and others around you. Living on campus is a privilege and we are pleased you selected to join our community.

### JWU Student Conduct Code

The Student Conduct Code aims to protect the entire JWU community and the rights of its members. Please refer to the Johnson & Wales University website.

### Room Terms Agreement

The Room Terms Agreement, signed by every resident, is a legally-binding contract for room and board services. One of the mandatory conditions of the contract is participation in a meal (board) plan. **The Room Terms Agreement is a yearly contract which can only be terminated by the Housing Release Committee under circumstances as outlined in the document.**

Some terms from the Room Terms Agreement that we would like to emphasize and bring to your full attention include:

- **Entering Student Rooms:** JWU reserves the right to inspect student rooms and furnishings in order to maintain health, safety and maintenance of standards.
- **Room Changes:** It is possible for residents to be approved to switch rooms with one another or to change rooms into available vacancies during scheduled room change days. Room changes outside of scheduled room change days are only allowed with the permission of your Residence Director. Students involved in unauthorized room changes will be documented and directed to a professional staff member and will be held accountable for possible policy violation. If you are interested in a room change, please speak with your Resident Assistant for more information.
- **Room Re-assignments:** The Room Terms Agreement states that the assignment or re-assignment of rooms and/or roommates is an administrative decision of Residential Life. JWU has the right to assign a resident to any existing vacancy in campus housing at any time. When a vacancy exists in a room, The University has the right to consolidate the remaining resident(s) to a vacancy in another room.
- **Room Damages:** Each resident is expected to maintain his or her residence hall room in good condition. To document the original condition of your room, you will have the opportunity to review and sign a Room Inventory Form at the time you move into your assigned room. Please review this form carefully; when you vacate the room, this form will be used as the basis of comparison for damages. Residents will be charged for all damages that were incurred during their stay in an assigned room. At checkout, residents are responsible for formally checking out at the residential hall office and turning in his or her room key. Because this is your home, residents are expected to report malicious damage to common areas. When communities do not identify the responsible party, these charges are assessed to all members of the community. You are responsible for ensuring the proper use of these facilities by your guests. During all breaks, residents are expected to follow appropriate check-out procedures.

### Community Standards and Roommate Agreements

The JWU Community Standards and its supporting agreements provide the cultural framework of expected behavior within residence. Residential students will work with their student staff member in a civic exercise in defining their community experience within each suite. The agreements are designed to open lines of communication between community members.

The agreements ask students sharing a floor and/or common space to discuss expectations and guidelines for living together. Some of the topics are: visitation, cleanliness, and use of other's property, designated time for sleep and study. It is very important when living with others to reach an understanding of what is important to you and to determine your limits. Ideally, you will complete these agreements within the first few weeks of fall term. Residential Life staff members are available to assist you with this process. The agreed upon documents may be revisited to include additional items or redefine standing items. Students may be directed to a professional staff member if a concern shall occur.

# RESIDENCE HALL HEALTH, SAFETY & SECURITY POLICY

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## Principles of Campus Living

Living on campus is a privilege. It provides you with the ability to build relationships with faculty, staff, and classmates, take advantage of leadership opportunities and participate in many events and activities, and affords you many conveniences by living where you study. In addition, the responsibilities of living on-campus are great and these responsibilities are expectations of residential students in good standing.

Please note that you may be held responsible for being present during a policy violation based on a preponderance of evidence. You may also be held accountable for your guests' behaviors and policy violations occurring in your room or the common areas of your suite. Residential Life and/or campus partners may deny a resident or guest's entry to a residence hall based on the health and safety of the individual or potential harm to the community. In addition, Residential Life reserves the right to ask questions pertaining to the health and safety of an individual.

## Residential Alcohol Norms

As stated in the university's Alcohol Policy, possession or use of alcoholic beverages anywhere on university premises is prohibited except for lawful use at events, operations or programs sanctioned by university officials and except that residents who are age 21 years or older who have signed a —Special Agreement Regarding Residents ages 21 or Older and participated in a required university alcohol workshop may possess and use alcoholic beverages in their own apartment/room in accordance with the Special Agreement and applicable laws. The Special Agreement (as well as the *Guide to Residence Living*) sets forth detailed requirements for such residents, including approved types of alcohol, the amount of alcohol permitted per resident, and rules on hosting guests. This policy applies towards Gaebe and Triangolo Halls and Founders Hall rooms 50-65 & 150-165.

Alcohol is not permitted to be possessed or used by any other residents of Gaebe, Triangolo, and Founders Hall rooms 50-65 & 150-165 who do not meet such requirements. Alcohol is not permitted in the other residence halls regardless of a student being of legal drinking age.

Alcoholic beverages and containers (empty or used as decorations) are prohibited. Behavior resulting from possible intoxication that affects the community (i.e., loud noise, destruction of property and non-compliance) is also prohibited.

Illegal drugs, including unlabeled medication bottles or bottles of medication that are not prescribed to the person who possesses them, are prohibited. In addition, items intended to aid in the use of illegal drugs or excessive alcohol consumption (i.e., bong, pipes, hookahs, needles, funnels) are also prohibited on campus.

Planning or suspected planning of a party or large gathering where alcohol and/or drugs are found will result in immediate relocation from your residence hall for the remainder of the academic year or may be removed from housing entirely. Please refer to the Student Code of Conduct for full details regarding alcohol and drug violations.

## Administrative Removal from Residence

As noted in the Room Terms Agreement, —the University reserves the right to take appropriate action against a resident, including termination of this agreement, if a resident violates University rules or is otherwise a detriment to his/her safety or to the welfare of the residence hall environment.

At the discretion of the Assistant Director of Residential Life or other University official, if a residential student exhibits behavior that is determined to be detrimental to his/her safety or the welfare of the residential community, they may be transported to the hospital for emergency assessment and treatment. Under some circumstances a student may refuse transport; however, by doing so, this will result in emergency contact notification for immediate removal of the student from residence.

**Smoking**

The University policy on smoking – JWU Denver is a tobacco-free environment. The tobacco-free policy affects all University property, both indoors and outdoors on University grounds. The use of tobacco materials, including, but not limited to cigarettes, electronic cigarettes, cigars, pipes, chewing tobacco and hookahs on University property is strictly prohibited. Students found in violation of this policy can be referred to Student Conduct. Individuals wishing to use tobacco products of any kind must do so off University property and/or designated locations as prescribed by the University.

**Weight Lifting Equipment**

Weight lifting and exercise equipment are not allowed in the residence halls.

**Social Media Policy**

Students should be aware that information posted on the Internet--including but not limited to postings on social networks such as Facebook, Twitter, YouTube, Internet message boards, forums, web pages and blogs--is public in nature. When such social media postings indicate a violation of the *JWU Student Conduct Code* this information or communications may be used in a Student Code of Conduct Hearing. In particular, communications that violate the *JWU Student Code of Conduct*, *The Guide to Residence Living*, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, or by any other means.

**Room Furnishings**

At no time are students permitted to stack their furniture or remove University furniture from their bedrooms or common living areas.

**Room Consolidation & Moves**

The University reserves the right to consolidate any residential student.

Residents must have proper administrative approval to move from their assigned residence hall room to another residence hall room.

Student interested in changing rooms or swapping bedrooms (where applicable) must request to do so through their Area Coordinator so that we can ensure that all parties are comfortable with the move. It also preserves the accuracy of our housing records for security reasons. If you make an unauthorized apartment or bedroom change, you will be required to return to your originally assigned room, assessed an administrative charge and could face additional sanctions.

Between class weeks 3 and 9, you can request a new room assignment by speaking to your residence director. For administrative purposes, Residential Life reserves a room freeze period during weeks 1,2,10, and 11 of each term.

Room/hall changes are dependent upon available space. Residential Life will attempt to honor hall change requests as space allows, but they cannot be guaranteed.

For security reasons students may not lend their keys or JWUID to anyone.

Since overnight guests potentially infringe upon the rights of others' living space, a residential host must abide by the developed suitemate and/or roommate agreement guidelines from his or her roommates prior to inviting overnight guests. Any of these individuals has the right to allow or deny the invitation to a guest prior to his or her arrival.

Students who are suspended and/or evicted from residence life and/or the University are not permitted to be on the premises, in the residential parking areas, or in residence halls even as a guest. Former students in violation may be arrested for trespassing and host students will be documented for processing in the Student Conduct process.

Residents are responsible for and can be held accountable for the behavior of their guests. Residents must inform their guests of all residential policies as outlined in *The Guide to Residence Living*. Residents of a room may be held accountable for the guest's behavior that takes place inside the room and in the common areas of the building whether or not the residents are present. Guests that fail to comply with any University policy or staff member, will be asked to leave the residence hall. A guest can be denied permission to remain in the hall or may be prohibited from future visits if he or she creates a disturbance or violates any rule or regulation.

### **Anti-Cohabitation Policy**

*Cohabitation includes but is not limited to:*

- having overnight guests staying more than the allowable nights as defined in the Guest Policy.
- accessing the room or apartment while the assigned occupants are not present.
- utilizing a key to enter a room or apartment to which one is not assigned.
- using the bathroom and shower facilities as if one lived in that room/suite.
- keeping belongings, such as clothes and books, in the room as if one lived in that room/suite.
- even if guest is a married partner or domestic partner, they must still abide by the Guest Policy.

It is the responsibility of every resident to inform his/her guest of the rules and regulations of the residence hall. Residents are responsible for the behavior of their guest(s), including their initial eligibility to be a guest. Most importantly, the sponsoring resident is also responsible for ensuring the rights and privacy of the other room and hall occupants. A resident can face student conduct charges and sanctions as well as residential life sanctions, charges and fines due to the inappropriate behavior and/or actions of his/her guest.

Any guests under 18 must be approved at least one week in advance by the area coordinator; and visitors under 16 are not permitted to spend the night in the residence halls.

All visitor(s) should be escorted by a resident when he/she leaves the room/suite. He/she should leave with the resident when leaving the hall, abide by all residential policies while in the hall, and has the permission of room/suitemates to be there.

### **Guest Policy**

It is the responsibility of the resident(s) to ensure that all guests comply with this Guest Policy and any rules and regulations specific to each individual residence hall.

- Residents may sponsor a maximum of two guests in a residence hall, provided that the residents advise their guests of, and the guests agree to comply with, all university rules and policies, including the behavioral expectations set forth in the Student Code of Conduct.
- A guest is any individual who does not reside in the residence hall to which the individual is requesting access.
- Overnight guests are permitted in the residence halls; however, overnight guests are limited to no more than three visits in any calendar week or three consecutive nights.
- Under 18 Years Old (16 and 17 year olds): Any guests under 18 must be approved by the Area Coordinator at least one week in advance along with a parental note and valid government issued ID to spend the night or visit during the day.
- Guests Under 16 Years Old (infant – 15 years old): Anyone under the age of 16 (including infants) are never allowed to stay overnight or visit in the residence halls. They may be allowed to visit for a short period of time if accompanied by a parent/guardian.
- Sponsoring residents must accompany their guests at all times and are responsible for their guests' actions and behaviors, including ensuring that the rights and privacy of the other room and hall occupants are respected.
- Residents may be subject to disciplinary action and suspension of guest privileges for any conduct by their guests that violates university rules and policies, including this Guest Policy and the behavioral expectations set forth in the Student Code of Conduct.

- Roommates must discuss guest visits in advance. If a student and roommate cannot agree, they should contact a Residential Life team member for help.
- Providing keys or access cards to guests or anyone is strictly prohibited.
- Residential Life reserves the right to amend this guest policy and to deny and/or limit guest access at any time, in its sole discretion.

### **Lights**

The use of halogen lamps, lava lamps, neon signs, rope lights, etc. within the residence halls is not permitted.

### **Hallway Games**

Potential damage to the building and possible danger to residents prohibit hallway games. This includes but is not limited to throwing balls and frisbees, hockey, running, wrestling, roller blades, scooters, bikes, and water fights.

### **Exterior Doors**

Leaving exit doors propped open or unlocked, or entering /exiting the residence halls through clearly marked emergency exit doors is a safety hazard. Individuals found tampering with door closure and or locking mechanisms may be referred to the Student Conduct Process.

### **Fire Safety**

- Using or attempting to use university property in a manner inconsistent with its designated purpose is prohibited.
- Room doors must be kept free of flammable materials, particularly loose paper. Doors cannot be wrapped or covered with flammable materials. Dry erase boards & limited door decorations are the only items allowed to be posted on the outside of doors; all other postings are prohibited. Any items posted on the inside of doors must not obstruct view of the path of egress signs or peepholes. It is at the discretion of Residential Life staff to determine when door decorations have reached a safety hazard.
- Electrical outlets must be appropriately used and electronic equipment (computers, stereos, televisions, hair tools, etc.) must not overload circuits or be improperly wired to create a safety hazard.
- High-heat generating items such as curling irons, clothes irons and hair dryers should never be left on or unattended while plugged in. In addition, these items should be monitored until they have cooled to avoid potential fire hazards. These appliances should only be used for their designed purpose.
- Decorations must not overload electrical circuits and, if appropriate, must be fireproofed in accordance with environmental health and safety standards.
- Fire pull box alarms and extinguishers are placed in the residence halls for your safety and the safety of others. You are reminded that misuse of this equipment is a serious criminal offense under state laws. In addition, it jeopardizes the safety of all residents and violators will face disciplinary action by the university.
- Tampering with any fire safety equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems is prohibited and a serious criminal offense under state laws. For other guidelines on items which are prohibited due to fire safety regulations refer to the *Student Handbook*.
- Propping open fire doors or exterior doors of residence halls is prohibited.
- Unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, offices and dining halls is prohibited.
- Failing to vacate the residence hall when directed to do so by residence hall staff, emergency staff, or the sounding of a fire/smoke alarm is prohibited and violates state laws.
- Improper use of kitchen/cooking facilities is prohibited.
- Blocking hallways with furniture or personal belongings is strictly prohibited.
- Tampering with or damaging mobility and hearing-impaired equipment (e.g., door knockers, bells, lights, door arms, etc.) is prohibited.
- Removal or blocking of door peepholes is prohibited.

- All areas of all residence halls are smoke-free including rooms, bathrooms, common areas such as lounges, hallways, laundry rooms, entryways and outside the building near room windows.
- Use of e-cigarettes & vape pens are against policy.
- Cigarette butts must be disposed of in the appropriate receptacle.
- You must exit a building whenever a fire alarm sounds. (Be sure to take your JWU ID with you so that re-entering the building is orderly.) Residential Life staff will direct you to a safer location once you are out of the building. Drills will be performed periodically to ensure that all residents are aware of fire exits. Residents failing to exit will be sanctioned accordingly.
- For your own safety, residents are required to keep belongings out of the main walkway and doorway to the room. By keeping the room clean, residents can ensure that a clear path of egress is always available in the event of an emergency or drill.

### **Multi-Plug Adapters & Extension Cords**

The University strictly prohibits the use of all non-fused multi-plug adapters in the residence halls; all multi-plug adapters must have breaker, fuse, or surge protectors. Light-weight extension cords are prohibited from use (16 or 18 gauge brown/white cords) and all other heavy-duty extension cords may only be used temporarily.

### **Solicitation**

Soliciting within a residence hall by any person for any purpose not approved by Residential Life is prohibited. Please seek permission from your Residence Director in advance.

### **Throwing Objects Out Windows**

Throwing objects out of windows is dangerous to individuals, their property, and the surrounding areas.

Removing screens, entering or exiting a building through a window and suspending objects outside of a window is prohibited. Violations of this nature are considered serious and may result in removal from residence.

### **Quiet Hours & Noise**

Living in a community requires a consistent awareness that the actions of one person can affect others in direct and indirect ways. Noise levels can have an impact on the resident community's ability to sleep or study uninterrupted. It is everyone's responsibility to self-regulate their behavior and actions.

Quiet hours are in effect for all halls Sunday through Wednesday (or any day preceding scheduled classes) 11 pm-9 am; and Thursday through Saturday, midnight -10 am so that you and your neighbors can study and sleep. During quiet hours, sound must not be audible beyond the limits of any individual room, hallway, or lounge.

If students or guests in your hall are making enough noise to bother you, you have the right (at any time of day or night) to *politely* ask them to be more quiet. If the issue persists please contact a Residential Life staff member, who has the option and authority to address the noise.

As determined by Residential Life, 24-hour quiet periods are in effect during the examination period of each term and at other times as announced.

Out of respect to others living in and around our community, all students are expected to abide by courtesy hours. Please ensure that you are not creating undue interference, unreasonable noise and other distractions that inhibit students' ability to read, study, and sleep; this includes stereo/TV volume and excessive noise in areas frequented by the public (such as the lobby, building entrance, common rooms, hallways, stairways and elevators).

### **Common Area Cleanliness & Damage**

- The common areas (hallways, laundry rooms, lobby, and lounges) are for everyone's use and should be left in a

clean condition. Residents will be held accountable for excessive cleaning charges. Unless responsible parties can be identified, damage assessments for vandalism and missing property (including excessive cleaning fees due to damages) are a shared responsibility of the residents of the complex or floor where the incident occurred.

- Residents are responsible for keeping their room clean, free of trash and in a general hygienic state. Private bathrooms are to be cleaned and maintained by the residents of the room. If at any time a residential life staff member feels that the room is not meeting cleanliness standards, 24 hours will be given to rectify the situation. If, after 24 hours, the room does not meet cleanliness standards, conduct sanctions may apply.
- Window screens must remain secured at all times. Individuals are not permitted to remove window screens, to exit onto residence hall roofs, to sit on window sills or to hang out of windows. Individuals are not allowed to yell, throw or hang items out of windows. Lasers and laser pointers are not to be shined out of the window opening. Window surfaces must be kept clear of all opaque materials, such as aluminum foil, posters, flags or signs.
- Painting or furniture modification, including the possession of public-area furniture in individual rooms, is not allowed.
- Residents are responsible for ensuring all furniture assigned to the room remains in the room unless removed by the residence hall staff or maintenance staff. Missing furniture can result in a \$100 fine or the total replacement charge of the missing piece(s) of furniture, whichever is greater. Residents are responsible for ensuring that unoccupied furniture (beds, dressers, closets, desks, etc.) remain set up at all times and available for use as instructed by the hall staff. Personal furniture is not allowed unless approved by the Area Coordinator.
- Tampering with wiring or plumbing is strictly prohibited.
- Hanging items should be done in a manner that does not damage the walls, appliances (where applicable), windows or doors of the room. Nails, paint-removing substances, wall-puncturing items or permanent-affixing are strictly prohibited.
- Hanging items in the hallways or stairwells of the building without consent from the Area Coordinator is prohibited.
- Activities or incidents resulting in damage to the ceiling or the floors (carpet, tile, etc.) of the room or the buildings are strictly prohibited.
- Holiday trees that are real or larger than 2 feet are not permitted.
- Speakers should not be placed or used in a manner that disturbs neighbors or causes sound to emanate beyond the room. This includes speaker placement in windows.
- Out of respect to others living in and around our community, excessive noise in areas frequented by the public (such as adjacent parking lots, building entrance, hallways, stairways) is prohibited.
- Health and Safety Inspections will be conducted by Residential Life staff members each term. These inspections are designed to identify and address any health, safety, sanitation and/or maintenance issues that may be present. Students will be held accountable for any violation of the Student Code of Conduct or Residential Living Guidelines (this guide) discovered during the course of an inspection. Students will be notified in advance of the inspection.

### **Cleanliness of Individual Suites**

Trash is not to accumulate in student rooms or in the hallways. Bathrooms, living areas, kitchens, and bedrooms are to be maintained in a healthy and safe manner in compliance with each individual room's Shared Living Space Agreement.

Each hall staff will review all assigned residential spaces monthly. In addition, a formal Health and Safety inspection in preparation for Fall, Winter, and Spring Breaks. Residential Life staff will inspect each room to ensure compliance. Residents who fail to comply with expectations may be referred to the Student Conduct Process.

### **Posting Policy**

All posters, fliers, to be posted within the common areas of a specific Residence Hall must first be approved for posting and distribution by the community's Residence Director. Marketing to all of Residential Life must be approved by the

Assistant Director of Residential Life or their designee.

## **Prohibited Actions and Items**

### *Actions*

- Using or attempting to use university property in a manner inconsistent with its designated purpose, including but not limited to painting, furniture modification, possession of university owned items in your personal room not originally placed in your room, illegally obtained signs, tampering with locks/keys, electrical, plumbing, and fire safety equipment.
- Subleasing or renting out of rooms/suites/apartments for any duration and in any matter, including but not limited to personal contact, newspaper ads and/or website(s) such as Airbnb, Craigslist, Homeaway, vrbo.com, etc.
- Throwing items or shining lasers/laser pointers out of windows Hanging, attaching, or posting items on your windows/doors facing outward and/or throughout the building without university approval
- Activities, incidents, and items that can or do result in damage (nails, wall decals, permanent-affixing items, horse-play, etc.)
- Excessive noise that emanates beyond the room that does or can disturb others.
- Items that may affect the safety or security of the residence hall and those residing in or near it.

### *Items*

Many items which you have in your room at home are not allowed in our residence halls due to fire safety regulations, federal, state and local laws, or university policy. For health, safety and insurance liability reasons, residents are prohibited from having the following items in their rooms:

- All items and behaviors prohibited under the [JWU Student Code of Conduct](#) are prohibited in the residence halls as well, including but not limited to Alcohol and Drugs. Refer to the university's [Drug and Alcohol Policy](#) for more information
- Firearms, explosives, weapons, and ammunition (including replicas and realistic toys) such as airsoft/BB guns, knives with a blade over 3 inches (excluding university-issued culinary knife kits), brass knuckles, fireworks/firecrackers. Refer to the university's [Firearms Policy](#) for more information.
- All flammable, internal-combustion engine, gas-powered, or open flame and high-heat producing items such as candles, incense, halogen and lava lamps, stoves and grills, heaters, sunlamps, rope lights, gasoline/butane fuels/torches, Hoverboards, wall/ceiling tapestries and flags or other wall or ceiling decorations larger than 2x3 feet, motorcycles/scooters, etc.
- Personal furniture (unless medically necessary and approved by the Center for Academic Support).
- Live or artificial plants larger than 2 feet in height (holiday décor included)
- Kitchen and Other Appliances:
  - All cooking/kitchen appliances, including a microwave (unless part of the MicroFridge® rental program) are prohibited.
  - Kitchen appliances and equipment provided in our apartment communities are permitted as provided.
  - Equipment that does not emit heat (blenders, mixers, food processors, etc.) are allowed in all halls.

## **Theft and Burglary Policy**

- Wrongfully taking the property of another, or wrongfully
- Refusing to return the property of another when requested to do so, is considered a serious violation of the discipline policies of Residential Life and the University. Residential students found in violation of will be referred to Student Conduct.

## **Pet Policy**

All animals are prohibited in the residence halls (including hallways, common rooms, bathrooms, etc.) with the exception of fish and with explicit approval of Residential Life for the Pet Friendly Community. Fish are allowed but must not exceed

five gallons total per room/suite. You may reach the five gallons in any combination you wish (e.g., multiple fish bowls adding up to five gallons). Fish are the only things allowed in the tank (no snakes, lizards, frogs, turtles, etc., even if they live in water). Please contact Residential Life for specific information about the Pet Friendly community.

## Service and Amenities

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### Maintenance

Maintenance issues should be reported as soon as possible so they can be addressed quickly and to avoid small problems escalating into large ones. Non-emergency maintenance requests should be reported via email at [den.facilities@jwu.edu](mailto:den.facilities@jwu.edu). We understand that accidental damage may occur in the hall or in your room. Students admitting liability for damages will be billed for any repairs or remedial costs at a minimum cost. Damage not reported, and for which liability is not admitted, will result in individuals, floors/wings or entire hall communities being billed for repairs.

When a room is vacated, either during the academic year or at the end of it, the room is inspected and any damages are charged to the occupants of the room. Any room damages that are assessed to your account can only be contested within three months.

Please be sure to report damages promptly to staff so that facilities can remain safe and well maintained.

### Keys

All residence hall keys (room and mail), and electronic access control cards/identification cards (ID cards), are the property of Johnson & Wales University and must not be loaned or duplicated.

Your ID card contains a microchip which can be damaged by close contact to credit cards and other magnetic items. If damaged or lost, you will need to purchase a new ID card from the Student Center.

Lost keys and/or ID cards must be reported immediately to residence hall staff or Campus Safety & Security. Found keys or ID cards must be given immediately to residence hall staff or Campus Safety & Security. (Charges for lost/damaged keys will be placed on the student's account.)

**Don't misuse your ID card.** Make sure that people do not follow you into the hall while the door is open (—piggy-back entry ) and NEVER give your ID card to another person to use to enter your hall.

### Lockouts

A resident receives two complementary lockouts per term and is charged on the third lockout. The charges are \$65 per key. Residence hall staff will provide a room lockout to residents who forget their room key without a charge if:

- The resident can produce the room key after being let back into the room.
- The resident has not exceeded two lock-outs during the term.
- RICOH Mail Box Key: Residents who may have lost their RICOH mail box key need to speak with RICOH staff about how to go about obtaining a new key.

### On-Duty Hall Staff

In every residential location, staff are immediately available to students via an overnight duty rotation. When a situation is beyond the limitations of student staff, professional staff are available to provide additional support. Please ensure you are aware of the Resident Assistant (RA) duty number should you require assistance.

Your first call for assistance after business hours should always be the RA on Duty. A Resident Assistant will be available 7 days per week from 8pm-8am and on Saturday & Sunday from 8am-8pm. All other requests for support can be made through your Residence Director, the Residential Life Office in Centennial Hall, or Campus Safety & Security.

## **Mail & Packages**

We have a centralized mail system on-campus called Ricoh Mail & Copy Center. Students will be assigned a mail box key during orientation/check-in. If the key is lost or misplaced, go to the Ricoh front desk during business hours and let the staff know right away (replacement fees apply). Mailbox keys must be returned upon departure, dismissal, or graduation from the university. The mail center receives and sorts all campus mail. Mail is sorted as promptly as possible and is typically available by 4pm during business hours.

To receive mail on campus, please share the following student address information with those sending you mail:

Johnson & Wales University  
**7150 Montview Blvd. Box # \_\_\_\_\_**  
**Denver, CO 80220**  
**ATTN: Student Name**

If mail is not addressed in the format listed above, the post office will be unable to deliver it to the university. You should not use your residence hall building address as mail is only received at the address noted above. Packages from all shippers (FedEx, UPS, DHL, and USPS Express) can be sent to this same address and are received by Ricoh throughout the day. When you receive a package, Ricoh will generate an email notification for you to print and bring to the window for verification and delivery.

## **Video Cameras**

The Residence Halls contain a video camera system to deter crime and help increase security and the comfort of residents.

## **Phones, Internet, & Cable**

JWU has wireless connectivity across campus. Please be aware that items such as routers, hubs and network switches are not allowed and can result in a loss of network services. If problems arise with network connectivity, contact the University Help Desk at 866- 598-4357 (toll free) or via email at [it@jwu.edu](mailto:it@jwu.edu). Enjoying the privilege of network access requires compliance with all policies governing the Technology Use Policy—including in the residence halls. Please review the University's Technology Use Policy, which covers the proper usage of JWU technology in detail at <http://helpdesk.jwu.edu/policies.htm>.

Personal wireless routers are prohibited from residence halls as they interfere with performance of the wireless internet provided by The University. Residents will be asked to be considerate of their neighbors and refrain from their use. Telephone connectivity is not available in individual rooms; however, every residence hall has a telephone located in each hallway, which can be used for making local phone calls.

Basic cable service is provided in each room; however, students are responsible for supplying their own standard coaxial cable cords. Unfortunately, premium channels are not available for additional purchase.

## **Laundry Facilities**

For your convenience, each hall has its own laundry room. Washing machines and dryers are paid for through use of most major credit or debit cards. Repair problems on washers and dryers should be reported to the Area Coordinator of that hall. The university is not responsible for lost or stolen items. Out of respect of your neighbors, we recommend that you do not leave your clothes unattended.

## **Recycling & Trash Removal**

Trash should be disposed of properly on a regular basis. Failure to properly dispose of trash could result in

disciplinary action. All residence halls on campus participate in the university's recycling program.

### **Parking for guests**

Guests of residents must see Campus Safety & Security in order to park vehicles on university property.

## **HEALTH AND SAFETY INSPECTIONS**

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Health and Safety Inspections will be conducted by Residential Life staff members each term. These inspections are designed to identify and address any health, safety, sanitation and/or maintenance issues that may be present. Students will be held accountable for any violation of the Student Code of Conduct or The Guide to Residence Living discovered during the course of an inspection. Students will be notified in advance of the inspection in the following ways:

- Email sent to JWU email
- Community Meetings
- Closing inspection door slips that are distributed by Residential Life staff members and affixed to each residential door

Residential Life will inspect various aspects of each residential room to ensure compliance. This inspection will include, but is not limited to; bathrooms, windows, cupboards, and refrigerators.

## **RESIDENTIAL STUDENT CONDUCT PROCEDURE**

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There are times when a residential student may engage in behavior that is considered a violation of Residential Life's expectations for behavior from residential students. Residential students are expected to abide by all policies and procedures established by the university. Residential students who fail to meet their responsibility as outlined in the Guide to Residential Living & Social Acknowledgement may be subject to disciplinary action.

Residential staff may choose to educate and remind students of policies and responsibilities as a first line in addressing misbehavior of this nature. This will be done either through an informal, but structured Residential Educational Conversation with the student and their Area Coordinator.

## **EXPECTATIONS OF CONDUCT**

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As a member of the residential community, we share expectations of one another that must be held in high regard. You should become familiar with these expectations of conduct. Please feel free to ask a Residential Life staff member for clarification if you have any questions.

As a valued member of this residential community, you should be able to:

- Study and sleep free from undue interference, unreasonable noise and other distractions inhibiting the exercise of this right.
- Have your personal belongings respected by others.
- Have a clean environment in which to live.
- Have free access to your room and to the facilities provided in the residence hall.
- Enjoy personal privacy within limits of the residential setting.
- Host guests with the expectation that you will explain acceptable behavioral standards; and that your guests will respect the rights of your roommate(s) and fellow residents.
- Consult Residential Life staff in settling conflicts.
- Be free from fear of intimidation and physical or emotional harm.

As a valued member of this residential community, we expect you to:

- Verbally express your views to the person(s) involved should you feel your rights have been infringed upon.

- Treat staff and other residents with respect and consideration and guarantee them their individual rights.
- Understand and abide by all policies and procedures necessary for the hall communities to function.
- Be responsive to all reasonable requests of your fellow residents.
- Be cooperative and respectful in all dealings with residence hall and university staff members.
- Accept responsibility for personal and community safety: refrain from misusing safety equipment, propping security doors open, leaving room doors unlocked or losing or forgetting room keys.
- Recognize that public areas and their furnishings belong to everyone and that abuse of these areas violates the rights of the community.

## **IMPORTANT DATES FOR THE 2017-18 ACADEMIC YEAR**

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- **Fall Break:** All residence halls will remain open November 17, 2017 -November 27, 2017.
- **Winter Break:** All the residence halls will be open December 22, 2017-January 6, 2018.
- **Spring Break:** All residence halls will remain open February 23, 2018 –March 5, 2018.
- **Summer Break:** The residence halls close at 12pm May 18, 2018

*\*All residential students staying in residence during each break must register with Residential Life.*

## **RESIDENTIAL LIFE PHONES AND CONTACTS**

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### **Residential Life Professional Staff**

#### **Katelyn Blanas**

First Year Area Coordinator  
Johnson Hall, Presidents Hall 303.256.9355

#### **Uriah-Isaac Russell**

Sophomore and Upper-Class Area Coordinator  
Triangolo Hall, Founders Hall, Gaebe Hal 303.256.9332

#### **Krista Wiseman**

Assistant Director  
303.256.9361

### **Residential Life Duty Numbers**

Founders Hall: 303.994.3013  
Gaebe Hall: 303.246.3918  
Johnson Hall: 303.246.3304  
Presidents Hall: 303.246.3100  
Triangolo Hall: 303.246.3918

**Campus Safety & Security:** 303.256.9500

**In Case of Emergency:** 911