



## **Lodging Policies and Procedures of the University of Denver**

1. Entrance doors to the residence halls are locked at 24 hours a day. Anyone entering any building must do so with a swipe card or be let in by the front desk staff.
2. No alcohol is allowed in rooms where the guests are under 21 years of age.
3. Smoking is prohibited on the University of Denver campus.
4. Nelson Resident Hall is equipped with very sensitive smoke and heat detectors. Detectors are highly sensitive to tampering and thrown objects. Any student tampering with or activating the sprinklers whether accidental or intended will be held accountable.
5. If there is a fire alarm or there is a fire in the building, **EXIT THE BUILDING RIGHT AWAY**. Do not go back to your room for your belongings. Go outside and gather with your conference group a safe distance away from the building. Follow the directions of the conference staff on duty. **DO NOT** go back into the building until it has been cleared to do so by the fire department.
6. **IT IS A FEDERAL OFFENSE TO PULL A FIRE ALARM IF THERE IS NO FIRE OR DANGER OF A FIRE. IF AN ALARM IS PULLED BY A GUEST YOU WILL BE REMOVED FROM THE RESIDANCE HALL OR BUILDING AND ASKED TO LEAVE THE UNIVERSITY OF DENVER. CHARGES WILL ALSO BE FILED AGAINST YOU.**
7. If there is a tornado warning, go to the basement of the building. If you are in a building where there is no basement go to a bathroom or covered room that is not near windows.
8. Quiet hours are Sunday-Thursday 10:00pm- 7:00am and Friday and Saturday 12:00am to 9:00am. Please be considerate of those around you.
9. If you are caught throwing items out the window of your room you may be asked to leave the University of Denver.
10. Micro-fridges in the residence hall rooms may be used. If the micro-fridge is left unclean you will be assessed an “excessively dirty” fee.
11. If you lock yourself out of your room there will be a \$1.00 access fee paid at the front desk upon returning the lock out key back to the desk. **No exceptions**. If you lose your key there is a \$150.00 charge for all dorms except a \$20 charge for Nelson Hall
12. On linen exchange days, please remove all linens from bed and bring to the front desk (excluding pillows and blankets, these items will not be exchanged). To receive clean items you must bring that dirty item to the front desk.
13. **In case of an emergency dial campus safety at (303) 871-3000. IF THESE POLICIES AND PROCEDURES ARE NOT FOLLOWED YOU MAY BE ASKED TO LEAVE THE UNIVERSITY OF DENVER.**

**Thank you for your cooperation!**