HOUSING POLICIES AND PROCEDURES

- Exterior doors to the residence halls are locked 24 hours a day. Anyone entering a residence hall must do so with a swipe card or be let in by the front desk staff.

- **In case of a life-threatening emergency please dial 9-11.** For all other emergencies or to report an incident, please contact Campus Safety at 303-871-3000 (emergency line) or 303-871-2334 (non-emergency line).

- If there is a fire alarm or danger of fire in the building, guests must exit the building right away and gather with others at a safe distance away from the building. Follow the directions of University staff and do not enter the building until it has been cleared to do so by the fire department.

- **It is a federal offense to activate a fire alarm when there is no fire or danger of a fire.** If an alarm is activated by a guest and there is no fire or danger of fire, the individual will be held responsible for any fines or damages resulting from the incident and charges may be filed against him/her.

- **Guests may NOT touch, tamper with, throw things at, or hang items from the sprinkler heads located in the rooms.** Doing so may activate a powerful water flow from the sprinkler system and cause significant property damages.

- Quiet hours are 10:00 pm to 7:00 am Sunday night to Friday morning, and 12:00 am to 9:00 am Friday night to Sunday morning.

- The University of Denver is a 100% smoke-free campus and **smoking is not permitted indoors or outdoors on CES property.** For more information, please visit [www.du.edu/smokefree](http://www.du.edu/smokefree).

- Alcohol is not allowed in rooms where guests are under the age of 21. Guests 21 and older may have alcohol in their room only and not in the hallways or other public areas.

- Housekeeping services are not provided. Guests are responsible for making their own beds and taking out trash from their rooms as necessary. Trash liners and vacuums are available at the front desk.

- A $25.00 custodial fee per room will be assessed for rooms left excessively dirty or with an excessive amount of trash; this includes leaving large amounts of food in the micro-fridges.

- Guests must respect all University property and may not move furniture from or within rooms. A $25.00 service fee per room will be assessed for furniture that has been moved from or within a room.

- Due to the high fire potential, hot plates, halogen lamps, and the burning of candles and/or incense are prohibited in the residence halls.

- The University is not liable for the loss or damage of guest property, or for any personal goods stored in the residence halls, including items delivered by mail or otherwise. Guests are encouraged to carry insurance for their personal possessions.

- **If these policies and procedures are not followed, guests may be asked to leave the University of Denver.**