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Introduction

CU Housing and Dining at Campus Village is a 230-unit, 685-bed student living-learning community located immediately adjacent to downtown Denver’s Auraria Higher Education Center Campus. Housing at the community is available to students attending all Auraria schools, including University of Colorado Denver, Metropolitan State University of Denver, and the Community College of Denver.

By focusing on the holistic student experience, life through CU Denver Housing and Dining reinforces the student's academic pursuits, as well as our commitment to leadership, community service and development. Through cultural and developmental programs coordinated by the staff of Campus Village, residents can participate in a wide variety of activities: including seminars, community outreach programs, community service and social activities. Professional staff are on call 24 hours a day to handle emergency situations, aiming to provide an uninterrupted level of quality services. CU Denver Housing and Dining believes in regular evaluation of administrative and programmatic efforts, which is critical to ensuring that efforts continue to meet and exceed student expectations and enhance the overall collegiate experience.

Mission

Residence Life provides a home away from home where students can be a part of a safe and inclusive community in an urban environment that fosters student engagement, academic achievement, leadership and personal development.

Vision

To create an innovative housing experience that prepares students for their academic and career endeavors while fostering social development.

Motto

“Living the Milo Way”
Campus Village Staff

Meloni Rudolph-Crawford – Assistant Vice Chancellor for Student Life and Residential Education
Provides oversight to the offices of Student Life and Residential Education.

Kade Ross – Director of Housing and Dining
The primary role of the Director is to supervise all professional staff members and oversee all operations of the property.

Tina Carroll – Associate Director of Housing and Dining
The Associate Director is responsible for assisting in overseeing the Assistant Directors as well as developing and implementing all leasing and marketing initiatives. The Associate Director also oversees the operations of the front desk, including providing excellent customer service to both first-time residents and renewing residents. The Associate Director also serves to enhance the partnerships between Housing and Dining and other offices at CU Denver. The Associate Director serves on a duty rotation for crisis and emergency response.

Aimee Baker – Assistant Director of Operations (ADO)
The primary role of the Assistant Director of Operations is to aid the Director in overseeing all operations of the property. In addition, the ADO oversees all financial needs of Campus Village and obligations of the property. The ADO serves on a duty rotation for crisis and emergency response.

Sarah Leger – Assistant Director of Residence Life (ADRL)
The Assistant Director of Residence Life (ADRL) oversees all functions of the Residence Life Program and the Student Life Plan, in addition to serving as a professional for crisis response and emergency management. The ADRL supervises the Resident Directors and the Resident Assistant Staff. The ADRL also works closely with the University of Colorado Denver Student Conduct Offices to ensure that students are being held accountable for their actions and any violations of the Student Code of Conduct for their respective institution. The ADRL serves on a duty rotation for crisis and emergency response.

Brad Waldmann – Maintenance Manager
The Maintenance Manager oversees all routine maintenance and repair to the facilities and grounds, responds to maintenance requests, provides general upkeep of the building, supervises the Maintenance Technicians, and, when on site, contractors, vendors and temporary labor employees. The Maintenance Manager also serves as an after-hours responder to maintenance emergencies.

Jim Allen – Maintenance Technician
The Maintenance Technician(s) report directly to the ADO. The Technician(s) assist in the diagnosis and repair of the following: major appliances, HVAC, intermediate plumbing and electricity, sheet rock, carpentry, pest control, roof and gutter repairs, wallpaper/painting, irrigation maintenance and repairs, landscaping, and any other type of repair work or grounds
keeping work needed at the property, as well as responding to maintenance requests and after-hours Maintenance emergencies.

**Markus Rickman – Leasing Coordinator**
The Leasing Coordinator works closely with all other managers to ensure that future residents receive their housing contract in a timely fashion. The Leasing Coordinator assists current and future residents with contract updates and changes.

**Melissa Niblack – Resident Services Manager (RSM)**
The RSM can assist residents in paying their bills and their account information. Any account balance questions should be directed to the RSM. The RSM can assist residents with all inquiries about their contract, suite/bedroom, parking, rent etc.

**Frank Winchester – Resident Director (RD)**
The Resident Director is a live-in professional that supervises the Resident Assistant staff and oversees the residents of Campus Village. The RD also serves as a student conduct hearing officer and serves on a duty rotation schedule for crisis response.

**Donovan Blot – Front Desk Manager (FDM)**
The Front Desk Manager oversees the responsibilities of the Front Desk and Desk Assistant (DA) staff. The FDM takes primary responsibility to act as a communication link between building staff and residents. This person ensures that residents, prospects, vendors, and guests are being serviced in a professional and competent manner. The FDM will maintain accurate records of lockouts, key cards, closed work orders, vendors on the property and general Resident requests. The FDM is also responsible for payroll in which they report to the Director.

**Lead Resident Assistants (Leads)**
The Lead Resident Assistant position is a student leader position responsible for providing support and assistance to Campus Village staff which include but is not limited to the Resident Director and Resident Assistants. The Lead Resident Assistant position is an esteemed position which serves as the liaison between professional and student staff.

**Resident Assistant(s) (RA)**
Resident Assistants (RAs) are student members of the staff who work most closely with the residents. RAs work to maintain communications between management and residents and assist in a multitude of administrative tasks. The majority of the Resident Assistants' responsibilities involve direct contact with residents. One of the most important RA responsibilities is to be available to, and spend time with, all residents. Basic duties include maintaining communication between the management staff and the residents, as well as implementation of policies, procedures, programming and acting as a first responder in crisis and emergency situations after business hours. In addition, Resident Assistants are responsible for the development of a residential community that enhances the total college experience and facilitates resident growth through educational and social events.
Desk Assistant(s) (DA)
Desk Assistants (DAs) are paraprofessional student staff members whose primary responsibility is to act as a communication link between building staff and residents. They help answer resident questions, direct phone calls, provide information, and complete various administrative tasks. Desk Assistants also serve as the main point of contact for residents, prospects, vendors, Auraria Campus, and local community members. DAs will be responsible for maintaining a clean and welcoming lobby area (this includes the mail room and Front Desk area). DAs will also be responsible for answering phones, directing residents, guests, Auraria Campus officials or any other party to the appropriate staff member to address needs or concerns. DAs will maintain accurate records of lockouts, key cards, closed work orders, vendors on the property and general resident requests. DAs report directly to the Front Desk Manager. The Front Desk is open and staffed 24/7.
Dining Services

Finding your favorite foods on campus is easy. Campus Village is proud to offer a dining program complete with signature brands and menu selections that include just about every item you can imagine. Just feast your eyes on what we have available! Featuring a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants.

Hours of Operation

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<thead>
<tr>
<th>Dining Hall</th>
<th>Cyber Café</th>
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<tbody>
<tr>
<td><strong>Monday – Friday</strong></td>
<td><strong>Monday-Sunday</strong></td>
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<tr>
<td>7:00am – 10:00am</td>
<td>7:00am-11:00pm</td>
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<td>Breakfast</td>
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<td>11:00am – 2:00pm</td>
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<td>Lunch</td>
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<td>2:00pm – 4:30pm</td>
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<td>Soup &amp; Salad Bar</td>
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<td>4:30pm – 7:30pm</td>
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<td>Dinner</td>
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<tr>
<th><strong>Saturday &amp; Sunday</strong></th>
<th><strong>Lynx Wagon</strong></th>
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<td>10:00am – 2:00pm</td>
<td><strong>Monday - Thursday</strong></td>
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<tr>
<td>Brunch</td>
<td>8:00pm – 11:00pm (weather permitting)</td>
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<tr>
<td>4:30pm – 7:30pm</td>
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<tr>
<td>Dinner</td>
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</tbody>
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The Dining Hall and Cyber Café will be closed during University Holidays:
- Fall Break: November 19, 2018 – November 25, 2018
- Winter Break: December 15, 2018 – January 16, 2019
- Spring Break: March 23 – March 30
- The Cyber Café may operate with shortened hours during some breaks.

The hours listed above are subject to change for holidays, programming reasons, resident usage and overall need of the community (i.e. Town Hall meetings, University Meetings, special group approved programs, etc.)

Meal Plan Eligibility

To be eligible to receive Campus Village meal card services, all rent, account information, and account balances must be current and up to date.

Meal/ID Cards

Residents will be issued one Meal/ID Card at the beginning of their housing contract term. This meal card must be maintained and must remain in the sole possession of the resident at all times. Residents will only be issued one Meal/ID Card at a time; no duplicate cards will be issued for any reason. Any lost, misplaced, or stolen Meal/ID Cards must be reported to Campus Village management at the front desk. Campus Village management will suspend the meal card upon receipt of notice or cancel the meal card and issue a new meal card to the resident.

Meal/ID Card Replacement Fees

Residents who are issued a new Meal/ID Card or a replacement Meal/ID Card will be charged a $15.00 replacement fee. Charges will be assessed to the UCDAccess Student Account.
Meal Card Swipes
Meal plans are strictly to be used by the resident holding the meal plan. Residents are not permitted to use their meal cards to swipe in guests to eat in the Café, Cyber Café or any other location where this card is accepted. Residents may not lend their card to anyone else to use on their behalf. Residents may pay for a guest meal with flex dollars.

With the exception of the Rapids meal plan, all plans have a weekly-swipe limit. Unused meal swipes will be forfeited Sunday at midnight and will not roll over the following week. Weekly swipes are replenished automatically every week on Monday morning. Residents can submit a written request to the front desk to obtain a usage history and credit balance report for their meal plan. The dining hall offers three meals a day Monday through Friday and two meals per day on Saturday and Sunday.

Residents may swipe up to four meals per day. You may also use a meal swipe equivalency once per meal period not to exceed your 4 meal swipe per day limit in the Cyber Cafe. You may use your equivalency to purchase a Simply To Go breakfast or a lunch/dinner. A breakfast swipe includes your choice of a bagel w/ cream cheese or muffin, one piece of whole fruit, a 16oz coffee, and a Capri Sun juice pouch. A lunch/dinner swipe includes a Simply To Go brand sandwich or salad, chips, one piece of whole fruit, and your choice of a fountain soda or bottled water.

Flexible Spending Accounts (Flex Dollars)
Flexible spending accounts consist of flexible spending “dollars,” which residents can use to purchase items at Campus Village Café (the main dining hall), the Campus Village Cyber Café, and on campus vendor partners: Infinitus Pie (in the Tivoli), and Fat Jack’s Subs (906 Curtis St). Similar to a debit card, each purchase made using flexible spending dollars is deducted from the resident’s flexible spending account.

Residents carrying flex dollars, please be advised that flex dollars will roll from week to week, and month to month. However, if there is an unused credit or balance at the end of the contract, change in meal plan, or time of checkout, these credits will be forfeited and not refunded to the resident. Please be sure to keep track of all your spending and make sure to account for and spend all monies allocated to your dining plan. Flex cash credits are uploaded on a monthly basis and meal swipes on a weekly basis as long as the rent is current and paid on time. Meal swipe credits begin on Monday morning, and conclude on Sunday evening weekly. Please note that you may not spend more than your monthly flex deposit in a single day.

Meal Plan Duration
Residents who cancel their meal plan will lose all meals and flex balances at the time of the cancellation. Residents who renew their housing contract and elect to buy a meal plan will start their renewal contract with a new meal plan. Any unused meal swipes or flexible spending dollars from their previous housing contract will not roll over to the renewal or new housing contract.
Meal Plan Changes
Residents may request one meal plan change during the duration of their housing contract, any changes after that may cost up to $30.00 and are granted per Campus Village discretion.

Meal Plan Suspension or Termination
Resident meal card services may be suspended or terminated if a resident is in default of their housing contract, has a delinquent account balance, fails to pay any damages or property fines, violates any of the Campus Village student code of conduct, housing contract rules and regulations, student handbook, student code of conduct, or local, city, state or federal law. Services may be restored once Campus Village acknowledges the account/behavior change. Any meal swipes and/or flexible spending dollars not used due to a meal plan suspension will not be refunded and the meal plan swipes and/or flexible spending dollars will be forfeited.

Late Payments
All late payments (as per the late payment schedule on housing contract) will be applied within 48 hours of the payment date Monday through Friday. If the payment is made after 5:00pm on Friday, the credit will be received the next business day (business days are defined as Monday-Friday, excluding holidays and weekends). Residents and guarantors, please be advised that by submitting the rent payment late, residents may be forfeiting any meal swipes during the unpaid duration (example, if the 1st of the month lands on a Monday, and the rent is paid the morning of the 4th day of the month, Thursday, the meal credits will be uploaded within 48 hours of the payment date by Friday night. In this example, residents will have Friday night, Saturday and Sunday night to use their weekly meal swipes. Starting the second week, assuming the full rent was paid on the 4th, residents will have the full weekly meal count for the remainder of the month to use at their discretion.

Rules of Conduct for the Main Café and Dining Hall & Cyber Café:
- No food will be allowed to leave from the Main Café/Dining Hall. Residents may eat all they like while in the Main Café.
- In the event a resident cannot make it to the Main Café during regular hours of operation, a meal equivalent will be available in the Cyber Café. One meal swipe will include a sandwich or a boxed salad, a bag of chips, a piece of fresh whole fruit and a fountain drink. The meal equivalent is designed to give residents an option if they are late for class, or have an off schedule that day; it is not designed for daily use.
- Student meal cards must be in working order: swipe function working, clear student photo.
- The meal card may only be used by the student assigned to that card, meal plans are designed for your use only.
- Meal Cards are only valid for the holder of the meal card. Residents should keep their card in good working condition with a current photo of the Campus Village resident, no one but the card holder may use their meal card.
- Shoes and shirts must be worn at all times while in the Main Café and the Cyber Café
- Please respect the equipment and furniture in the Cyber Café and clean up any messes you make.
- Please clean up after yourself after eating, by picking up all trash and throwing it away.
• Residents should refrain from using their cell phone while ordering food in the Main Café and while at the register when making a purchase in the Cyber Café.
• Residents should be aware and courteous with the audio levels on the PC’s in the Cyber Café because other Campus Village residents may be studying.
Front Desk Services

Amenity Rental Service
The Front Desk has a variety of items for residents to check out free of charge, including but not limited to; DVDs, TV shows, video games, pool equipment, ping pong equipment, board games, and cleaning supplies.

Full Service Mail Center
Each resident is assigned a mailbox and key upon check in and must be returned upon check out. Mail is delivered daily by the United States Post Office with the exception of Sundays and Federal Holidays. Please note that mail is sorted in the afternoon, and while you may have a confirmation email from mail carrier that something was delivered, it does not mean it has reached Campus Village and is ready for pick up.

If you receive a perishable package you may be contacted by phone in addition to the package slip. You must bring a photo ID and sign for your package. Please note during high volume times mail may be closed at the discretion of the Front Desk.

Lost & Found
Lost items will be cataloged at the Front Desk. Residents who have lost their personal belongings can provide a description of the item to the Front Desk and the Front Desk Staff will return the item to the resident. Campus Village does not assume responsibility for any lost or stolen personal property.

Amenities

Common Area Furniture & Equipment
For your comfort, the property has provided furniture and equipment in the Media Room, Conference Rooms, Courtyard, Cyber Café and Main Café, and other areas on the property. This furniture and equipment is meant to stay in the designated areas so that all residents may enjoy their use. Please do not take the public area furniture or equipment into your room. There will be a $250.00 moving charge for removing furniture and equipment from any public area. All missing furniture or equipment should be reported immediately to Management to assist in recovering the missing property, thus protecting your privilege of the use of these areas.

Most events and activities hosted by the Resident Assistants, Community Council and other students take place in the Media Room, Main Café/Dining Hall, Courtyard and other Conference Rooms. All rules governing common area amenities will be enforced by management and are subject to periodic review and revision. The facilities available at the property are for the exclusive use of property residents. A resident must accompany all guests. Residents are responsible for their guests and all their actions while on the property.
The maintenance and care of these facilities is every resident's responsibility; therefore, abuses may result in facilities closing. Please report all repair needs or problems to the Campus Village Front Desk. Students wishing to reserve a media room or common area must fill out the appropriate request form found at the front desk.

**Business (Cyber) Center**

Residents have access to the Business Center located next to Cyber Café. Residents have access to a printer in the Business Center. Residents wanting to use the printer need to provide their own paper.

**Fitness Center**

The Fitness Center is located on the main floor. Use of the Fitness Center is at your own risk. For the proper safety of all residents, residents must follow the following rules while using the Fitness Center:

- No food allowed.
- Beverages are limited to water only.
- Proper athletic attire is required.
- Shirts and shoes must be worn at all times.
- Use of equipment in the manner for which it was intended.

The Campus Village Staff asks that you report maintenance problems to the Front Desk immediately. Do not attempt to repair equipment yourself. Anyone beginning an exercise program should consult a physician prior to using the Fitness Center.

**Game Rooms**

The Game Rooms are a great place for residents to go and play billiards or ping pong. Game Rooms are located in the East Wing. Residents can check out equipment for ping-pong and billiards at the Front Desk. Equipment should be inspected at the time of check out to ensure nothing is damaged. Any damaged equipment returned to the Front Desk may be billed to the resident who checked out the equipment.

**Media Room**

The Media Room is a great place to go for your movie and television viewing pleasure, a large screen television with theater-style sound is available for use and is located on the West first floor right next to the Laundry room. This room may be reserved for special events by contacting the Resident Directors. Please visit the Front Desk for more information on how to reserve this space.

**Resident Conference Rooms**

Campus Village provides a number of Conference Rooms for residents to utilize. Residents can use these spaces for studying, meeting other residents, or to hold meetings. Residents that would like to reserve a Conference Room should contact the Resident Director for further assistance.
Study Nooks
Campus Village provides 15 Study Nooks for residents to utilize. Residents can use these spaces for studying, to meet other residents or to hang out.

Multipurpose Room
Campus Village provides a large multipurpose space for residents to utilize upon request. The space can be used for studying, to meet other residents and programming purposes. Please visit the Front Desk for more information on how to reserve this space.

Tutoring & Writing
Campus Village provides residents with onsite tutors. Tutors will be able to assist residents with honing their skills in writing, math and other subjects.

Student Access Center
The Student Access Center is a great place for residents to get assistance with a variety of services and is located on the main floor next to the Front Desk. The following offices can be found in the Student Access Center; Leasing & Marketing Manager, Resident Services Manager, Maintenance and the Residence Life Office. All of these offices can be accessed through the Front Desk.

Leasing & Marketing Manager
The Leasing Office is located in the Student Access Center on the main floor next to the Front Desk. Leasing Office Staff are available to help residents with adding and or removing meal plans/parking from their housing contract, answer any questions about their housing contract and address special issue as needed.
Payments

CU Denver Housing and Dining does not send bills or statements for payments due. We do not provide payment slips, payment reminders, etc. It is your responsibility to make the payments by the assigned date based on the payment plan you chose by referring to your copies of the housing contract. You may deliver payment to the office through the Front Desk, send payments through US Mail, or set up an online account and make payments here: https://www.on-site.com/web/resident_passport/166027/campus_village_apartments_llc/login

Please note that if you are choosing the monthly installment option, these payments are installment payments, not monthly rent payments. This statement means that each payment is part of the installment amount not a particular month’s rent. If you do not make the payments by the designated due date, you will be assessed a late fee. Payments that are mailed must be received by the due date, regardless of postmark, to avoid late fees.

Financial Aid

Financial Aid may be used to pay for all or a portion of the housing contract liability charges. These payments are made for the full semester balance. **If you attend the University of Colorado Denver, you must follow all required steps and be approved by both CU Denver Housing and Dining and the University of Colorado Denver to have all or a portion of your financial aid funds (title IV) transferred to Campus Village directly from the University of Colorado Denver. If you do not see your housing charges added to your student account profile on the student University account, this means your housing charges will NOT be paid through the University.**

**Important**

Any remaining balance unpaid through the University of Colorado will be the sole responsibility of the student and/or guarantor of the housing contract to ensure the balance is paid directly to Campus Village. Any late payments will be subject to the terms and conditions of the housing contract late fee schedule. Additionally, students with a balance due may receive balance due letters and/or phone calls and emails reminding them of the balance outstanding. For those University of Colorado Denver students who have been approved to utilize financial aid funds (title IV) funds to pay for a portion or all of their housing charges, the payment transfer process is as follows:

1. Campus Village submits a semester charge to the University of Colorado Denver at the beginning of the fall and spring semester (typically around late July for the fall, and late December/early January for the spring semester).
2. The University of Colorado Denver reviews each charge request
3. If the housing charge request is approved, the housing charge is added to the student’s University account balance.
   a. If the charge is rejected, the student will receive written notification from the University stating the charges will not be added, and it is the student’s responsibility to work with Campus Village directly to pay the balance.
4. Once the charge is added to the student University account, payments will be transferred from the University of Colorado Denver to Campus Village directly every other week.
5. The student will see a “credit” posted to their University account immediately.
   a. It is important to know that the credit will not reflect on the Campus Village student portal account, or systems until Campus Village physically receives the payment.
6. Payment transfer time period can take up to two weeks to be received by Campus Village.

If you are unsure of your payment status or account balance, please contact, in writing, the Resident Services Manager (RSM) at any time. The RSM can be contacted at: rsmdenver@edrtrust.com, or via phone at (303) 573-5272.

If you attend Metropolitan State University of Denver or Community College of Denver, the Financial Aid Office or Bursar’s office at these institutions does not automatically disperse financial aid checks to the property. It is your responsibility, as the recipient, to use your financial aid to cover your educational and/or housing costs. If you have questions about your financial aid, please contact your specific Financial Aid Office. If you are unsure of your account balance, how much financial aid has paid, and how much you may owe, please contact the assistant manager, or view your account balance (payments and credits) through your resident profile account with Campus Village. To view your online account balance, please log onto the following website: https://www.on-site.com/web/resident_passport/166027/campus_village_apartments_llc/login

Any refund from the University/College should be held until you have written confirmation from a property manager that your account has been paid in full for the semester.

Please direct all inquiries to the Resident Services Manager (RSM) at: rsmdenver@edrtrust.com or via phone at: (303) 573-5272.

Non-Sufficient Funds/Returned Checks
If the property receives a returned check on your behalf, there will be a $30.00 NSF/Returned check fee charged to your account, plus any late fees per the housing contract. After two returned checks, we no longer accept checks on your behalf. All future payments would have to be made by credit/debit card, money order or cashier's check only. Additional fees may apply.
Suite and Bedroom Care

Decorations & Posting
Any alterations or modifications that pose a threat to safety, health, physical suite damage, comfort of others, etc. are not permitted. No items or decorations are permitted on the windows including: posters, lights, flags or alcoholic containers. No items are permitted on the ceiling. No items should be attached to the fire sprinkler heads. CU Denver Housing and Dining must approve documents before they are posted on the exterior entrance door.

No additions to the original surface are permitted on the doors, windows, blinds, or furniture. All decorations must be temporary so as not to permanently deface or damage suite furnishings. Tape of any kind on the carpet or linoleum is not permitted. Any damage to ceilings, walls, floor, or furniture will result in a damage fee.

Dishwasher
Each full sized kitchen comes with a dishwasher. In order to reduce maintenance problems with dishwashers, the following guidelines should be used: Scrub dishes first, especially if it will be a few days before you run the load. Use only dishwasher detergent. Be sure the product is advertised as an automatic dishwasher detergent, not one for hand-washing dishes. Once a month, pour a cup of distilled vinegar in the dishwasher and run it empty 2-3 times.

Food Waste Disposal
Each suite is equipped with a food waste disposal in the kitchen sink. Care and Operating Instructions: Do not insert hand into disposal. Turn on cold water (water should remain on during complete disposal operation and for a sufficient time after grinding is completed to ensure all waste is flushed away.) Turn the switch to the "On" position to start disposal. Feed the food waste into the disposal while it is running; do not dispose of large quantities at once. Do not turn off the motor or water until grinding is complete. Do not insert any objects that may damage the food disposal. These items include, but are not limited to, silverware, meat bones, fish pebbles, aquarium stones, bottle caps, plastic, and large food items.

Furnishings
All furnished suites are to remain furnished, with beds on their frames and furniture on the floor (e.g., no beds on top of desks or dressers, no desks or dressers stacked or turned on end). For safety reasons, cinder blocks are not permitted. Furniture may be rearranged in your suite provided it is returned to its original position prior to check-out. No bunk beds or waterbeds are permitted. No construction, wall partitions, painting of walls and furniture, bed risers or any similar structures are permitted.

Heating and Cooling Unit
Efficiency of your heater is dependent upon complete air circulation. It is important to keep all vents in every room open. In addition, please ensure that return air vents are left unobstructed. CU Denver Housing and Dining recommends that residents keep the temperature of their room in between 70 and 72 degrees Fahrenheit with the fan function set to “Auto”. To prolong the life of
your heating and cooling unit, do not run the heating/cooling fan while the windows are open, as this could damage the furnace filter and HVAC system. If you wish to request a new furnace filter, please submit a maintenance request by contacting the Front Desk or through your resident portal. If you are unsure of how to operate your heater/air conditioner unit, please ask your Resident Assistant or stop by the Front Desk.

**Housekeeping**

The property provides janitorial service for hallways, common areas, common bathrooms, breezeways, and grounds. Residents are responsible for the cleaning and upkeep of their suite. For your convenience, recycling & waste rooms are located around the property. In addition, dumpsters are located on the property for trash disposal. If the trash room near your suite is full, please take your trash to another trash room or to the dumpster(s). Please use another dumpster on the property if the one nearest you is full. It is everyone's responsibility to keep the community clean and free of trash and cigarette butts. Do not leave trash on the stairwell or in the hallways. If trash is found in inappropriate locations, you may be charged trash removal fees.

In addition to all the trash containers throughout the property, parking lot and the large compactor in the back parking lot, there are also nine Recycling & Waste rooms located at the corners of the East Wing and North Wing, as well as one Recycling & Waste room near the laundry room in the Southwest corner of the building.

Please make sure all your waste is properly bagged, and placed in appropriate Recycling & Waste rooms. Courtyard trash bins are not intended for large quantities or bags of trash. The smaller trash cans are intended for small trash items. Please dispose of large trash bags in larger trash rooms, or the trash compactor near the basketball court.

In addition to the Recycling & Waste rooms, recycling bins are located throughout the property. These recycle bins are equipped to handle paper, plastic and glass. We encourage you to help keep our property clean and the environment clean by recycling what you can and discarding the rest in the trash.

**Smoke Detectors**

The smoke detectors in your suite are very sensitive. When taking a shower, close the bathroom door to ensure the steam does not affect the detector. When cooking, be sure to use the fan on your microwave. This could also help prevent a grease fire. If your detector makes a beeping/chirping sound, it means the battery is low. Complete a work order as soon as possible to have the battery replaced. Any time a smoke detector sounds an alarm, you should respond to it as an emergency and proceed in a safe manner. Never disconnect the smoke detectors. Sometimes you may experience a "false alarm." The smoke detectors can be set off by dust, an insect or just may need routine cleaning. Open all windows to allow fresh air into the suite. Students who tamper with fire safety equipment will be referred to the student conduct process.

Under no circumstances should ANY smoke detector or life safety equipment be tampered with. If any smoke detector is found in any other condition that it was installed, each resident may be fined a minimum of $500 fine for tampering with life safety equipment per person for
the first offense. The second offense may result in a $1,000 fine and possible eviction from the property. In addition, any false alarms on the property as a direct result of smoking, burning candles, incense or hookahs or any other housing contract violation will result in a $500 fine for the first offense, a $1,000 fine and possible eviction for the second offense.

Toilets
Do not flush paper towels; they do not break down. Never flush feminine hygiene products, regardless what the packaging states. If your toilet does overflow or clog up, turn off the water supply immediately. There is a water shut-off valve next to the toilet on the lower left side of the wall. Residents are required to plunge their own toilet prior to calling in maintenance. Residents will be responsible for any toilet damages/overflows that are the result of improperly disposed articles. We recommend bringing a plunger with you so you can plunge your toilet if necessary. It is not the responsibility of the CU Denver Housing and Dining maintenance staff to plunge your toilet.

Washer & Dryers
Free laundry facilities are provided for your use on the first floor in the southwest corner of the building. RESIDENTS MUST PROVIDE YOUR OWN DETERGENT. All appliances should only be used in the manner for which they were intended (i.e. only filling the machine to the appropriate level as indicated on lid of the machine). No dying of fabric or other materials is ever permitted in the laundry machines. In the event you should need instruction on how to use the machines, please contact your RA or the staff at the Front Desk. Residents found at fault for improperly using/damaging the machine will subject to a damage fee. Any laundry left in the laundry room for more than 24 hours will be removed and stored for 30 days and then donated to charity. If you think your laundry has been removed, please see the Front Desk for more assistance.

Windows
Window stoppers are installed on each window for the resident’s safety. All window stoppers must remain installed in windows at all times. Should any window stopper be removed or tampered with, the resident will be referred to the student conduct process and a minimum of a $200 fine will be assessed per window stopper. Curtains may be hung on the windows provided that a white background (or the provided blinds) faces the outside of the building.

Window Screens
It is important that the window screens and blinds remain in good functional condition. They are not to be removed, tampered with, and/or detached in any manner. Any removed screens may be billed at $100.00 for each removed screen. Any damaged or lost screen will be billed at $200.00 per screen.
**Maintenance**

All maintenance concerns in your bedroom, your suite, or elsewhere on the property should be reported to the Front Desk or submitted using our online maintenance request form. For emergency maintenance issues, our maintenance staff is on call and can only be contacted through the Front Desk or Resident Assistant staff. Please provide us with all the information pertaining to your maintenance request in order for us to most efficiently respond to your issue.

Upon submission of the request, the maintenance staff will undertake corrective measures as quickly as possible, typically within 24 hours on Monday through Friday. Work Orders are prioritized based on the urgency of the situation. You will be notified when the work has been completed or if more time is needed to correct the situation.

Maintenance requests may also be submitted through your resident account online. Please visit the following link to submit a work order: [https://campusvillage.prospectportal.com/](https://campusvillage.prospectportal.com/)

Please be aware that on call Maintenance will not always respond to maintenance requests made after business hours. On call maintenance will come to Campus Village to respond to maintenance emergencies, as determined by the on-site Residence Life Staff. Examples of maintenance emergencies include flood, a broken window in a first floor suite and front door lock malfunction.
Community Living

Learning to live in a community environment requires maturity, an examination of values, and assessing how one’s behavior affects others. The specific rules and regulations that exist at the property are detailed in the Rules and Regulations section of your (housing contract) and the Resident Handbook. Take time to review your contract and familiarize yourself with the rules and regulations. You and your guests are responsible for following them. Failure to do so may result in disciplinary action including termination of residency.

The underlying assumption at the property is that residents have the capacity and desire to be self-directing and responsible members of their community. Residents enter the community as young adults who are responsible and in search of opportunities for development and learning. Your suite is yours to use, but not to abuse. You have the freedom to make it work for you, coupled with the responsibility to keep it working for others.

Getting Along with Your Roommates

Living with others requires maturity, patience, open communication, willingness to compromise, and respect for others. No matter how compatible roommates are, there is always potential for conflict. Culture, cleanliness, sleeping patterns, habits, and hobbies are some examples of things that can be different among roommates. These differences can serve to be positive learning opportunities for people living together, or they can create a negative atmosphere within the suite that can seem intolerable. You and the attitude that you take in communicating with your roommate will determine whether or not your situation will be positive or negative. The RA staff is committed to facilitating communication between and among roommates. Work with your RA to accomplish this goal; it can make the environment in your home even better!

We encourage you to set parameters and rules at the beginning of the year with your roommates. This will allow everyone to have a firm understanding of everyone’s expectations in the suite, and will ultimately lead to a successful experience.

Each RA will provide the room with a roommate contract at the beginning of the year during your floor meeting. We require that each bedroom complete each section of the roommate agreement, sign and return to their RA to keep on file. With this agreement completed, should there be any future personality conflicts, each roommate will be able to refer to their agreement/contract drafted at the beginning of the year. This contract will also help with roommate mediations should the need arise.

In addition to the Roommate Agreement Form, we encourage you to utilize your RA as a guide in navigating and solving roommate concerns. RAs have extensive training and awareness of roommate concerns and conflict management.

During the year, if you wish to move to another suite, you must contact your RA who will assist you in completing the appropriate procedure. All suite changes must be approved and a transfer fee may be collected. If a resident moves prior to receiving approval by a Campus Village professional
staff member, they will have to move back to their originally assigned space and a $200 fine may be assessed for an improper room change.

Some Questions for New Roommates:

- **Cleaning Up**
  - How important is a clean room?
  - Who should do which jobs to maintain a clean space?
  - How often should we clean the bedroom/common areas/bathroom?
  - How will we share the cost of cleaning supplies?

- **Alcohol/Tobacco**
  - Do you use these items?
  - How would you feel if I use (or do not use) them?
  - How would you feel if these items were in the suite?

  *SMOKING IS NOT ALLOWED IN THE ROOMS*
  *NO ONE UNDER 21 IS ABLE TO HAVE ALCOHOL ON PREMISES*

- **Noise**
  - When can music/TV be played at a higher level?
  - Are there hours when the suite should be extra quiet for studying?

- **Personal Activities**
  - Do we plan on doing things together?
  - What do you do for fun?

- **Sharing Things**
  - Do you mind lending personal articles, such as clothes, money, notes, books, food, toothpaste, and other items?
  - What items are for both (all) of our use?
  - What items are "off limits"?

- **Sleeping**
  - When do you like to go to sleep?
  - When do you get up in the morning?
  - Can you sleep with the lights or music on?

- **Study Habits**
  - Do you study in the room?
  - How often and how long do you study?
  - Do you study with/without music on?
  - Do you study with the door open?

- **Visitors**
  - When do you have friends come over and visit?
  - How do you feel about overnight guests (friends and romantic partners)?
  - How well do you deal with guest problems?

**Guest Policy:** Overnight guests are allowed to remain on the property for three consecutive days, within a fourteen-day period; but it must be agreed upon by all roommates.
Roommate Disagreements
The property has several programs in place to intervene if you and your roommates are not getting along as well as you would like. The most important step you can take is to discuss your concerns with your roommate. Frequently, conflict occurs because one roommate assumes the other should know s/he is upset, but the roommate does not actually realize there is a problem. It is difficult to commit the time necessary to work through the conflict, but the skills learned in the process will serve you for the rest of your life. Take advantage of the situation to become more skilled at working with others. If you do not feel you are able to handle the situation yourself, talk with your Resident Assistant, who can help you to communicate with your roommate and hopefully reach a compromise. Moving to another suite with new roommates is a last resort and will be treated as such. The possibility of a room change may not be feasible due to space constraints so it should never be seen as a guarantee.

Suite Changes/Transfers
If you wish to move to another suite and/or room type during the school year outside of the last full week of August, you must contact your RA who will assist you in completing the appropriate procedure, and you may be assessed an administrative fee. All suite changes must be approved by the Assistant Director of Residence Life or designee. Please note, if you choose to switch to a more expensive room type, your installment charges will be adjusted for the new room type you have selected. If a resident moves prior to receiving approval by a professional staff member at Campus Village, they will have to move back to their originally assigned space and a $200 fine may be assessed for an improper room change.

During the last full week of August (Amnesty Week) residents will be offered an opportunity to change rooms within the same room type without incurring administrative fees. All room changes that result during Amnesty Week must be approved by the Assistant Director of Residence Life or designee. All suite/room changes and moves must be completed before September 5, 2018.

Tips for living with roommates
• Treat your roommates as equals. Do not give orders, make unreasonable demands, or expect favors. Try to put yourself in the shoes of your roommate to determine if what you are doing (or not doing) is reasonable.
• Respect your roommates' right to privacy. Do not pry into their private affairs or expect to share in their activities unless invited.
• Keep borrowing to a minimum.
• Avoid trying to "reform" or correct your roommate(s). Do not expect them to conform to your standards or accept your beliefs.
• Work out mutually agreeable divisions of chores. Do not wait for your roommate to take care of the housekeeping.
• Make a sincere effort to be friendly. Do not withdraw into a shell or forget common courtesy. Be respectful toward one another. Accept routine inconvenience without complaint. Do not gripe continuously about little annoyances that are insignificant. If they
are significant, talk to your roommate right away, and not to anyone else. It is not acceptable, nor will it solve problems, to post on social media or blog about your roommates' behaviors you find frustrating. Consider their feelings and how this behavior would make you feel.

- Keep your promises and commitments without exception. Do not break appointments or back out of agreements
- Respect the efforts of others to study. Do not cause interruptions or make unnecessary noise.
- Prepare and live with a realistic budget. Do not overspend during the month and have little or no money left to pay your portion of the suite’s shared bills (such as shared food, toilet paper, cleaning supplies, etc.).
- If you have a disagreement with a roommate, talk about it as soon as possible. Do not let your anger or frustration build up until you explode. Your RA is available to support and mediate if necessary.
- Have a discussion and agree to boundaries about various relevant items.
Aiding and Abetting

Aiding and abetting means you personally are responsible if something is happening in an/suite that you know of, are present for, or assist in. This also applies anywhere on campus if you are present during a policy violation. You are equally as responsible for the violation if you fail to report the violation. One example of this may be a roommate having a pet. All roommates would be held responsible for this policy violation because they are aware of the violation and did nothing about it. Alcohol, drugs and parties that carry heavy penalties can have a great impact on roommates. If you know that a roommate has or uses drugs in your suite/bedroom, you can also be held responsible for these drug violations.

To avoid being in violation for aiding and abetting, you must immediately report violations. Leave the suite if needed and tell an RA or report the incident to the Front Desk Staff. If staff responds to a violation and you are in the suite while it is occurring, your name and situation will be documented.

Alcohol

Residents of legal drinking age (21 years or older) are permitted to drink alcoholic beverages in their suite as long as minors are not present. Residents should practice safe consumption by only consuming a safe amount in a 24-hour period. Alcohol-related conduct which infringes upon the rights of others is not acceptable under any circumstance. The possession and/or consumption of alcoholic beverages in suites must comply with local, state, and federal laws and regulations. Alcohol is not permitted in any common areas (e.g., stairwell, hallways, parking lots, Media Room, Laundry Room, Courtyard, Multipurpose Room, Fitness Center, Front Lobby, Study Nooks, Resident Conference Rooms and any other common space as determined by CU Denver Housing and Dining Professional Staff). The possession of alcohol paraphernalia is strictly prohibited at CU Denver Housing and Dining (e.g. kegs, coolers, beer balls, beer funnels, beer bongs, and beer pong tables/equipment. In addition, displays of empty alcoholic beverage containers are not allowed on the premises.

Manufacturing, distributing, or selling alcoholic beverages is in violation of law and Tri-Institution policies.

If the student is underage, this prohibition includes a student who knew, or reasonably should have known, they were in the presence of alcoholic beverages, or possessed, displayed, or was in the presence of alcohol containers.

In addition, drinking games and items related to drinking games are not allowed in the community.

Violations of this policy will result in referral to the student conduct process. Repeated violations will result in elevated sanctions. Each case will be evaluated by a professional staff.
member to adjudicate and deliver a sanction. However, Campus Village holds a strict policy against underage alcohol violations in the community.

Assault
The threat of physical abuse of any community member or guest is forbidden. Threats of any kind, racial or sexual harassment, malicious pranks, or abusive name-calling is not permitted. Violating any of the below standards will result in a conduct hearing, Auraria Campus referral and may result in eviction and/or criminal prosecution:

1. Assaulting or physically abusing another person or being involved in brawling.
2. Intimate partner violence. Intimate partner violence is conduct between people who are or were involved in a sexual or romantic relationship when one person in the relationship causes harm, significant alarm or distress to the other person. This includes but is not limited to threats, assault, and other action against the person, their property when used as a method of coercion, control, punishment, intimidation, or revenge.
3. Threatening or endangering the health or safety of a person (one’s self or others).
4. Sexual Misconduct: Sexual Misconduct includes non-consensual sexual intercourse, non-consensual sexual contact and sexual exploitation or exposure.
   a. Non-consensual sexual intercourse: Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.
   b. Non-consensual sexual contact: Non-consensual sexual contact is any sexual touching (including touching with an object) however slight, by one person on another without consent.
   c. Sexual exploitation and/or exposure: Sexual Exploitation is when a student takes non-consensual, unjust or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited. Sexual Exposure occurs when a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person.
5. Indecently exposing one’s body.
6. Stalking. Repeated conduct which reasonably and subjectively causes another person to fear for his/her safety or repeated conduct which causes a person to alter his/her activities in response to the repeated conduct. Such repeated conduct may include but is not limited to any of the following: following or approaching a person or a member of that person’s family or household, contacting a person, a member of that person's family or household whether or not conversation ensues; and placing a person or a member of that person's family or household under surveillance.

Ball Playing, Bicycles, Hoverboards, Skateboards and Longboards
Ball playing (including but not limited to, baseball, football or soccer), skateboarding, rollerblading, bicycle riding or use of any equipment with wheels are prohibited in the buildings, suites and courtyard. These activities have the potential to create excessive noise, inflict damage, and can cause physical injury. In addition, Campus Village prohibit the use, possession or storage of Hoverboards, Skagway’s, IO Hawks, Skywalkers, and similar devices.
**Bicycles**

Bicycles should be stored in designated or approved areas. We advise residents to provide their own vandal proof bike lock and to always lock your frame and wheels to the racks. The property is not responsible for lost, stolen or damaged bicycles.

Following uniform fire code, bikes should be stored only in areas provided and not inside resident suites. Any bicycles parked and/or locked in any hallways, stairwell, or common area, may be removed upon sight and impounded.

All bicycles must be registered each year with Campus Village, and have the approved permit clearly displayed on the bicycle frame. Any bicycle that is not properly registered or stored in approved locations on the property is subject to being removed at owner’s expense. We will temporarily hold the bicycle for 30 days, and then donate to charity if not identified and claimed by the owner.

**Check In/Check Out**

Upon moving into CU Denver Housing and Dining residents will receive an Apartment Condition Report (ACR). Residents should take a few minutes to review the condition of all the items listed on the ACR and indicate any damages to the items listed, prior to moving all their belongings into the room. All residents are required to complete the ACR and return it to their RA or to the Front Desk by the end of the first week of the housing contract. Please make sure this form is an accurate listing of the condition of your suite, as it will protect you from being charged for any damages which may have occurred before you moved in.

Prior to check-out at the end of the year, an email will be sent to you notifying you of all the steps involved in checking out, including but not limited to: having your suite inspected, turning in your keys, and completing your forwarding address information. Please note that Campus Village will not forward your mail; we collect a forwarding address for any correspondence we need to have with you after your departure. It is required that each resident make an appointment with a staff member; this appointment must be made no less than 24 hours in advance.

Every resident is required to properly sign up and check out with their RA or another Campus Village staff member or elect for an express checkout option. All personal belongings must be removed from the property, and the suite must be cleaned. All improper checkouts will be assessed a $200 fine, plus any missing keys and cleaning/damage charges.

All keys must be returned to the property at the time of checkout. Soft Keys: Keycard and CU Denver Housing and Dining Identification Card. Hard Keys: Bedroom Key and Mailbox Key. Passes: Parking Stickers/hangtags or bike permit. Improper checkout, damages and missing keys will result in replacement charges at checkout.

**Commercial Ventures/Solicitation**

The resident agrees to not use their suite for commercial purposes, nor will the resident participate in or encourage door-to-door solicitation in the housing facility. The Internet
connection provided as part of the housing contract may not be used for any commercial or profit-making enterprise.

**Damages**
Residents are responsible for the condition of suite furnishings and will be billed for all repair and/or replacement costs. Any and all repairs needed within suites and other areas must be performed by authorized maintenance personnel. Residents will be charged for any damages for which they or their guests are responsible. All damage charges will be assessed to the resident account, and will be due in full within ten (10) days of the charge. Any unpaid charges may result in additional late fees, or eviction/collection attempts.

**Discipline**
As in all living situations, we have a set of policies and guidelines for the property to which residents must adhere. It is very important that you familiarize yourself with all rules and regulations and the material contained in this handbook and in your housing contract. Since these rules and regulations have been made available to every resident, this is considered your “first warning”.

Part of the RA’s job involves making sure that the rules of the property are followed. The property operates in an adult atmosphere; thus most residents will never find themselves involved with disciplinary action. The largest part of individuals who require disciplinary action simply need a verbal clarification or warning. For those persons whose behavior is such that it requires more attention, any or all of the following may occur: a private meeting with your RA, a private meeting (attendance is required) with a professional staff member or University official, a written warning (with copies to your file and guarantors of the housing contract), restriction from areas or events, relocation within the building complex, referral to the manager and/or, University official, contract probation, eviction, and/or criminal prosecution.

Residents who fail to meet deadlines and complete sanctions assigned by Campus Village and/or Auraria Campus Officials may be subject to further sanctions, fines and/or eviction. Students found in violation of policies may also be responsible for completing educational sanctions such as papers, programs, bulletin boards, floor meetings, and other sanctions as determined appropriate by the Campus Village Staff and/or University Officials.

**Disruptive Behavior**
Residents are expected to act in a manner that will not disturb the academic pursuits or infringe upon the privacy rights, health or safety of other persons. Understand that any activity that has a negative impact on the roommates or neighbors will not be tolerated.

**Doors and Windows**
Residents sometimes affix material to the outside of their room doors. To use the door in this manner, follow these guidelines: 5 1. Avoid material that a reasonable person might find offensive. 2. Don’t post material that “attacks,” demeans or otherwise exploits an individual or a group of individuals. 3. Do not permanently affix material to the door. 4. Do not use non-recyclable materials. University staff reserve the right to ask students to remove any decorations.
from walls, doors, windows, floors, etc. Failure to comply with such a request will be considered a violation of the Code of Conduct. Students are urged to be cautious about covering their room walls and doors with paper materials. Total wall/door coverage can be a potential vandalism/fire hazard. See Fire Hazards for more information.

**Drugs & Marijuana**

Illegal drugs are not allowed on the premises. It is explicitly illegal to use, possess, manufacture, or sell drugs or other controlled substances in both public and private spaces. Residents using, possessing, selling drugs, or in the presence will be subject to disciplinary and/or criminal actions, including immediate eviction. Use or possession of marijuana, including medical marijuana used or possessed under Colorado Constitution Article 18, section 14, is strictly prohibited on campus. Any such use or possession is a violation of the student conduct code. In addition, the state constitutional amendment authorizing individuals over the age of 21 to recreationally use marijuana (“Amendment 64”) does not change this prohibition or authorize a student to use marijuana. Federal law, including the Drug Free Schools Act, prohibits the presence or use of drugs, including marijuana. Thus marijuana use or possession, even if in compliance with Amendment 64, is prohibited on campus.

Marijuana is permitted in the state of Colorado, but still remains illegal under federal law. This includes the use of marijuana recreationally, medically, and on or around school property. Campus Village follows federal guidelines and does not permit recreational or medical marijuana as well as any related paraphernalia on property.

Residents who possess a medical marijuana card will not be permitted to use or have marijuana while on property. Residents who fail to report and/or who are caught in the presence of marijuana may also be subject to sanctions, Auraria Campus referral and/or eviction and/or criminal prosecution.

If residents are found in possession of marijuana, it will be confiscated and turned into AHEC police. Additionally, if residents are found in possession of paraphernalia, including bongs, pipes, hookahs, etc., they will be escorted to the management office where they will be asked to forfeit their paraphernalia. Any and all drug paraphernalia that is confiscated will not be returned to residents at any time.

If a resident and/or residents’ guest are found responsible for possessing and or using marijuana, the resident may be fined and/or be found in default of their housing contract. All fines and sanctions must be paid and/or completed within ten days of the sanction letter date. Guests, if university students, are also subject to student conduct conferences.

**Electrical Safety**

No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in your room or suite. Approved, grounded power strips with circuit breakers may be used only for computer and computer related hardware. A maximum of two power strips may be used per room. Extension cords are not permitted.
**Elevators**

If an elevator malfunctions press the alarm and stay inside until help arrives. You may also contact the Campus Village Front Desk by calling 303-573-5272 if you have your cell phone available. Do not attempt to pry open doors or climb out. Residents will be charged the cost of repair if they pry the doors apart. Residents will also be charged the cost to retrieve items dropped down shafts, or repairs due to resident negligence or damage.

**Emotional Support and Service Animals**

The “No Pet” policy at Campus Village does not apply to assistance animals defined as emotional support animals or certified service animals. Emotional support or service animals may be approved through a request for housing accommodations when an animal is necessary to allow a student an equal opportunity to use and enjoy Campus Village. Approval for an emotional support or service animal must be requested before a resident moves into Campus Village. Residents with an emotional support or service animal are expected to care for the animal at all times while residing in Campus Village. Residents are expected to maintain a clean and healthy living environment for the animal as well as other residents in the building. Maintaining a healthy environment includes cleaning up after the animal and its waste. If your emotional support or service animal requires outdoor relief space, there are designated animal relief areas in the south parking lot in the grassy area behind the basketball courts. If your emotional support or service animal requires indoor relief space, the resident is responsible for maintaining a clean relief space within their individual suite or bedroom. Residents who do not adhere to the designated outdoor or indoor relief areas for their emotional support or service animal will be referred to the conduct system.

Due to health and safety concerns, emotional support or service animals are not allowed to roam the building or Campus Village premises freely outside of the resident’s personal suite and bedroom space. Service animals accompanying their resident are permitted in all areas of Campus Village while assisting their resident. Emotional support animals may be permitted in common areas as long as the animal’s presence or behavior is not disruptive to other residents. Emotional support or service animals that display repeated disruptive behavior may result in the resident being referred to the conduct system or, in extreme circumstances, a dismissal from Campus Village.

Requests for reasonable accommodation, including having a certified service animal, at Campus Village can be submitted through the CU Denver Disability Resources and Services (DRS) Office. The DRS Office is committed to providing assistance to qualified students with disabilities and coordinate reasonable accommodations in order to provide students equal access to the institution’s programs, activities, and services. Students who would like to request reasonable accommodations can contact the DRS Office at (303) 315-3510 or via email at disabilityresources@ucdenver.edu. The DRS Office is located in the Student Commons Building, Suite 2116.

**Explosives/Flammables/Incense**

The burning of any materials, including incense, is prohibited, except when a written request is made and prior approval is granted by a professional staff member for the purpose of religious or
精神活动仅限。居民不得持有任何爆炸物、烟花、弹药、汽油或其他高度易燃材料。违反此政策可能导致刑事起诉和驱逐。所有罚款和制裁必须在扣除日期后的十天内支付和/或完成。

**Fire Safety**

出于防火安全原因，蜡烛、香水、空间加热器、热盘、烤炉以及其他可燃物在套房中禁止。任何吸烟设备，包括但不限于点燃的香烟、电子烟、手卷烟、吸管、喷雾器等，也禁止。

所有烟雾探测器和火/生命安全设备必须一直安装并工作。如果任何烟雾探测器或火/生命安全设备被移除或干扰，该居民将被记录，并将被处以最低500美元的罚款。

在您的套房中，某些政策必须遵照执行，以符合当地防火规范。您不可移除任何安全标识、灭火器或其他火/生命安全设备，任何在您在场时被发现的这种设备、标识或其他火/生命安全设备将会被处以最低500.00美元的罚款，并可能导致法律程序。

**Gambling**

赌博在本物业，包括所有套房、公共区域和绿地，是禁止的。

**Guests**

所有居民必须在校园村前台登记他们的客人。客人必须持有有效的ID在校园村登记。所有客人被要求在所有时间佩戴有效的CU丹佛住房与餐饮客用证。所有的CU丹佛住房与餐饮客用证必须在明显位置。

我们鼓励您邀请客人到您的套房，但请记住，您的客人必须遵守物业的规则和规定。作为主人，您对客人行为负责。客人不遵守物业政策将被要求离开，并可能导致法律程序。像居民一样，客人必须在任何时候携带身份证。如果客人无法提供身份（CV客用证和以下之一：学生ID，执照，州ID，护照等）将被要求离开本物业。

过夜客人允许在14天内连续住3天，但必须得到所有室友同意。

拥有客人是一大特权，所有共用套房的各方都必须同意。如果您的客人未获您的室友同意，或者您的室友对您的客人感到不安，您可能被要求不再接受该客人。

客人是CU丹佛住房与餐饮政策，确保您和客人的安全与舒适是极其重要的。
residents is of the utmost importance and takes priority over the comfort or desire of guests to visit as frequently as they like.

Health and Hygiene
Rooms and suites must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Residents are prohibited from activities that violate any health code. Residents may not violate these regulations or interfere with the safe and clean environment of others.

If CU Denver Housing and Dining believes that your room presents a health risk you will be notified by CU Denver Housing and Dining Professional Staff and you will be asked to clean your space. CU Denver Housing and Dining Staff will check on the progress of this clean up to ensure that it is complete and your space is maintained at an acceptable level of cleanliness. Failure to do so could result in a minimum fee of $200.00.

Identification
All residents, guests and persons on the property are expected to carry identification at all times. If a person is unable to produce identification they will be documented and escorted off the property. If a person refuses to leave the property they will be deemed as trespassing and will be reported to AHEC police.

Inspections and Entry into Room
Staff will perform suite inspections monthly for preventative maintenance and condition assessment. If resident is present, they must comply with staff and open up door to allow entry into the unit. In the event that a resident has violated their housing contract regarding proper cleanliness, guest privileges, drug violations or the pet policy, this document serves as notice for CU Denver Housing and Dining Professional Staff to re-inspect the suite as necessary to ensure there are no further violations.

Confiscations
All residents found to have items that violate a Campus Village policy will be confiscated by a member of the Professional Staff. Any and all drug paraphernalia or alcohol that is confiscated will not be returned to residents at any time.

Keys and Locks
Each resident is issued an individual suite key card, mail key, and bedroom key (if applicable). RESIDENTS MUST KEEP THEIR KEYS WITH THEM AT ALL TIMES. Residents must show their CU Denver Housing and Dining ID upon entry into the building. Residents may not duplicate, distribute or loan suite, bedroom, mailbox keys or Meal/ID cards to other residents or guests. Loaning keys and ID’s to other residents and guests presents a serious safety concern and will be considered a major policy violation, resulting in meeting(s) with a professional staff member and educational sanctions, up to and including, eviction.

Improper handling of keys and/or Meal/ID cards will result in replacement costs, paid by the resident. Residents may not change the locks on any door or install additional locks or chains without prior approval from CU Denver Housing and Dining professional staff. Upon completion
or termination of the housing contract, all keys must be returned to CU Denver Housing and Dining. Failure to return keys will result in replacement costs, paid by the resident. In the event that you are locked out of your suite, please come to the CU Denver Housing and Dining Front Desk or contact your RA. Lockout charges will be charged to the resident based on the type of lockout.

For the suite key card, each resident is responsible for checking out a suite master key card from the Front Desk in the case of a lockout. Residents will have twenty (20) minutes to return the master suite key to the Front Desk in order to avoid a fee. Holding the master suite key without returning it to the Front Desk will incur the following fees at the following times

- Between 20 and 60 minutes - $50
- Between 1 hour and 8 hours - $100
- Greater than 8 hours - $250

For the bedroom key, each resident is responsible for contacting the Front Desk so that the Resident Assistant (RA) on reopen the locked bedroom door. Each resident will receive two (2) free lockouts per semester. Renewal residents will receive three (3) free lockouts per semester. After the last free lockout, the resident will be charged $10.00 per additional lockout. Please make sure you are in possession of all keys and access cards at all times. If you feel you may have misplaced any key issued to you (including suite key card, bedroom key, mail key, meal card, parking pass, etc.) please contact the Front Desk immediately so they may suspend access to keys/meal cards.

If a resident loses any key and/or Meal/ID card, they will be assessed the following replacement fee(s):

- Meal/ID card - $15
- Key Card - $15
- Mailbox Key - $25
- Bedroom Key - $150 (requires a full re-core and re-cutting for all occupants of the bedroom)

If a key/card is damaged or not working, bring the key/card to the Front Desk to be reprogrammed and/or replaced. Do not discard or destroy any key. The Front Desk must verify the key is damaged and belongs to the proper resident before issuing a new key/card for free. If the Front Desk or office cannot verify the key/card, a lost key/card charge will be assessed to the resident.

If your keys are stolen, please file a police report with AHEC and bring a copy of the police report to a professional staff member. A professional staff member will make new key(s) at no charge to the resident.

**Mistreatment of Staff**
Threats, harassment and any other mistreatment of property staff are grounds for disciplinary action, which can include cancellation of the housing contract, disciplinary action and/or criminal prosecution.
**Noise**
You have the right to expect that you will be able to study or sleep without disturbance from noise. Keeping the volume on your stereo, TV, instruments and any other noise making devices at a level that can only be heard in your room/suite and lowering your voice when you are talking in the stairwells or hallways are two things you can do to maintain a quiet environment.

It is an expectation that before contacting CU Denver Housing and Dining Staff to address a noise concern, you have first tried to talk with the resident directly. If you call the desk or contact an RA, they may ask you if you have first spoken with the resident who is making the noise. If you have not yet asked the resident to be quiet and expressed your concern they will ask you to do this before they will address the concern.

If you do not get the desired results, take the concern to your RA or contact the Campus Village Front Desk so they can contact the RA on call for you. Campus Village is committed to your education. In order to provide an environment where every resident can sleep or study within their suite/study rooms, quiet hours are as follows:

- **Sunday- Thursday:** 10:00PM – 8:00AM
- **Friday-Saturday:** 12:00AM – 8:00AM

It is ultimately up to CU Denver Community Council to determine when quiet hours should be in effect.

**Courtesy hours** are in effect 24 hours a day, seven days a week. Courtesy hours mean that a resident has the right to sleep or study in their room at all times. It is expected that you are courteous if a neighbor asks you to be quieter so they can sleep or study in their suite. It is also an expectation that you will first contact your neighbors and request them to be quiet before you contact the RA on the desk staff.

**Parking**
Parking is reserved for residents who have paid for parking access. Residents may only park within the lots behind the back parking gate. Residents who have paid for parking access will receive a permit to be displayed in the lower front driver’s side window. One parking permit is given to each resident who has paid for parking access. This permit (sticker) is only for the car belonging to the resident. Each resident is permitted only one vehicle.

The deadline for displaying permits is the first day of classes each semester. It is your responsibility to have the permit displayed on time. Any vehicle parked in a "Tow Zone," or Reserved/Renewal designated space without an appropriate decal may be ticketed, booted or towed. All non-permitted vehicles parked on the property may be ticketed, booted or towed without warning.

Campus Village professional staff recommends keeping your car locked and your valuables out of sight. The property is not responsible for any damage or loss to your motor vehicle or its contents.
Visitors may park in surrounding parking lots. **SURROUNDING PARKING LOTS REQUIRE PAYMENT.** There are a limited number of guest parking spots on the east side of the building. Guests parking in guest spots are required to display a guest parking pass which can be checked out from the Front Desk. Residents cannot use their parking access card to let visitors into the parking lot. Please contact the professional staff or your RA for further details about parking.

**Parking Passes**

Each resident will be issued one (1) parking pass according to their approved parking lot on their housing contract at the time of check-in. All vehicles must be registered with Campus Village and will be registered to a specific parking permit number. All permits must be displayed in the lower left front corner windshield of the vehicle clearly visible for staff.

If a permit is missing or not clearly visible in the front windshield of the vehicle, the vehicle could be subject to warning stickers, booting or towing at the owner’s expense.

If a vehicle is booted, it is the owner’s responsibility to pay the fine and move the vehicle immediately off the property upon removal of the boot. Failure to move the vehicle immediately could result in a second boot, or towing of the vehicle.

If a vehicle is not registered for parking access, the boot fine is $100.00

If a vehicle is registered for parking access, and one of the following occurs there will be a $50.00 fine:

- Vehicle does not have the permit in the appropriate location
- Vehicle is parked in the loading zone
- Vehicle is inappropriately parked in Handicapped parking
- Vehicle is parked in Renewal Parking and they are not a Renewal

If a parking pass is lost or misplaced, the replacement fine is $20.00/permit.

It is not allowed to use your access card to allow any person without parking access into the parking lot. If you are found letting a person(s) and non-permitted cars into the lot you will be documented as violating a Campus Village Policy, and your parking rights and/or access to the parking lot may be removed at the discretion of Campus Village professional staff. Violations may be referred to the student conduct process.

**Pets**

With the exception of service or emotional support animals, no pets or animals may be brought into Campus Village. Residents are prohibited from having animals in suites, common areas, or on the premises, except for aquarium-bound fish (up to a 10-gallon capacity) that are capable of living underwater 24 hours a day. Residents may not feed/shelter stray animals. Residents are obligated to inform CV staff of stray animals so appropriate action can be taken to remove and protect the animal. Failure to comply with this policy could result in a fine up to $500.00 and possible eviction from the property.
**Physical Abuse and Harassment**

Physical, verbal and other abusive behavior and threats of physical abuse toward resident(s) and/or staff are violations of the policy and procedures manual and the housing contract and will not be tolerated. Such conduct may be grounds for immediate disciplinary action, removal from the property, and/or including criminal prosecution. Examples of prohibited conduct include sexual and racial harassment, threats of violence, stalking, sexual assault, fighting, punching, slapping, kicking, scratching and pushing. Practical jokes, pranks or other disruptions are prohibited.

**Hazing**

Any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with any organization at the university or Campus Village property. Hazing includes, but is not limited to, any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs, or substances, or any forced physical activity that could adversely affect the health or safety of an individual. Hazing also includes any activity that would subject the individual to embarrassment or humiliation, the willingness of the participant in such activity notwithstanding.

**Public Posting**

All posted signs and posters must be pre-approved by the Resident Director. Posters and signs can only be placed by Campus Village Staff in designated areas. Posters may be displayed using painter’s tape only. No scotch or masking tape may be used to tape information to the walls. For information about posting information in Campus Village please contact the Residence Life Department. You may also stop by the Front Desk for more information.

**Smoking**

Smoking is strictly prohibited in all suites, hallways, common rooms, the Courtyard and within property gates. Smoking is permitted in the smoking pavilion, located in the South parking lot. If you have questions, please contact a Resident Assistant, Campus Village Staff member or the Front Desk. The resident accepts responsibility for informing visitors or guests of the property's non-smoking policy.

Hookahs, bongs, incense, candles and any other items involving an open flame are strictly prohibited on the property, even when they are not in use.

If a resident is caught violating the smoking policy, they may be documented and fined the following:

1. The first offense will result in a conduct hearing with management and a $150 per person fine.
2. The second offense will result in a conduct hearing, a letter to the guarantor a $300 fine and contract probation.
3. The third offense will result in a $500 fine and possible eviction.

   a. ALL fines and/or sanctions MUST be paid in full within ten (10) days of the sanction notice/letter.
Throwing Objects
Balls, sports equipment, and any other similar item may not be used in the interior areas of the property. No object may be thrown or dropped from a window or suites/common area opening. Window screens must be left intact and must not be removed, loosened, or altered in any manner.

Vacant Spaces
Current residents cannot refuse a new roommate as long as there are empty beds in the suite. It is a violation of your housing contract to tell a potential roommate that you do not have a vacant space in your suite when in fact one or more spaces are unoccupied. If you do not wish to have new roommates, you can rent any open space(s) at the current rate. Additionally, residents are privy to their own bed spaces but under no circumstances are to occupy vacant bed spaces. Please contact the Campus Village Front Desk for more information.

Vandalism
Destruction of property by a resident or guest is a violation of policy and will result in disciplinary action, including meeting(s) with Professional Staff, fines, community services, prosecution and possible eviction. Using chalk on the sidewalks, pavement, interior/exterior walls, etc. is considered vandalism and is not tolerated. Damaging or removing Exit signs is also considered vandalism, as well as a health and safety violation. Any resident found responsible for damaging and/or removing an Exit sign will be referred to the conduct system.

Weapons and Concealed Weapons
Firearms, ammunition, fireworks, explosives, highly flammable materials (including spray paint), weapons, projectile devices, guns or knives, or any other weapon or material or instrument which poses a risk of damage or injury is strictly prohibited and a violation of the law. “Weapon” as used in this provision may be an instrument of offensive or defensive combat; anything used, or designed to be used, in destroying, defeating, or injuring a person; an instrumentality designed or likely to produce bodily harm. A weapon may include, but not be limited to, the following: any firearm, slingshot, cross-knuckles, knuckles of lead, brass or other metal, any bowie knife, dirk, dagger or similar knife, or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance. A harmless instrument designed to look like a firearm, explosive, or dangerous weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of weapon

DEFINITIONS (in all cases include, but are not limited to, the following):

**Firearms** - Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used. This includes ornamental rifles used for military or ROTC training.

**Weapons** - Any instrument of combat possessed, could be perceived as threatening, or carried for the purpose of inflicting or threatening bodily injury, including a blackjack, slingshot, bow & arrows, billy club, sandclub, sandbag or metal knuckles.
Knives - Dirks, daggers, ice picks, pocket knives, or knives having a fixed blade longer than 2-1/2 inches (California Penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption. Also see Explosives/Flammables/Incense.

Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy (including but not limited to BB guns, pellet guns, martial arts equipment, and knives with a blade over 2 ½ in length.

AHEC does offer the option for weapon storage. Their office is located at: 1201 5th St, Denver, CO 80204. Any questions about their storage policy, contact: (303) 556-3271.
Residents’ found in violation of the policies in this handbook or in violation of University of Colorado Denver Code of Conduct may be referred to the student conduct process through their respective schools and fines may be assessed.

**Student Conduct**

As a student on the Auraria Campus, it is an expectation that you follow the Student Code of Conduct for your academic institution in addition to the student code of conduct at CU Denver. Campus Village is identified as student housing and therefore expects students to follow their institutional code of conduct while on the premises. You should consult your school’s code of conduct and know that there is an expectation your actions will align with that code. Campus Village upholds the policies as described in the University of Colorado Denver Student Code of Conduct.

http://www.ucdenver.edu/life/services/standards/Documents/CUDenver-CodeofConduct.pdf
Failure to Comply
Each resident is required to follow all directives of the Property and/or University Staff and act in an appropriate and civil manner. Failure to accurately identify oneself to staff or comply with staff requests and directives will result in disciplinary action.

Student Conduct Process
Violations of the Resident Handbook will be brought to the attention of the Residence Life Office. Residents will be sent a letter notifying him/her to schedule a student conduct conference within a specific time frame. Meeting(s) are held with appropriate Campus Village Staff. Sanctions may be applied individually or in combination as appropriate to a given case.

It is imperative that residents check their student email on a regular basis as mail and email are the main forms of communication between Campus Village Staff and residents.
Safety & Emergency Procedures

Campus Village has a strong commitment to safety. To make our community safe, you, as the resident, must also have this commitment. We have implemented instructions and procedures to follow in emergency situations; please be aware of these and understand their importance.

We work closely with local police and fire departments and are constantly evaluated to ensure that we continue to provide the safest living environment possible. Please respect these regulations as you would any others. If you do not understand any of these regulations and suggestions, please ask your RA for clarification. Please think and act safely at all times.

Courtesy Personnel
The property maintains contract service patrols to walk the property each night in order to deter any potential problems. These professionals are equipped with walkie-talkies and/or cellular phones for communication with Campus Village personnel.

Fire Safety
Fire warning devices and safety equipment are to be used only in case of emergency. The sounding of a fire alarm should be taken seriously and residents should proceed according to the instruction posted in and about the property. The intentional sounding of an alarm outside of an emergency situation will be considered a criminal offense and the person or persons responsible will be treated accordingly.

Multiple outlet "octopus" plugs are not permitted. Surge protector power strips with circuit breakers are permitted. Live holiday decorations such as trees/wreaths are prohibited. Hot plates, candles, incense, space heaters, cooking grills, lighter fluid, and other combustibles are prohibited due to the increased risk of fire hazard. For more information, please refer to the Rules & Regulations portion of your housing contract.

If there is a fire or the alarm sounds, feel your door with the back of your hand before exiting. If it is cool, exit the room, close the door, and proceed to evacuate the building. If the door is hot, don't open it; fill any cracks with wet towels, signal from your room by hanging a sheet out your window and wait to be rescued by the fire department. Upon leaving your suite, close your door. If smoke is present in the breezeways, lie down and crawl to safety; fresh air will be near the floor.

After you have exited, please be sure to move away from the building in order to avoid falling debris and to give the fire department personnel room to operate. Notify a member of the property staff upon exiting the building. The fire department will give an "all clear" when it is safe to re-enter the building. Finally, for safety sake, always let your roommate know where you are, a practice commonly known as the buddy system.

In the event of fire, residents should proceed away from the building and meet in the parking lot at the furthest point from your building. You are required by law to evacuate the buildings when the alarm sounds. Failure to do so is not only dangerous and illegal, but it also may result in
criminal prosecution and the initiation of eviction proceedings. *Failure to exit the property during a fire alarm or drill may result in fines up to $1,000. Persons involved in tampering with smoke detectors, extinguishers, sprinklers, or any of the protective casings around the fire safety equipment will be subject to criminal prosecution and referral to the student conduct process. Upon your exit, please report any information that you know to the RA (e.g., the location of the fire).

All exit signs, fire extinguishers and other fire/life safety equipment needs to remain intact, installed and functioning. Part of living in a community is reporting any equipment that is failing, or being tampered with, or destroyed. Failure to report any vandalism or damage to the property, specifically, fire/life safety equipment can result in a conduct hearing leading to fines and/or eviction.

Any resident or resident guest caught tampering with, or possessing any fire/life safety equipment, (including exit signs, fire extinguishers, smoke detectors, etc...) can face large fines and referral to the conduct process as well as possible eviction and/or criminal prosecution.

**Missing Persons**
As required by federal law, every resident will be given the option of providing confidential contact information which will be used in the event that the resident is reported to be missing. The confidential contact is not required to be a parent or guardian if the resident is 18 years of age or older. Parents or guardians will be called if the resident is non-emancipated and under the age of 18 within 24 hours after the resident is determined to be missing. Regardless of the student’s age, law enforcement will be notified within 24 hours of the determination of a missing student. During the residence halls application process, every student will be asked to identify that confidential contact. If the student does not wish to list a contact, they may decline to do so.

**Personal Affirmation**
By choosing to live with us you agree to reside in a living and learning community. As members of this community, we all have certain rights as residents and as students. Please recognize that other members of the community have the same rights and that one’s rights stop where another’s begin. For this reason, it is important to learn and compromise with others in order to maintain an environment in which all are respected and have the opportunity to grow and pursue their educational goals.

Community standards are established to assist in shaping our community. They protect our rights and assert the responsibilities we have to one another. As a member of our community, you agree to abide by local, state, and federal laws, as well as by these community standards which include the following statement:

*I agree not to be or remain present during any violation of the Resident Handbook. My presence may infer that I condone, support or encourage a violation. I understand further that I am responsible for what behavior and activity occurs in my room or suite. I understand that if I anticipate or observe a violation of the Resident Handbook, I am expected to remove myself from the situation and am strongly encouraged to report the violation. I also understand that if I am*
aware of a violation and choose either to not report it or lie about it, I am passively participating in the violation and may be subject to conduct proceedings.

Personal Property Insurance
Please be aware that the property takes many precautions to maintain the safest living environment possible, but we are not liable for any losses or damages that may occur to your personal property. If you are a dependent, you may be covered under your guardian’s personal property insurance.

The property takes many precautionary measures in attempting to aid the well-being of our residents. These include: strongly urging you to keep your suite and bedroom locked at all times and having an extensive preventive maintenance program designed to detect and cure any problem areas throughout the physical facility. We strongly recommend that you obtain personal property insurance for all of your valuables.

NON-LIABILITY OF OWNER. Owner, its officers, agents and employees, shall not be liable in any manner for any loss, injury, or damage to Tenant, its agents, guests, and licensees, including but not limited to, acts of theft, burglary, vandalism and assault. Tenant assumes all risk of loss or damage of Tenant’s property within the Property, which may be caused by water leakage, fire, windstorm, explosion, or other cause, or by the act of omission of any other harmless Owner, its officers, agents and employees from and against any and all claims for injury, loss, or damages to person or property, regardless of cause, arising out of or resulting from damage, injury or loss alleged to have been sustained by Tenant; without in any way limiting or restricting the generality of the above, Owner shall not be liable for any claims arising from acts of theft, vandalism, assault and other criminal activity committed on the Property. For the purpose of this paragraph, Owner shall include Education Reality Trust, Inc., Allen & O’Hara Education Services, Inc., its officers, agents and employees. Thank you for taking time to read the property’s Resident Handbook. Please remember that you are an important part of our community and we hope you invest time and interest in keeping our property a great place to live!

Personal Safety
Personal safety measures are just as important to your well-being as those previously mentioned. Crimes, injuries, and personal assaults all occur outside of our control, but there are steps that can be taken to decrease your likelihood of being a victim. Living in a major Metropolitan area carries with it a responsibility to be aware of your surroundings and take certain steps to ensure your safety. Below are some safety tips to keep in mind while both on and off the property:

• Do not walk alone after dark. Get someone from your building to walk with you.
• Do not prop open any doors. Do not open doors for strangers.
• Lock the deadbolt on your door at all times. When you leave your suite, remember to lock your door, this applies even when you leave for only a minute. Always carry your suite key card with you. If your suite key card is lost or stolen, please report it to the property office so the lock may be changed.
• Use the one-way door viewer before opening the door to let in a guest. Never open
your door to someone you don’t know. Report suspicious-looking persons to your RA or property personnel.

- If you see an unsafe feature on our property (for example, an EXIT light out), please notify property personnel immediately.

**Security Cameras**

To enhance safety and security efforts in the halls and dining centers, security cameras are located near external doors, inside main entrances/lobbies/hallways and around other public areas. The camera’s locations only record data in areas considered public, where people would not expect privacy.

**Tips on Preventing Auto Crime**

- Be alert and use common sense.
- Roll up windows. Lock your car.
- Never hide a spare key in your car.
- Never leave laptops, IPads/IPods, cell phones, CD's, packages, purses, or other valuables in plain sight.
- Approach your car from behind on the passenger side while giving the impression that you are just passing by. Walk past the passenger side and look into the car. Check the back seat. Proceed to the driver’s door.
- Carry your key ring in your hand while walking to your car, whether in daylight or dark.
- As soon as you get in the car, lock the doors.
- If someone is in your car or loitering around it, call the police or security. DO NOT confront the stranger.

**Tornados**

Know the difference between a tornado watch and a tornado warning. A tornado watch simply means that conditions are favorable for the formation of a tornado. A tornado warning is issued when a tornado has actually been sighted or has been indicated on radar.

In the situation that a tornado warning is in effect, the safest place for you to stay is in your bathroom. We suggest you take a portable, battery operated radio with you to keep you up-to-date on the current status of the tornado. Once the tornado warning has been lifted, the immediate danger is over and you can resume normal activity. If Campus Village has been damaged, emergency first responders will be contacted and determine if residents can return to their suites/bedrooms.

**Winter Storm**

In areas where winter storms can be particularly severe, you should begin making plans in late fall for the coming winter. We recommend having the following items on hand before the storm season arrives: battery operated radio and spare batteries, fully charged cellular phone, flashlights with spare batteries, snow and ice removal equipment, and fully stocked first aid kit.
# University of Colorado Denver
## Fall 2018 Academic Calendar

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>DEADLINE</th>
<th>IMPORTANT NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRIL</td>
<td>2</td>
<td>● First day to apply for Fall Graduation via UDCAccess. ● First day to submit a petition for fall residency.</td>
<td></td>
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<tr>
<td></td>
<td>2-17</td>
<td>● Registration begins for Fall Semester via UDCAccess. ● Check UDCAccess for your specific registration date and time assignment. ● First day to submit a petition for residency.</td>
<td>● For best course selection, register as soon as possible after your registration time assignment. ● NEW students, prior to registering a $200 Registration Advance Payment is required. It will be applied to your tuition and fees.</td>
</tr>
<tr>
<td>JULY</td>
<td>20</td>
<td>● Residency priority review deadline date</td>
<td>● Submitting a petition by the priority review deadline date guarantees the petitioner will be notified of a decision before the first day of the term.</td>
</tr>
<tr>
<td>AUGUST</td>
<td>13</td>
<td>● Last day to petition for resident tuition status. ● Last day to submit the online out-of-state tuition application.</td>
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</tr>
<tr>
<td></td>
<td>19</td>
<td>● Last day to DROP all classes via UDCAccess and receive a refund of the $200 advance payment. No tuition assessed.</td>
<td>● You must DROP your classes via UDCAccess by 5:00 PM to receive a refund.</td>
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<tr>
<td></td>
<td>20</td>
<td>● First day of Fall semester classes.</td>
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<td>26</td>
<td>● Last day to WAITLIST classes using UDCAccess.</td>
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<td></td>
<td>27</td>
<td>● Last day to drop a class without a $100 drop charge. ● First day to add classes with the Late Add Form with instructor approval.</td>
<td>● All waitlists will be eliminated today.</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>3</td>
<td>● Labor Day Holiday</td>
<td>● No classes. Campus closed.</td>
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<tr>
<td></td>
<td>5</td>
<td>● CENSUS DATE – until 5:00 PM. ● Last day to ADD full term classes with instructor approval. ● Last day to DROP full term classes with a financial adjustment. ● Last day to request No Credit or Pass/Fail grade for a class. ● Last day to apply for Fall graduation via UDCAccess. After this date, contact your advisor.</td>
<td>● After this date, dropped classes will appear on your transcript with a grade of &quot;W.&quot; ● After this date, you will be charged the full tuition amount for additional classes added. College Opportunity Fund hours will not be deducted from eligible student’s lifetime hours.</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>29</td>
<td>● First day to WITHDRAW from a class using the Late Withdraw Petition Form</td>
<td>● No classes. Campus closed.</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>19-25</td>
<td>● Fall Break – Nov. 19, 2018 through Nov. 25, 2018</td>
<td>● No classes. Campus open.</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Thanksgiving Day Holiday</td>
<td>● No classes. Campus closed.</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>6</td>
<td>● First day to WITHDRAW from a class through the Retrospective Withdrawal Process</td>
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<td>10-15</td>
<td>● Finals week.</td>
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<td></td>
<td>15</td>
<td>● End of semester – Commencement. ● Last day to authorize College Opportunity Fund (COF) via UDCAccess.</td>
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<tr>
<td></td>
<td>20</td>
<td>● Final grades available on UDCAccess and transcripts (tentative).</td>
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</tr>
<tr>
<td></td>
<td>31</td>
<td>● Degrees posted on UDCAccess and transcripts (tentative).</td>
<td>● This is the date your degree will be recorded on your transcript. Diplomas won't be mailed out until February 22nd.</td>
</tr>
</tbody>
</table>
CU Denver & Auraria Campus Phone List

CU Denver Academic Success & Advising Office: 303-315-1940

Auraria Police Department: 303-556-5000

CU Denver Bursar’s Office: 303-315-1800

CU Denver Career Center: 303-315-7315

CU Denver Disability Resources and Services: 303-315-3510

CU Denver Experiential Learning Center: 303-315-7258

CU Denver Financial Aid Office: 303-315-1850

LGBT Student Services: 303-556-6333

Health Center: 303-556-2525

CU Denver Lynx Center: 303-315-LYNX (5969)

Phoenix Center: 303-315-7250

CU Denver Student Life: 303-315-7288

CU Denver Veteran Student Services: 303-315-7300
Campus Map
Frequently Asked Questions (FAQs)

Can I store my bike here?

Yes. We have bike racks located at our residence for bike storage. All residents who have a bike must display a bike permit on the body of their bicycle.

How far away is the main campus from Campus Village?

Campus Village is a ten-minute walk away from the main campus.

What light rail stations are next to Campus Village?

Campus Village is located next to the Auraria light rail station and the Sports Authority light rail station.

What amenities does Campus Village have?

We have over 300 DVD’s, video games for all consoles, sports equipment, cleaning supplies, board games and more!

How long is the Front Desk open until?

The Front Desk is fully staffed 24/7!

Does Campus Village offer work study jobs?

No. However, we do offer employment opportunities throughout the year.