

2026 - 2027

# HANDBOOK

## RESIDENCE LIFE & HOUSING



## Letter from the Director

Welcome to another exciting year at our university! As the Director of Residence Life, I am thrilled to extend a warm and enthusiastic welcome to you all. Whether you are returning to campus or joining us for the first time, we are delighted to have you as a part of our vibrant community.

Residence Life is committed to creating an inclusive and supportive environment where you can thrive academically, socially, and personally. Our dedicated team of Resident Assistants and staff members are here to ensure that your experience in the residence halls is safe and enjoyable. There will be countless opportunities for you to grow, learn, and make lasting connections.

We understand that transitioning to a new living environment can be both exciting and challenging. Rest assured that we are here to support you every step of the way. Whether you have questions about housing procedures, need assistance with roommate conflicts, or simply want someone to talk to, our door is always open. Your wellbeing and success are our top priorities.

As we embark on this journey together, I encourage you to embrace the diversity of our community and actively participate in the programs and activities offered. Take advantage of the resources available to you, both within the residence halls and across campus. Get involved, explore, and make the most of your time here.

Once again, welcome to our residence life community. I look forward to meeting each of you and witnessing the contributions you will make to our community.

Best wishes for a successful and fulfilling year!



Monica Gallegos.
Director of Residence Life

CSU PUEBLO
RLH
RESIDENCE LIFE & HOUSING

**Quick References**

**Mailing address:**
Student Name
Residential Hall, Mailbox number
2290 Bonforte Blvd, Pueblo, CO 81001

**Address for Food Deliveries, etc.:**
4320 Walking Stick Boulevard, Pueblo, CO 81001

*Residence Life and Housing is not responsible for loss of purchase.

**Residence Life Staff On-Call**
Each Residence Hall has a Resident Assistant (RA) on-call.

- Weekdays: 5:00 pm – 8:00 am
- Weekends: Friday 5:00 pm – Monday 8:00 am

If residents need assistance, contact numbers are posted in designated areas. If their RA is unavailable, the resident should contact either the main office or the greenhorn front desk.

**Desk Hours & Resources**
The front desk locations provide a warm and welcoming environment where residents can obtain information and services.

- Greenhorn Hall Front Desk: 8 AM - 10 PM when classes are in session
- Crestone & Culebra Hall Front Desks: As posted
- Walking Stick Community Center: As posted

**Buildings**
Crestone Hall - Suite Style
Culebra Hall - Suite Style
Greenhorn Hall - Suite Style
University Village at Walking Stick - Apartment Style

| Phone Numbers | |
|---|---|
| **Office of Residence Life & Housing** | 719-549-2602 |
| **Crestone Front Desk** | 719-549-2701 |
| **Culebra Front Desk** | 719-549-2707 |
| **Greenhorn Front Desk** | 719-549-2720 |
| **Crestone/Culebra On-Call** | 719-252-7909 |
| **Greenhorn/Walking Stick On-Call** | 719-553-7762 |
| **Wolfpack Wellness Center** | 719-549-2830 |
| **Counseling Center** | 719-549-2838 |
| **Campus Safety Office** | 719-549-2373 |
| **Sheriff's Office (NON-EMERGENCY)** | 719-583-6250 |

**Mission Statement**
The mission of the Residence Life & Housing Office exemplifies the University's mission and values by fostering intentional living and learning communities that promote growth and inclusivity; providing safe and high-quality facilities; and cultivating pride in our PACK community.

**Educational Objective**
By living on campus, students will gain personal identity awareness and a sense of belonging by engaging in a diverse community.

**Learning Goals**
**1. Personal Development:** Students will learn to expand their own identity and explore personal values in order to successfully navigate their experience leading to a sense of purpose.

**2. Life and Living Skills:** Students will learn to maintain a healthy lifestyle both physically and mentally in order to be personally, academically, and professionally successful.

**3. Cultural Competency**: Students will learn to explore and share their own cultural experience while learning from and recognizing the value of others' cultural experiences.

**4. Effective Community Engagement:** Students will learn to live harmoniously with others while actively participating and serving in the betterment of their present and future communities

**Self-Care**
While living in the residence halls, all residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents may not ask roommates, Housing and Residence Life staff, or other residents living within their community to be responsible for their self-care needs. Residents with the inability to care for themselves and/or who cause harm to themselves, or others may be asked to adhere to a Behavioral Expectation Plan and/ or leave the residence. To request disability-related accommodation please contact the Disability Resource and Support Center.

**Commitment to Diversity**
Colorado State University Pueblo does not discriminate on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. CSU Pueblo complies with the Equal Pay Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments, the Americans with Disabilities Act, as amended, Section 503/504 of the Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment. Assistance Act, the Pregnancy Discrimination Act, Executive Order 11246, as amended, Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado.

**Residence Life and Housing Para-Professional Staff**

**Resident Assistants (RA)**

The RA is one of the most important resources residents have in the Residence Halls, this is the staff member you should get to know the best. RAs are students hired by the University and assigned to live on a floor in the Residence Halls. RAs are knowledgeable about campus resources and the services offered to students. RA's will work with the students on their floor to build a cohesive community through regular programs, activities, events, and floor meetings. RAs strive to provide opportunities for students' personal and academic growth while living on campus.

**Community Manager (CM)**

The position of CM has been created to personify the mission of the university by giving the successful candidates opportunities to have a hands-on experience of what the day-to-day responsibilities are of being a role model for fellow staff and students. The CM position is an advanced opportunity for students who have previously served as Resident Assistants (RAs) to assume additional responsibilities within Residence Life. The CM serves as a role model, resource, mentor, administrative assistant, and advisor for staff.

**Desk Assistants (DA)**

DAs are students who work at the front desk in the Residence Halls to provide assistance and customer service. They are able to check out equipment (e.g. games, sporting equipment, etc.), answer a variety of questions, and get you in contact with the RA On-Call. They help ensure that only residents and their guests enter the hall and will ask for identification upon your entrance into the building.

**Work Crew**

The student Work Crew assists with various maintenance and custodial needs. They provide general minor repair work to the halls and may enter rooms to complete work orders such as lofting beds, repairing shelves, replacing broken desk drawers and similar minor work.

**Office Staff (OA)**

The office staff includes professional and student staff in the Office of Residence Life and Housing who are responsible for the administrative duties in Residence Life. If a student has questions about housing agreements, room assignments, maintenance, or housekeeping, they should visit the Office of Residence Life and Housing in the Walking Sticks Clubhouse, Building 4000.

**Resident Rights and Responsibilities**

Association of College and University Housing Officers-International Statement of Residents' Rights and Responsibilities

Residents have the right to:

- Reasonable access to their living accommodations based on a published schedule of occupancy
- Live in a clean and secure environment
- Facilities and programs that support the pursuit of academic success
- Have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior
- The respect and safety of personal property
- Study without interruption or interference

- Be free from unreasonable noise
- Be free of intimidation or harassment
- Express themselves freely within established guidelines
- Expect enforcement of housing agreement/contract
- Have direct access to staff that provide assistance guidance, and support as needed
- Host guests, within established guidelines
- Receive equitable treatment when behavior is in question
- Enjoy individual freedoms regardless of skin color, ethnicity, gender, national origin, disability, age, religion sexual orientation, gender identity, gender expression, race, or political affiliation
- Have access to individual and group social, educational, and developmental opportunities in their living community

Residents have the responsibility to:

- Adhere to rules and regulations
- Comply with reasonable requests made by staff, university officials, or fellow residents
- Meet payment schedules for room, board, and other required housing fees
- Monitor and accept responsibility for behavior of guests
- Report violations of rules and regulations to appropriate staff
- Respect the rights of others, as stated above
- Respect the diverse backgrounds and interests of those others who are different from them
- Treat others in a civil manner and manage conflict in a mature manner
- Be serious in their academic pursuits
- Participate actively in self-governance
- Express themselves individually, or by association with groups
- Participate in student conduct process to determine appropriate standards of behavior
- Contribute positively to the community by participating in educational and developmental activities

**On-Campus Living**

**Housing Eligibility**
Students who want to live on campus must fill out a housing application and pay a $150 non-refundable application fee. Students interested in living on campus must be degree seeking students. Housing facilities include Crestone, Culebra, Greenhorn Halls, and Walking Stick Apartments.

**Academic Requirements**
To remain a resident within student housing, a student must be deemed a full-time student with at least 12 credits per semester. If a student drops below the full- time credit requirement they must inform the office of Residence Life and Housing immediately by contacting their Assistant Director. Enrollment checks will occur on a bi- weekly basis and any student below the academic requirement will be instructed to meet with their Assistant Director, if the student fails to get in contact with the RLH department or does not meet the requirements to remain in housing they will be required to vacate the space. Refer to the housing agreement for the cancellation schedule and use the housing agreement cancellation form to request a cancellation.

**Live-on Requirements**
Based upon academic research and the spirit of wanting to ensure academic success for each student, incoming students are required to live-on campus for a minimum of two academic years unless they have received an approved Housing Exemption or meet the requirements to commute.

The chart below depicts live-in requirements for Residence Life and Housing.

| Live-on Requirement | High School Graduation Date | Distance between campus and home address | Required to live on campus |
|---|---|---|---|
| New or Transfer Student | Current academic year (graduated on or after May 24) | Further than 50 miles from university | Yes for 2 academic years |
| New, Returning, or Transfer Student | Previous academic year (graduated on or after May '23) | Live more than 50 miles from university | Yes for 1 academic year |

* Credits received prior to enrollment do not impact the live-in requirement.
* Students with other circumstances must contact Residence Life and Housing prior to moving in.

**Cancellations and Exemption from Housing**
Students who want to cancel their housing application may do so prior to moving and if not required to live- on campus. After moving in or if required to live- on campus, an exemption or cancellation may be requested. Reasons a student may request for an exemption to their current housing agreement include medical leave, study abroad, a leave of absence from the university, and/or withdrawal from the university. Students are subject to damage charges after moving out. The cancellation and exemption request forms can be found on the housing website.

**Termination of Student Housing Agreement by the University**
The Director of Residence Life & Housing or designee may immediately terminate or temporarily suspend the agreement if the student and/or situation pose a direct threat to individuals and/or the community. The university reserves the right to terminate the agreement for: failure to make payment of charges as required by this agreement; suspension or expulsion from the university; and/or disciplinary action. The university also reserves the right to terminate or suspend the agreement for failure to comply with policies and rules contained in the following materials, which are made part of the Student Housing Agreement: Colorado State University Pueblo Housing application, Residence Hall brochures and online documents, including the Resident Handbook, and Colorado State University Pueblo Student Code of Conduct. If the agreement is terminated by the University, the

student will be subject to financial penalties for terminating occupancy as stated in Section 25 of the Student Housing Agreement.

**Summer Housing**
Students are eligible for summer housing if they are registered for summer or the following fall. A housing application and fee are required when applying for summer housing. Residents that currently have an application fee on file only need to submit a summer housing application found on the housing portal.

## Residence Hall Descriptions

**Crestone/Culebra/Greenhorn Hall**
Crestone, Culebra, and Greenhorn Halls are suite-style Residence Halls, where bathrooms are shared between two double rooms. Triple and single* rooms are offered upon availability and have a different set up.
Each resident will have access to:

- Bedroom
  - Twin XL bed
  - Desk/Desk Chair
  - Closet/wardrobe
  - 3-drawer dresser
- Micro-fridge (shared with roommates)
- Common lounge area at end of hall
- Laundry facilities in building

*Single rooms are first granted to those with the recommendation of the Disability Resource and Support Center. Please review the Accessibility in the Residence Halls section for more information.

**University Village at Walking Stick Apartments (Upper class students)**
The Walking Stick Apartments are furnished, two-story apartments with four private bedrooms that share a bathroom on each level.
Each resident will have access to:

- Bedroom
  - Twin XL Bed
  - Desk
  - Desk chair
  - 3-drawer dresser
  - Closet
- 2 Bathrooms (one on each floor, shared in apartment)
- Kitchen
  - Refrigerator/freezer
  - Stove/oven
  - Garbage disposal
  - Dishwasher
- Living Area
  - 1 dining table
  - 4 dining chairs
  - 4-piece sectional couch (4 chairs combined make a couch)
- Loft Area
- Laundry facilities in the Walking Stick Clubhouse

## Den Life

**Fire Safety and Power Usage**

These fire- and life-safety standards are intended to assist you with basic starting points in decorating your living area. Enforcement of the fire- and life-safety standards is everyone's responsibility. Your residence hall staff and other university health and safety officials will be involved in observing and monitoring all standards. Periodic inspections of student rooms help promote fire- and life-safety awareness and identify any noncompliance of safety standards. Variations of personal likes and needs are endless and cannot all be covered in written standards Your Resident Assistant (RA), Assistant Director (AD) and other housing staff can provide you with answers to specific questions that may not have been covered here. If you have questions or concerns about what may or may not be appropriate or allowable, ask first. Your residence hall staff may be very helpful in providing or obtaining the correct information for you before any unnecessary time or expense has been generated.

RLH staff reserves the discretion to determine if any appliance or the use of one creates a concern to fire- and life-safety. Appliances not approved or determined unsafe will be confiscated by RLH staff to prevent further use. They will be returned to the resident only when an appropriate removal timeline is provided.

A UL-approved power strip with a self-contained circuit breaker must be used on all appliances (i.e., surge protector).

**Residence Halls**

Each residence hall bedroom is equipped to handle a total of 12 amps; the restrooms are equipped with 20 amps per outlet. If overloading the breakers is a recurring issue, please reevaluate your device and/or the distribution of your devices as to not overload the circuit. If no issues are found with the outlet, breaker trips may result in charges.

Each Residence Hall room comes with a micro fridge unit. A micro fridge is a compact microwave, refrigerator, and freezer unit. **Additional kitchen appliances are not permitted in the residence halls due to the limitation of amperage and the lack of counter space/material needed for safe use.** Greenhorn and Crestone Halls are equipped with kitchens for additional needs. **The lists below are not exhaustive- in general any appliance with an exposed heating element is not allowed.**

Permitted:

- Microwavable cookware
- Coffee maker (must not have an exposed heating element such as a hot plate ex: keurig or other pod coffee maker)
- Battery operated air freshener dispenser, aerosol sprays, gel beads, charcoal odor absorbers, and reed diffusers.
- Fans/Blow dryers/hair styling tools (automatic shut off)

NOT permitted:

- Candles / Wax melters (Body wax melters / Scentsy, etc.) / Electronic oil air fresheners (plug-ins)/Incense
- Lava Lamps
- Additional Refrigerators/Mini fridges/Freezers/Microwave
- Hot Plates
- Toaster Ovens
- Deep Fryers
- Electric Frying Pans
- Sandwich Makers
- Grills (including, but not limited to George Foreman Grills)
- Crock pots
- Waffle Iron
- Air fryers

- Rice Cookers
- Personal Mattress/Bed Sets

If you are in need of an additional mini refrigerator for a medical accommodation, you must receive approval from the Disability Resource Office through the accommodation process.

**University Village at Walking Stick**
Each bedroom is equipped with 20 amps. Bathroom outlets are equipped with 20 amps. Kitchens are equipped with 25 amps per outlet.

Walking Stick residents are granted more autonomy due to the differences in electrical and functional set-ups and the addition of full-size kitchens that include quick access to fire safety equipment. Lack of proper utilization of appliances can result in immediate dismissal from Walking Stick Apartments.

Permitted:

- Pop-up toasters (resident must use this appliance on a counter or other non-flammable surface, resident must monitor use at all times)
- Coffee maker (must turn off automatically after use)
- Battery operated air freshener dispenser, aerosol sprays, gel bead, charcoal odor absorbers, and reed diffusers.
- Fans
- Additional micro fridge in student bedrooms/common areas
- Kitchen appliances that have a timer or an automatic shut off
- Fans/Blow dryers/hair styling tools (automatic shut off)

NOT permitted:

- Candles/ Wax melters (Scentsy)/Electronic oil air fresheners (plug-ins)/Incense
- Lava Lamps
- Deep Fryers
- Gas or charcoal BBQ grills
- Personal Mattress/Bed Set

* Additional furniture may be permitted within University Village at Walking Sticks and Residence Halls provided that it meets the following criteria: 1) cannot be a fire or health safety issue to members of the community, and 2) is properly maintained throughout the year and disposed of at time of move-out

**Consolidation**
Students whose roommate does not show up at the beginning of the semester or leave at any point in the academic year are not guaranteed a single room for the remainder of the academic year. Students may receive a roommate or be reassigned to another room in the same hall (whenever necessary) to permit the maximum use of paid space.
If assignment to another room is necessary, every effort is made to keep the student being moved in the same hall and on the same floor. Decisions regarding availability of single rooms will be communicated via email if the option to buy- out is available.

The consolidation process is not optional as it helps the department maximize community experience and resource utilization. Students who fail to participate will be documented for non-compliance.

**Dining On-Campus**
On-campus dining is operated by Auxiliary Services located in the Occhiato Student Center. Meal plans are required for all residents living in Crestone, Culebra, and Greenhorn Hall. Meal plans are not required for those

living in the Walking Stick Apartments. Meal plans may be changed any time prior to check-in and through the second week of the semester. Changes to meal plans are processed through Auxiliary Services.

**Guests**

The following guidelines have been established to maximize the safety and security of our Residence Halls. They also recommended measures to minimize conflicts between roommates.

1. Any guest under the age of 15 must be supervised by their parent/guardian at all times when in the residence halls.
2. Guest under the age of 18 are not permitted in the halls between the times of 10 pm and 6 am.
3. All guests must be registered online through the Guest Sign In module of the housing portal (access in your PAWS account). It is the resident's responsibility to ensure they complete the registration form for any/all guests. If the resident fails to report to their guests, they will be documented for noncompliance and are subject to losing their guest privileges. The importance of signing guests in is to provide Residence Life and Housing with an accurate depiction of all individuals in the building in case of an emergency.
4. Each resident can check in a maximum of 2 guests/visitors at a time. Residents of Walking Stick Apartments cannot have more than 12 people in total within an apartment unit for a social gathering, including the residents assigned to that apartment, at a given time.
5. Residents are responsible for their guests at all times. Guests are expected to follow all established roommate agreements, Residence Life and Housing policies and procedures, the Student Code of Conduct and state and federal laws.
6. Each guest must have a resident host and be escorted at all times.
7. Residence Life & Housing staff, roommates, and suitemates reserve the right to refuse or remove a guest for any reason, at any time. Guests must leave when they have been directed to do so.
8. Guests are not allowed overnight during break periods and summer sessions.
9. Guests are allowed to stay for a maximum of 3 nights in a 7-day period and no more than 10 nights total.

**Reassignments**

Residence Life & Housing reserves the right to make alternative assignment decisions or reassign students as the university determines appropriate. These reasons include, without limitation: for temporary accommodation when permanent space is not available, construction, renovation, and/or maintenance activities, roommate conflicts, health, safety, security concerns, university regulations.

Accommodations are assigned at maximum design capacity. Unoccupied rooms and/or spaces are reserved for use by Residence Life & Housing. If a vacancy occurs in an assigned room, the remaining resident(s) of the room agree(s) to accept other roommate(s) as assigned by Residence Life & Housing. Room reassignment, utility, or facility disruptions will not result in reimbursement.

**Renter's Insurance**

It is highly recommended that students living in the Residence Halls and Walking Stick purchase renter's insurance to protect their property. Most insurance companies offer renter's insurance at a reasonable rate. Renter's Insurance is offered in the Housing Application through Grad Gaurd, otherwise please contact your insurance agent for more information.

The University assumes no liability for the loss, damage to, or theft of property belonging to the student. The University shall not be liable for claims for damage due to any injury or injury to anyone, or property damage which arises from the use and occupancy of Student Housing. This includes but is not limited to failure of electrical power, plumbing, sewer, or presence of snow, steam or the occurrence of leakage, explosion, fire, smoke, natural occurrences, law or government action, or any rule of regulation of any government agency. The student is responsible for obtaining private property insurance.

**Room Changes**
Room changes can be made after the third week of each semester between the designated dates. Requests for room changes must be initiated by the resident and not by a parent/guardian or other third party. To request a room change, residents must contact their Assistant Director, for more information visit the front desk of your hall or the Walking stick clubhouse during business hours. All requests for a room change based on roommate disputes are required to complete a roommate agreement prior to the room change request with the assistance of their Resident Assistant. All resident requested room changes will incur a $50 fee.

Please be aware that a room change request does not automatically grant you permission to move rooms. You will receive official notification of the room change decision via your CSU Pueblo student email and the housing portal. Residents moving into a more expensive room type will be billed the pro-rated difference. Residents moving into a less expensive room type will be credited the pro- rated difference.

Residents may not:

- Move into completely empty spaces (i.e., Open double or triple)
- Move into a room that is completely occupied (i.e., Turn a double into a triple, or a triple into a quad)
- Request someone else move out so they can move in

Students who move rooms without authorization from the Office of Residence Life & Housing **will be fined $150** to their university account, face disciplinary action, and may be moved back to their original room. Residence Life & Housing keeps track of room assignments to help identify the location of residents for safety and security purposes as well as to track the availability of space for all students applying for housing

**Room Condition Report (RCR)**
Prior to move-in, RAs complete an initial Room Condition Report (RCR) for each space. Upon check-in, each resident is responsible for documenting any pre-existing damage or wear and tear to the assigned spaces and furniture within. By the time the resident arrives for check-in, the completed RCR will be available in their PAWS account and housing portal, under Forms. Students are responsible for reviewing and completing the RCR by approving or denying the listed conditions in each section before moving their belongings into the space.

Failure to complete the RCR within the first week of moving into a residential space indicates that the room is in good condition and the student waives their right to appeal any damages found during checkout or end of year damage assessments of residence halls. For moves during the year, the RCR must be completed the day of the move for the new room. Residence Life & Housing recommends that you photograph your space at check-in for damages assessed at checkout.

**Roommate Agreement**
Sharing a room is an exciting part of the campus living experience. During the first half of the fall semester, roommates will complete a roommate agreement via the website link provided by their Resident Assistant at their first-floor meeting. The roommate agreement ensures that there are rules in place that all parties agree upon. The roommate agreement will be revisited and revised as needed. When room changes occur, new roommates will complete a new agreement.
Find the Walking Stick Apartment Agreement at this link.
Find the Residence Hall Agreement at this link.

**Roommate Mediation**
Mediation is a process where students partake in conflict resolution with a staff member. The sharing of living space with another person is part of the learning experience of residential living. All roommates are expected to invest in relationship communication; compromising and mutual respect are keys to successfully living together. Students should discuss issues directly with their suitemates, roommates, or neighbors. If a resolution cannot be reached by all parties, a student can ask for assistance from their RA or a professional staff member.

If a student living in the Residence Halls or Walking Stick feels unsafe, has been threatened, or has experienced physical violence at any point during the process, they must contact Residence Life and Housing immediately.

As a last resort, a room change can be considered after two mediations, one completed with an RA and the other completed with a professional staff member. The professional staff members will make the decision if one or all the individuals will need to move if a resolution cannot be agreed upon. All mediation will be formally documented in order to ensure the proper process is being followed.

## In-Hall Services

### Desk Hours & Resources

The front desk locations provide a warm and welcoming environment where residents can obtain an array of information and services. Examples may include, but are not limited to:

- Assistance with lockouts
- Items available for check-out (cleaning supplies, vacuums, ping pong paddles, and other board games, etc.)
    - For items available for checkout (cleaning supplies, vacuums, etc.), these items are used at your own risk.

### Bicycles

Bicycle racks can be found at the following locations:

- Patio between Crestone Hall and Culebra Hall
- East side of Greenhorn Hall
- Locked storage provided with unit in Walking Stick Apartments

It is essential that students provide an adequate lock to secure their bicycles when parked outside. Bicycles left on racks at the end of the academic year will be considered abandoned and will be cut off and removed by Residence Life & Housing. Bicycles may be stored in residents' rooms if roommates agree, however any resident caught riding their bicycle in a building will lose this privilege.

Residence Life and Housing is not responsible for the loss of property due to theft. If theft occurs, contact the Pueblo County Sherrif's Non-Emergency line at 719-583-6250 to file a theft report. Access to building security footage will not be provided to individual residents but can be provided to the Pueblo County Sherrif Deputies upon request for the associated theft report.

Electric bicycles, electric scooters, and similar battery-powered transportation devices must be stored in a designated storage area and may not be stored in residence halls or individual rooms. Devices containing lithium-based batteries are prohibited due to their increased fire risk if damaged, improperly charged, or otherwise compromised. Only devices powered by nickel-metal hydride (NiMH) batteries are permitted because these batteries are generally more stable and less likely to ignite. Residents must verify their device's battery type before bringing it to campus. Approved devices may be charged only at designated outdoor charging ports and must remain under the owner's direct supervision throughout the charging period. Unattended charging is prohibited.

### Internet

TWOLFnet is the residential computer network service provided to students living in all residence halls. To gain access to the network, you must register your devices through TWOLFnet. Use of a personal router is explicitly forbidden and may result in loss of internet privileges. If you have questions about TWOLFnet, please contact the Help Desk at (719) 549-2002.

**Keycards**
Crestone Hall, Culebra Hall, Greenhorn Hall, and the Walking Stick laundry facility are accessible by key card. The resident's ID serves as the card for the main doors, laundry facilities, hallway doors, and the student's room door. Each new ID must be activated at the front desk through the encoding system. A student can only swipe into the building they live in and Greenhorn Hall to access the front desk.

It is a policy and a safety and security violation to loan or give their ID to any other individual. If RLH staff are notified that and ID has been loaned, the ID will be confiscated, and the resident will be documented.
If a student is locked out of their room, they must notify the RA, CA, or DA on duty to be let back into their room. They must show their key to the RA/CA/DA.

If a student loses their key, they must notify Residence Life immediately. If it is after business hours, they must notify the Resident Assistant on duty to gain access to their room. The student will have to get a new ID card from Auxiliary Services to be encoded.

**Keys at University Village in Walking Sticks**
In the University Village at Walking Stick apartments, each student receives two keys: a key to their front door and a key to their room. Students that are issued keys for housing in University Village in Walking Sticks understand and accept the financial commitment of keys issued to them for the entire academic year and the following expectations:

- Residents are responsible for the keys issued and will return them at the end of their stay.
- If a resident loses their key, the resident will be responsible for paying a fee for an apartment recore. Residents are responsible for notifying staff in the case the key issued to them is lost.
- Keys are for individual use and are non-transferable, meaning they may not be loaned or given to any other individual.
- Keys are not to be duplicated.
- Students may not change or add locks to any door.

**Laundry**
Community laundry facilities are in each Residence Hall and the Walking Stick Club House. This free service is available 24 hours a day, 7 days a week for current residents. Allowing off-campus visitors or non-residents to utilize the laundry facilities is not allowed. Please reference the policy section of this handbook for more information regarding etiquette and expectations. The following video will provide you with some useful tips.

**Lofting/ Raised/ Bunking Beds**
To loft, raise, or bunk your bed, please fill out a work order.
Student assumes all risk when using lofted, raised, or bunked beds.

**Mail**
Each resident must visit the Auxiliary Services Office in the Occhiato Student Center to receive all mail and packages. When a student receives a package, they will be notified through their student email. Residence Life and Housing is not responsible for lost or stolen mail and packages and does not accept any personal deliveries made to the front desks of the residence halls on behalf of students.

**Maintenance**
Requests for repairs in your room or on your floor can be submitted online through the work order website.

If you have a question about a previously submitted work order, call 719- 549-2602. The facilities department will respond to requests, beginning with the most urgent repairs. The facilities department will begin addressing concerns in the halls during business hours. Work orders are reviewed Monday-Friday 8:00am-5:00pm.

If your work order is not resolved or not received communication within 3-5 business days, contact the housing front desk at (719)549-2602.

If you have an emergency maintenance request, you must contact the front desk or the RA on call immediately.

Examples may include:

- Running water, backed up sink, toilet not flushing, water that is not easily contained is leaking
- There has been a broken window, you are unable to lock your door or something that would prevent the resident from securing their space.
- The heating or cooling system is not functioning.
- Lights and/or outlets are not working

**Pack Chats**

Building connections and fostering relationships are key components of the college experience, and one of the most effective ways to achieve this is through our Pack Chats. Pack Chats are required meetings with your Resident Assistant (RA) that will take place in September, October, November, February, March, and April. These sessions are designed to provide Residence Life and Housing with essential information about occupancy, support students' needs, and help students find ways to engage with their community.

The goals of these meetings include:

- Sharing important information about Residence Life and Housing.
- Checking in with students to discuss their campus experience.
- Identifying ways we can assist students with any needs they may have.
- Building a stronger sense of community and rapport within our residence halls.

If a student does not meet with their RA during these designated months, they will be required to schedule a meeting with the Assistant Director of their residential area and may be subject to student conduct proceedings if subsequent Pack Chats do not occur. We want to ensure that all residents receive the support they need, and participation in Pack Chats is crucial to this process.

**Parking**

All motor vehicles parked on campus must possess a valid parking permit. Failure to possess and properly display a valid parking permit will result in fines. Parking permits are sold online through the Ticket and Permit Portal found on the Parking website. Visitor permits can be obtained at the Pueblo County Sheriff's office in the basement of the Administration building. Parking is only allowed in designated areas. Walking stick parking lots may only be occupied by Walking Stick residents. Any visitors may park in the parking lot behind the Residence Halls.

All questions and concerns parking related should be relayed to the Campus Parking and Safety Office.

**Residence Life Staff On-Call**

Each Residence Hall has a Resident Assistant (RA) on-call in the building during these times:

- Weekdays: 5:00 pm – 8:00 am
- Weekends: Friday 5:00 pm – Monday 8:00 am

If residents need assistance and their RA is not available, the resident should contact the front desk of their Residence Hall or the 24-hour Greenhorn Hall front desk.

**Study Areas**

Study Areas are located in Crestone Hall, Culebra Hall, and Greenhorn Hall.

**Trash**

All residents are responsible for keeping their spaces clean. Trash can be disposed in one of two areas:

- Trash rooms located in most hallways
- Large blue dumpsters can be found behind Residence Halls
- Walking Stick apartments- dumpster in parking lots. Trash is not permitted in the porch areas or surrounding the dumpsters. If the dumpster is full, contact RLH.

Trash rooms are available in most hallways during the academic year. Remember to put your trash in trash bag before disposing in the larger dumpsters. Each desk has a supply of can liners available for student use. Failure to keep the trash rooms in the appropriate condition will result in closure. Reference the policy section of this handbook for more expectations regarding the cleaning policy. Trash found in non-designated areas will result in fines.

**Accommodations**

Residence Life and Housing recognize that some students may have medical, physical, and/or psychological needs that could be impacted by their housing assignment in accordance with the Americans with Disabilities Act and Fair Housing Act. Students should contact the Disability Resource and Support Center to determine their need and availability of resources.

**Reporting Disabilities**

Residents with disabilities are welcome to share information with professional staff members at the beginning of the semester. This information assists emergency personnel in providing appropriate help in case of evacuations and emergencies. Reporting is strictly voluntary.

**Safety Assistance**

Prior to arrival, students with disabilities may request a supplemental fire alarm horn or light strobe to assist them in complying with an emergency evacuation of the building such as a fire emergency.

**Residence Hall Accessibility**

We are inclusive to handicap accessibility, and our buildings meet ADA requirements.

**Assistance Animals**

We recognize and value the importance of assistance animals as part of the student experience. Before bringing an assistance animal into your space, you must contact Disability Resource and Support Center (DRSC) to begin the process.

You may not move an animal in until you are granted permission by RLH. Doing so could result in a fine and documentation for non-compliance. After you receive the recommendation from the (DRSC), RLH will contact you to set up a meeting and complete your housing paperwork.

Rules and expectations will be reviewed and agreed upon before animals are permitted. If you have a service animal, you must provide information about the animal to ensure the safety and compatibility of residents. RLH must have this documentation at least 4 weeks before the resident intends to bring the animal. If the animal is found prior to completing the ESA process, it is subject to immediate removal from the room space.

## Policies and Procedures

Continual violations of any policy may result in fines and/or disciplinary action.

**Abandoned Property**

1. Private property left in a room, storage area, or bicycle room/rack after a resident has moved out, whether by proper check-out or improper check-out, shall be deemed to have been abandoned and will be removed at the resident's expense.
2. The university shall not be responsible for any losses of or damage to any abandoned property.
3. Any personal items will be inventoried, and an attempt will be made to contact the student, so they can claim their personal items. Items deemed trash, broken, or perishable will not be kept. Residents will be given 30 days after the property has been left to pay removal fees and reclaim their property.
4. Any items not reclaimed within 30 days will be donated or disposed of.
5. Abandoned or confiscated property will be secured in a designated storage area.

**Alcohol & Other Drug Policy**

CSU Pueblo students, student organizations, Greek organizations, athletic and club sports teams, and their visitors must comply with all local, state, and federal laws concerning alcohol and other drugs.
Drugs and drug paraphernalia of any kind is not allowed in Residence Life & Housing facilities, inclusive of marijuana, regardless of State law.
The following is the complete CSU Pueblo Residence Life & Housing alcohol and other drug policy:

**A. Alcohol** – The Alcohol Policy was adjusted to include students legally allowed to possess alcohol. This policy is assessed each semester to determine if it continues.

1. Where permitted in housing, alcoholic beverages are allowed only in accordance with Colorado State law.
    a. No student, regardless of age, shall provide alcohol to anyone under age 21.
2. Students can keep a total of 6 single serve alcoholic beverages containing less than 4.5% AVB per serving, or 4 single serve alcoholic beverages containing more than 7.0% AVB per serving, or 1 bottle of wine (<750 ml) with less than a 10% AVB per serving in their possession.
    a. Hard/ Distilled liquor (ie. whiskey, vodka, tequila, etc.) is not allowed in the residence halls. Hard liquor can be rapidly consumed, and because the percentage of alcohol contained per volume is high, it can pose a threat to community guidelines and the well-being of residents.
3. Residents are responsible for violations in their assigned rooms and/or apartments, whether the student is present or not.
4. If anyone is assigned to the space and under the age of 21, alcohol is not allowed in the room regardless of the other roommates' age.
    a. Alcohol can be stored in the common refrigerator if everyone in the room or apartment is over the age of 21.
    b. Alcohol must be stored in the student's private room in the Walking Sticks Apartments if there are residents under the age of 21 residing in the apartment.
5. Possession and/or consumption outside, in the halls or lobbies of the residence halls, is not permitted.
    a. Students can drink responsibly on the Walking Stick porches. Alcohol must not leave the porch area.
6. All individuals present must have a state issued I.D. readily available or the assumption will be the individual is not legally in possession of alcohol.
7. When providing alcohol to those of the legal age to drink (21yrs), students must practice responsible serving procedures. Irresponsible serving procedures include but are not limited to: providing alcohol to intoxicated individuals, providing alcohol to minors, or creating environments of binge drinking or otherwise permitting the endangerment of any party.
8. Residents of Walking Stick Apartments cannot have more than 12 people in total within an apartment unit for a social gathering, including the residents assigned to that apartment, at a given time. These social

gatherings must be entirely contained within the residence and comply with quiet and courtesy hour guidelines.

a. At a maximum, only a total of 24 single serve alcoholic beverages containing less than 4.5% AVB per serving, or 16 single serve alcoholic beverages containing more than 7.0% AVB per serving, or 4 bottles of wine (<750 ml) with less than a 10% AVB per serving can be in the apartment at a time.

9. Empty containers of alcohol are considered information of prior consumption in the room or suite. Empty alcohol boxes, cans, bottles, etc. are not permitted on CSU Pueblo's Residence Life and Housing property or in the rooms of anyone under the age of 21.
    a. No more than the previously mentioned (Section 2) empty alcohol containers are allowed to be in a resident's personal room at any one time. This includes items in trash or recycling.
    b. Public display (i.e., in common areas or visible in windows) of alcohol containers is prohibited.
10. Beer bongs, kegs, keg taps, beer pong, funnels, and other rapid consumption devices and/or binge drinking are prohibited on campus.
11. Public intoxication or appearing in a public area while believed to be under the influence of alcohol on any Residence Life & Housing property is not permitted.
12. Being intoxicated by alcohol to a level that requires, or appears to require, medical attention or supervision by others, is prohibited.
13. Staff will contact the emergency contact listed for a resident if they are transported to the hospital/jail due to excessive alcohol consumption.
14. Students are required to follow the laws of the State of Colorado regarding alcohol and/or drugs and driving. Students receiving citations for DWAI (driving while ability impaired) or DUI (driving under the influence) may also be sanctioned by the University.

**B. Other Drugs**

*Possession, Use, or Sale of Marijuana*

Pursuant to Federal law, possession, use, or sale of cannabis, also referred to as marijuana, is prohibited on campus.

Marijuana possession, use, or sale is also prohibited at university sponsored events, even if held off- campus.

1. While possession and use of marijuana is no longer a crime under Colorado Law, it is a violation of federal law to possess marijuana in any housing facility or other public area of the University for any reason.
2. Marijuana found in the Residence Halls or Walking Stick shall be seized and destroyed.
3. Possession of a Medical Marijuana Registry Identification Card does not authorize a student to possess, use, or distribute marijuana in any housing facility or other public area of the university.
4. The possession of marijuana or illicit drug paraphernalia such as, but not limited to, grinders, bongs, pipes, vaporizers, butane lighters, or items utilized for an unapproved drug related manner is prohibited in all residence halls and university owned property.
5. Strong odors related to marijuana found on individuals or in individual rooms may also be subject to disciplinary action

*Illicit Substances*

Possession, use, or sale of illicit substances is prohibited. Illicit substances include scheduled amphetamines, anabolic steroids, cocaine, hallucinogens, heroin, inhalants, marijuana, methamphetamines, tranquilizers, etc. Unscheduled substances are also prohibited (e.g. street drugs).

- Prescription Medication
  Students or guests who have been prescribed medications (including scheduled drugs) may only use those medications as prescribed. Any other use, abuse, or unauthorized sale is prohibited.

**C. Medical Amnesty & Emergencies**

*Medical Amnesty*

CSU Pueblo encourages all students to call for help when any sign of alcohol poisoning or drug overdose is observed. Students who call for help to assist a friend or themselves may be eligible for medical amnesty. Students who are provided medical amnesty may not be subject to disciplinary sanctions; however, educational sanctions may be applied. Receipt of medical amnesty is at the discretion of the conduct officer or designee.

- Failure to Respond to an Alcohol or Drug-Related Emergency
  Students who fail to call for medical assistance in an alcohol or drug- related emergency may be subject to disciplinary action and may receive enhanced sanctions.
- Bystander Clause
  Residents are obligated to remove themselves from any situation that is a violation of Housing Policy and/or the Student Code of Conduct and report the situation to a Residence Life staff member or proper authorities. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for that violation.

**Candles/Incense/Open Flames/Heat Sources**
Residents are not permitted to burn candles or incense in any Residence Hall or University Village at Walking Sticks. Candles may not be used as décor. Candles used with a hot plate/candle warmer are not permitted in the Residence Hall. Incense and any item with an open flame or exposed heat source are potential fire hazards and are prohibited.

Students will be documented for having these prohibited items through Student Conduct.
For the first violation of this policy, students will receive a warning letter. Subsequent violations of this policy will result in **a $25 removal and disposal fee** for each prohibited item, an educational assignment on fire safety, in addition to any other applicable related sanction deemed appropriate by the Student Conduct Administrator.

**Check-in/Check-out**
Checking-in

1. Bring University ID to front desk of assigned space
2. Complete primary paperwork (Emergency Contact, Missing Persons Contact, RCR, etc.)
3. Receive room key/ card access and begin moving in
4. If moving mid-year, move all belongings within designated time and complete RCR and check out for previous space

Checking Out

1. Remove all personal items from the room.
2. Return room furniture to original location.
3. Clean entire room including vacuuming, wiping down surfaces, and cleaning entirety of bathroom.
4. If moving off-campus, complete forwarding address/change of address from through the PAWS account.
5. Complete your door checklist, the checkout form in the Housing section of your PAWs Portal and return key(s) if applicable.

**Cleaning**
Students are responsible for cleaning up any mess made in the communal areas of their Residence Hall. It is the student's responsibility to keep their space clean.

This includes removing trash and recyclables from their space. Failure to maintain a clean-living space will result in charges to the students' account and potentially negatively impact the status of eligibility to live in the residence halls.

**Cohabitation**
Cohabitation is prohibited; only residents assigned to the room may live in the room. Cohabitation exists when a person not assigned to a particular Residence Hall or Walking Sticks space uses it as if they were living there. Any guests staying beyond what is allowed by the guest policy will be considered cohabitation.

**Common Areas**
1. Provided furniture in hallways and lounge areas may not be removed from the communal area.
2. Individuals are not allowed to sleep in the communal areas for any reason. This includes all main lobbies, study rooms, computer stations, and floor lounges.
3. Items left in any public space unattended will be considered abandoned property and will be confiscated by Residence Life staff.
4. Adhere to the capacity signs in each communal area.

**Community Kitchens and Warming Stations**
1. Unattended appliances or food are prohibited.
2. Failure to appropriately clean up kitchen or cooking supplies is prohibited.
3. Extended storage of food in community kitchen is prohibited.
4. Repeated misuse of the community kitchen may result in it being closed.

**Walking Stick Porches and External Storage Closets**
Walking Stick residents can utilize their external storage closets upon request for a $50/semester fee. To request access to the external storage closet of the apartment, contact the Residence Life and Housing main office for assistance. Use of the outdoor storage space will be at the residents' own risk. Renters insurance is strongly encouraged. Residence Life and Housing assume no liability for belongings in outdoor storage areas.

**Documentation**
Residence Life and Housing staff are required to document all violations of university policy as well as any violations of State and Federal laws. Upon request, residents documented for policy violations may view a copy of the report pertaining to the incident.

**Door Propping**
Resident room IDs will open the main entrances of Crestone, Culebra, and Greenhorn Halls. Students' IDs will only allow them access to the front entrance of the Residence Hall they reside in. Students should not enter Residence Halls through doors designated as exit only. Residence Hall hallways are locked 24 hours a day. Residents are not to prop open the hallway or exit doors for any reason.

**Entering a Student Room**
1. Students' personal privacy will be respected. However, Residence Life and Housing reserve the right to authorize entry into a room when there is a reasonable cause to believe the following:
    a. There exists an immediate threat to the health or safety of the occupants.
    b. There exists a need to protect property (University or private); or
    c. There is a perceived conduct violation or immediate need for maintenance.
2. Facility Department entry guidelines:
   The University reserves the right to enter the room or suite without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 8:00 a.m. and 5:00 p.m. have been designated as a reasonable period. A service note will be left by the maintenance personnel stating when they were in your room and what was complete if you are not in the space.

If a resident is in the shower or getting out of the shower, the facilities team will return to the space later in the day or the next day. If a student refuses entry more than once a semester they will be documented for non-compliance.

3. Guidelines for entry:
   Residence Life and Housing staff will knock on the room/apartment door three times and announce their presence after each knock. If there is no answer at the door or no indication that someone is home, Residence Life and Housing staff will use their keys, open the door about six or seven inches and call out to see if anybody is home before entering.
4. Unauthorized entry
   Entering into another student's room or vacant space without the invitation, consent, or permission of the occupant or University staff at any time is prohibited.
   Use of a vacant space, such as an empty neighboring suite, for storage or gathering is not permitted.
5. Residence Life will attempt to make their presence known to the residents inside the rooms to allow the residents to open the door. If after procedure has been followed, the residents do not come to the door, staff will key in.

**Facility Reservation and Usage**

Any individual or organization wishing to reserve space in the Residence Hall lobby, Residence Hall classroom space, or study rooms must do so by making arrangements with a Residence Life & Housing professional staff member at least 24 hours in advance. Use of these spaces is expected to comply with all Residence Life and Housing and University regulations and policies.

**Fireworks**

Per the Endangerment clause in the Student Code of Conduct, the use or possession of fireworks within the Residence Halls, Walking Sticks, or on-campus grounds is prohibited.

**Flammable Liquid**

Gasoline, kerosene, ether, oil, butane, and any other flammable liquids are prohibited in the Residence Halls and Walking Sticks.

**Furniture**

1. All furniture assigned to student rooms must remain in the designated room. No furniture is to be removed by students from rooms/apartments. A furniture removal fee will occur for any furniture that is removed from the room space.
2. Moving any furniture from hall communal areas into a student's room is prohibited and will result in Student Conduct proceedings.
3. Students are permitted to bring extra furniture, but it cannot be a fire or health safety issue to members of the community and must be properly maintained throughout the year and disposed of at time of move out. If a piece of furniture is thought to have pests, the resident(s) of the room will incur the cost of inspection and/or treatment by a university endorsed pesticide company. The university endorsed pesticide company will periodically conduct inspections of all extra furniture at the start and midpoint of the semester. Professional Staff members reserve the right to have students remove furniture from units if furniture does not meet furniture expectations.
4. Per the Housing Agreement, personal mattresses are not allowed in the residence halls or apartments. Residence Life and Housing provides all students with one Twin XL mattress and mattress frame set.

**Gambling**

State law prohibits organized gambling in Residence Halls and Walking Sticks. Organized gambling is defined as: "Any behavior or wagering, for self or others, whether for money or not, no matter how slight or insignificant, where the outcome is certain or depends on chance."

**Hall Sports**
Hall sports and other potentially dangerous activities are NOT permitted within the Residence Halls. Hall sports include, but are not limited to:

- Basketball
- Football
- Hockey
- Lacrosse
- Golfing
- Wrestling
- Skateboarding/hover boarding
- Roller skating roller blading
- Soccer
- Slip and slide
- "Tag"
- Water fights
- Nerf gun
- Frisbee
- Tennis
- Running
- Throwing any object or ball

Please note that while the use of these items in Residence Life & Housing facilities is prohibited, you may still possess these items in Residence Life & Housing facilities.

These activities can cause severe damage to the building in which those responsible for said damage will be responsible for repair costs. We encourage you to enjoy sports and other such physical activities in appropriate designated outdoor areas, at the Student Recreation Center, or through organized intramural activities.

**Harassment**
The Office of Institutional Equity is responsible for carrying out Colorado State University Pueblo's commitment to preventing discrimination, protected class harassment, sexual misconduct, intimate partner violence, stalking, and retaliation towards faculty, staff, students, or campus visitors. The office provides leadership in supporting and enhancing campus diversity and an inclusive community, as well as developing, implementing, and monitoring CSU Pueblo's equal opportunity and affirmative action (EO/AA) compliance obligations. Additionally, the office is responsible for the oversight and investigation of complaints of discrimination, protected class harassment, sexual misconduct, intimate partner violence, stalking, and retaliation prohibited under university policy. For more information visit the Office of Human Resources and Institutional Equity.

**Health and Safety Inspections**
Inspections are conducted to ensure the safety and sanitation of the Residence Halls and Apartments. Inspection dates and times will be posted in the halls and Walking Stick Clubhouse at least 24 hours prior to the inspection. University staff will check for room and refrigerator cleanliness, potential health or safety concerns, obvious maintenance needs where applicable, intact window screens, and locked windows. Health and safety inspections may also occur without notice if there is an immediate concern outlined in the "Entering a Student Room" section of this handbook.
If a room is found to be potentially unsafe or unhealthy, the resident will be required to correct the situation within a required period of time. Rooms will be evaluated for a second time. If the room fails the second check, the student will be documented through the conduct process and may be subject to fines or removal from housing policy violations found in plain sight will be documented and confiscated.

**Noise**

Courtesy hours are in effect 24 hours a day. During courtesy hours, residents and their guests are expected to avoid making noise that disturbs others and to avoid excessive noise in the communal areas in and around the Residence Hall and Walking Sticks. Residents should be considerate of others and respect requests to reduce noise. If noise in the Walking Stick apartment's parking lots and other outdoor areas reaches a disruptive level, the Sheriff's Office may be notified. Please note that because of noise issues, subwoofers are not permitted.

**Quiet hours are in effect from:**

**Sunday at 10:00 PM – Friday at 9:00 AM**
**Friday at 11:59 PM – Sunday at 9:00 AM**

During quiet hours, residents and their guests are expected to avoid making noise that can be heard outside the resident's room and to avoid excessive noise in the hallways and in communal areas in the Residence Halls and Walking Sticks. We encourage residents to talk to one another about noise issues before calling Residence Life & Housing staff members.

**24-hour quiet hours will be in effect during exam periods.**

**Odors**

Having odors that originate from inside a resident room, common space, or lounge space that is detectable is prohibited, which includes but is not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

**Operating a Business**

Residents are not permitted to conduct any commercial activity from their room or within any on-campus residential area.

**Pets (Assistance/Service Animals are not pets)**

1. Students may not have animals in any residential building on either a temporary or permanent basis, with the exception of fish as outlined below.
2. Guests of residents may not bring pets during their visit.
3. Fish tanks cannot be over ten (10) gallons (no more than 20.25" L x 10.5" W x 12.6" H) and only one tank is allowed per room.
4. Students shall not leave fish unsupervised over extended breaks (winter break) if Residence Life staff come across an abandoned fish tank, they will attempt to contact the resident to arrange for an appropriate care plan for the fish. If staff are unable to contact the resident, they will confiscate the animal and place it in an appropriate care location.
5. Students should properly clean, store, and empty fish tanks, including during extended breaks.
6. Any violation of this pet policy, including neglect of the pet, can result in additional fines or fees, disciplinary action, and possible housing agreement cancellation.
7. An automatic $200 cleaning fee will be imposed for any person found in violation of this policy. Additional sanctions may apply during the conduct process.

**Posting**

CSU Pueblo Materials:

All flyers, announcements, and posters must be approved by Residence Life and Housing staff. All items needing approval must be dropped off at Residence Life and Housing Office and will be reviewed. This includes flyers placed under/on resident doors. Postings are removed two weeks from date of approval or at the event's end. Only Residence Life and Housing materials may go on bulletin boards, unless otherwise authorized by Residence Life and Housing.

**Room Decoration**

1. We want each student to take ownership of their room while maintaining a safe and welcoming learning environment. We have created these guidelines with this in mind, while also ensuring the long-term sustainability and affordability of the living spaces.

   Please do not:
   - Write or paint on any surface of your room, your furniture, or the hallways.
   - Utilize any strong adhesives that are difficult to remove including but not limited to duct tape, packing tape, or epoxy.
   - Display anything in your window that is visible from outside the building.
   - Utilize mounting hardware.
   - Hang colored LED lights utilizing adhesives.
   - Do not run two cords or more consecutively as it may pose a fire hazard. The third cord must be plugged into a surge protector or directly into the electrical outlet.

   Feel free to:
   - Utilize light adhesives, such as painter's tape, poster putty, or 3M strips. Be sure to follow the instructions for slow removal of the 3M strip as residents may be charged for any paint removed.
   - Utilize small nails sparingly to secure items on walls (all nails must be removed when student vacates)
   - Bring your own rugs;
   - Hang posters and decorations;

2. Decorations must only be posters or other light items that can be hung on the wall by 3M strips, poster putty, small nails, or painters' tape. Please be aware that any damage upon removal of decorations is the resident's responsibility. Only 25% of a wall, door, or room should be covered with decorations to ensure fire safety. The use of semi-permanent/permanent contact paper on any university property is prohibited.
3. Items are not to be hung on the ceiling or any other physical structures on or near the ceiling, such as ventilation pipes, sprinkler heads, smoke detectors, or vents.
4. We recognize that during holidays, residents like to decorate the hallways. Residence Life and Housing encourage the expansion of student ownership through the appropriate decoration of their floor or hallway. All of the room decoration rules apply to hallway decoration. Items such as rugs, pumpkins, and lawn ornaments are not permitted in the hallways because they are safety and fire hazards. In addition, residents are responsible for cleaning up the decorations within a reasonable time. Residence Life and Housing reserve the right to request the removal of any hallway decorations.

**Room Responsibility**

Behaviors which are in violation of the Housing Handbook or Code of Student Conduct that occur in a student's room or suite are prohibited.

**Wear and Tear**

Normal wear and tear is the expected decline in the condition of a property due to normal everyday use. It is deterioration that occurs while living in a property. It is not caused by abuse or neglect. An example of normal wear and tear might include a loose hinge or handle on a door or worn gasket on a refrigerator door. Damage is not naturally occurring. It is harm that affects the value, usefulness, or normal function of property. This damage can be committed on purpose or through neglect. Examples of damage might be a broken window, a hole in a wall or door, or carpet soaked with pet urine. See Moving Out for common damage charges.

**Sexual Misconduct**

University employees (except those serving in roles expressly designated to receive confidential information regarding sexual misconduct, intimate partner violence, or stalking) are required to report any

information they know about possible sexual misconduct, intimate partner violence, or stalking to the University's Title IX Coordinator.

All Residence Life and Housing professional and student staff are required to report any information they know about possible sexual misconduct, intimate partner violence, or stalking to the University's Title IX Coordinator. Individuals who do not want their concerns reported to the Title IX Coordinator, can contact confidential resources such as the University Counseling Center at (719) 549-2830 or the Pueblo Rape Crisis Center at (719) 549-0549.

For additional information/resources regarding sexual misconduct. Intimate partner violence, and stalking or to report a concern/complaint, contact the Office of Institutional Equity.

**Smoking & Use of Tobacco**
Per Colorado State policy, the use of tobacco products is prohibited on the CSU Pueblo campus including the Residence Halls and University Village at Walking Sticks. This includes but is not limited to:

- smokeless tobacco
- tobacco chew
- e-cigarettes and cigarettes
- vape pens
- Hookah

**Solicitation**
Solicitation is prohibited in the Residence Halls and Walking Sticks. Solicitation includes contact to distribute advertising or other materials, seek funds, services, support, memberships, or attempt to sell goods or services. Any solicitation in the Residence Halls and Walking Sticks should be reported to a professional staff member.

**Subletting**
No student living in the Residence Halls and Walking Sticks may sublet their room to another individual. Residence Hall rooms are to be occupied by persons holding current, signed housing agreements.

**Vandalism**
Students shall not damage, alter, replace, or remove University or another's personal property.

**Videotaping & Camera Use**
Consistent with state law and University policy, persons living in or visiting the University Residence Halls and Walking Sticks have rights as well as responsibilities regarding the privacy of others. No person may videotape, audio record, or take photographs of any person in a private location without that person's explicit knowledge and consent. Private locations include, but are not limited to student rooms, bathrooms, and lounges.

The Office of Residence Life and Housing reserve the right to videotape, audio record, or take photographs of any person in any public location for the purposes of safety and security.

**Violence**
Residence Life and Housing does not tolerate acts of violence to self-and/or others inside or on the property surrounding the Residence Halls. Acts of violence are defined as physical acts which harm or have the potential to harm self-and/or others. Physical assaults are included in these acts.

**Weapons, Firearms, Explosive Devices**
Possession of firearms or simulated weapons including but not limited to the following are prohibited in and around the Residence Halls and University Village at Walking Sticks:

- BB guns

- Orbee guns
- paint guns
- air soft guns
- ammunition
- explosives
- fireworks
- swords
- large knives
- sling shots
- bows and arrows
- propane/butane containers
- Prop guns

Pocket knives with blades 3.5 inches or shorter are allowed. The misuse of the item will result in the knife being confiscated. Kitchen knives are allowed

By signing the Residence Life Housing Agreement, a student who has a permit to carry a concealed weapon, waives his/her rights to possess a weapon and/or to carry a concealed handgun.

If any of these prohibited items are found in the Residence Halls, the Sheriff's office will be notified, which may result in criminal charges.

**Weights/Exercise Equipment**

Free weights or other weights lifting equipment under 25 pounds may be used in resident rooms. Other equipment can create safety, space, and facility concerns, and is prohibited. Barbells are not permitted in the Residence Halls or Walking Sticks.

**Wheeled Transportation**

1. The use of wheeled transportation is not allowed inside any residence hall or apartment. Examples of wheeled transportation include, but are not limited to:
    - Hover Boards
    - Skateboards (including longboards and penny boards)
    - Scooters
    - Bicycles
    - Rollerblades
2. Signs are posted where wheeled transportation is prohibited in certain areas near buildings. It is the resident's responsibility to obey posted signage.
3. Hover boards, electric bicycles, electric scooters, or other lithium-battery powered wheel transportation are not to be stored in a residence hall or apartment.
    a. Devices containing lithium-based batteries are prohibited due to their increased fire risk if damaged, improperly charged, or otherwise compromised. Only devices powered by nickel-metal hydride (NiMH) batteries are permitted because these batteries are generally more stable and less likely to ignite.
    b. Residents must verify their device's battery type before bringing it to campus. Approved devices may be charged only at designated outdoor charging ports and must remain under the owner's direct supervision throughout the charging period. Unattended charging is prohibited.

**Windows and Screens**

Window screens in Residence Halls are not to be removed or tampered with for any reason. Removal or tampering with a screen can result in damage to the screen, a reduction in security, and insect problems.

1. Screens are not allowed to be removed from windows at any time.

2. If a screen is found removed or tampered with, the resident will incur a $100 fee.
3. Items are not to be thrown outside the windows or placed on window ledges.
4. Residents are not to use the windows as exits or entrances to the buildings.

## Safety and Security

### Assault

Students who have been assaulted or have information regarding any type of assault should contact Residence Life and Housing staff for more information about how to properly handle the situation. They are also encouraged to contact the Pueblo County Sheriff's Office.

### Bomb Threats

In the event of a bomb threat, all University Housing will be evacuated to protect the health and safety of everyone in the Residence Hall and University Village at Walking Sticks. When a bomb threat is received, residents should assume that there is an emergency and follow these steps:

1. Remain calm.
2. Close your room door and lock it.
3. Evacuate the building using the nearest safety exit stairway.
4. People who cannot traverse stairs should exit through the main entrance if they are on the main floor. If residents are on a higher floor, they should go to the nearest stairwell and wait safely inside for emergency personnel or Residence Life staff.
5. After leaving the hall, everyone should proceed to the designated assembly point away from the building. Do not leave the assigned area unless an official tells you to.
6. Return to the hall ONLY after an official (Fire Department, Sheriff's Department, Residence Life staff member) tells you to.

### CARES Team

If a resident is concerned about the health, wellbeing, or safety of any individual on campus, they should notify a professional staff member or fill out a PACK Cares Referral form.

### Elevator Safety

All Residence Halls have elevators. If an elevator stops functioning while in operation, residents should press the alarm button and remain inside the elevator until help arrives. Only trained and authorized personnel are permitted to remove occupants from the elevator. Under no circumstances should anyone else try to release trapped occupants or attempt to force elevator doors open. In the event of inclement weather or a fire, do not use the elevator.

### Emergency Notification System

In the event of an emergency or an unexpected closing of the university, Colorado State University Pueblo will communicate pertinent information through many channels including internet announcements, emergency messages through telephone, student emails, the CSU Pueblo radio station, news, media releases, or text messages. Students can sign up to receive text message alerts pertaining to campus emergencies through their PAWS Student Services account.

### Fire Drill

Fire Drills will occur throughout the academic year in all Residence Halls and Walking Sticks to ensure the safety of all students and staff. When the fire alarm sounds, students should assume that there is an emergency and follow these steps:

1. Remain calm.
2. Close and lock your room door if you are able to.
3. Evacuate university housing using the nearest safety exit stairway.

4. People who cannot traverse stairs should exit through the main entrance if they are on the main floor. If residents are on a higher floor, they should go to the nearest stairwell and wait safely inside for emergency personnel.
5. After leaving the hall, everyone should proceed to the designated assembly point away from the building. Do not leave the assigned area unless an official tells you to.
6. Return to the hall ONLY after an official (Fire Department, Sheriff's Department, Residence Life and Housing staff member) tells you to.

For your own protection, obey all fire regulations. Failure to evacuate university housing when an alarm sound is grounds for disciplinary action.

Residence Hall staff, Campus Sheriff Deputies, and the Pueblo Fire Department reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard and to ensure that everyone has evacuated the building.

**Fire and Safety Equipment**
Tampering with fire and safety equipment in the Residence Hall, Walking Sticks, or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing, or damaging exit signs, and interfering with smoke detectors. Students responsible will be assessed for all damage that occurs as a result of their tampering with fire and/or safety equipment. In addition, all violators are subject to conduct action and possible criminal prosecution.

**Inclement Weather**

**Snowstorms**
When a snowstorm occurs or is about to occur, students should take necessary precautions and pay attention to the T-WOLF portal for pertinent information.

**Thunderstorms**
Students should move all activities indoors at the sign of inclement weather.

**Tornadoes**
When severe weather conditions exist, it is your responsibility to seek shelter away from windows or to lower levels immediately. A tornado can develop so rapidly that no warning is possible. However, should the National Weather Service (NWS) issue a Tornado Watch, residents are cautioned that the conditions favor the occurrence of tornados and severe weather. A NWS Tornado Warning indicates that a hazardous event is occurring or is imminent.

When a Tornado Watch or Warning has been issued, residents should remain calm and seek shelter on the lowest floor possible toward the center of the building and preferably in a windowless hallway. Residents should use the stairwells, not the elevators, as the potential for a power outage always exists with severe weather conditions.
Residents also should stay away from windows and glass doors.
Residents should remain in the designated area until the "all clear" signal has been issued.

**Missing Persons**
If a member of the university community has reason to believe that a student who resides in on-campus housing is missing for at least 24 hours, he or she should immediately notify the Office of Residence Life and Housing. The Office of Residence Life and Housing will conduct a "health and safety" entry into the room of the reported missing student.

Upon initial check-in at the university housing, students will be given the option to identify a contact person (in addition to registering an emergency contact) whom the Office of Residence Life and Housing will notify if the student is determined missing by the Office of Residence Life and Housing or Pueblo Sheriff's Department. The additional contact information is confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed outside of a missing persons' investigation. If the missing student is under the age of 18 and not emancipated, the Office of Residence Life and Housing will notify the parent or legal guardian and the designated missing person contact (if one was selected), no later than 24 hours after the student is determined to be missing.

**Power Outage**

Should any Residence Hall experience a power outage, students should remain calm and remain on their floor. Students are encouraged to have flashlights available if a power outage occurs. If a student is in an unlighted area, he/she should proceed cautiously to an area with emergency lighting and remain in that area until he/she hears from Residence Life and Housing staff. If a student is in an elevator at the time of a power outage, they should use the emergency call button or telephone to alert the authorities. In the event of a significant power outage, the front desk of the Residence Halls will serve as the central communication center for Residence Hall staff and students until the power is restored. Residence Life and Housing is not responsible for any items that are spoiled or damaged during a power outage.

**Theft, Loss, or Damage of Personal Property**

The university assumes no liability for the loss, damage to, or theft of property belonging to a student. If property is lost, damaged, or stolen, please contact the CSU Pueblo Sheriff's Department first to file a police report. The university shall not be liable for claims of any injury or injuries to any person or persons. The university is not liable for damage to property which in any way arises out of the use and occupancy of the Residence Halls and Walking Sticks.

This includes, but is not limited to:

- Failure of electrical power
- Plumbing, sewer
- Presence of snow
- Steam
- The occurrence of water leakage
- Explosion
- Fire
- Smoke
- Natural occurrences
- Law or government action
- Any rule of regulation of any government agency

The student is responsible for obtaining personal property insurance

**Wildlife Precautions**

If a student finds any wildlife in their rooms (insects, snakes, etc.), they should contact their RA or the Office of Residence Life and Housing immediately. Students should not bring wildlife into the Residence Halls and Walking Stick as this can pose a threat to the safety and well-being of the community and the integrity of the facilities.

**Residence Hall Conduct**

Residents living in On-Campus Housing are subject to the Student Code of Conduct. In addition to the Student Code of Conduct, residents are also subject to the policies and procedures contained in the Residence Life and Housing Handbook and the Student Housing Agreement.

It is the responsibility of all members of the Residence Life community to report violations. Any violation of the Student Code of Conduct or the policies and procedures in the Residence Life and Housing Handbook should be reported to a staff member in Office of Residence Life and Housing, such as a RA, AC, or RLC. For more specific information on process and possible sanctions, please review the Student Code of Conduct or contact the Office of Student Conduct.

**Damage / Community Billing Policy**

Charges may be assessed for damage to or loss of university property in the resident's room, rooms of other students, and/or communal areas (i.e., hallway, bathrooms, stairwells, etc.). Room and communal area damage may result in the reassignment or cancellation of the housing agreement of those individual(s) found to be responsible, in addition to the assessment of costs for repairs and/or replacing damaged items. If Facilities must repeatedly address a maintenance issue due to user error, residents will be billed. Community billing of residents may take place when damage has been done to the community and an individual, or individuals not found responsible or cannot be determined.

Damage billing charges will be placed on student's PAWS accounts and written notification via student email and/or letter will be provided to students.

| **Damage/Cost Sheet** | | | |
|---|---|---|---|
| **Damage/Replacement** | **Cost** | **Damage/Replacement** | **Cost** |
| Bed | $400 | Light Fixture | $100 |
| Carpet Repairs | $100-$600 | Holes In Walls | $25-$300 |
| Carpet Stains | $25-$200 per stain | Lockouts | First 3 lockouts are free; Additional lockouts increase in $5 increments |
| Ceilings Dirty | $75 | Mattress | $250 |
| Broken Chairs | $150 Cloth \| $90 Plastic | Lost Key | $150 |
| Dresser/Desk | $100-$300 | Mirror | $25-$500 |
| Doors (Door Frame) | $100-$300 | Refrigerator Cleaning | $75 |
| Fire Evacuation Instructions | $50 | Window Screens (missing) | $100 |
| Dirty Floors | $50 | Tempered Smoke Detector | $100 |
| General Cleaning | $25-$200 | Trash Removal | $25 per bag |
| Unauthorized Room Change | $150 | Furniture Removal | $100 per item |
| Holes in Wall | $25-$300 | Unauthorized Animal | $200 |
| Unauthorized Animal | $200 minimum | Windows/Blinds | $25-$200 |
| Removal of Adhesive | $100 per item | Abandoned Property Removal Fee | $25 per bag/box |

**Important Dates**

Follow this link to the academic calendar dates. The following are specific housing dates for application & room selection; move out and break periods can be found on the side menu of the same page.

*HANDBOOK SUBJECT TO CHANGE, PLEASE REFER TO https://www.csupueblo.edu/residence-life-and-housing/ index.html