APARTMENTS & RESIDENCE HALLS

POLICIES & PROCEDURES

2019-2020
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INTRODUCTION

To all students:

Welcome to Residence Life and Dining Services (RLDS)! We are so excited you are living with us this year, and we want you to know that RLDS is committed to meeting the needs of all students, to the best of our ability, by providing an inclusive, respectful, and safe living environment. We want all residents’ experiences living on campus to be positive, enabling residents to make connections and take advantage of the many great things the University of Wyoming has to offer.

Showing respect to others, the University and personal property are the cornerstones of community living. Successful residential communities are based on a resident’s ability to accept responsibility for their behavior and by showing care and concern for others.

In order for us ensure that our residence halls and apartments are conducive to community living, the policies that follow apply to all residents, guests, and visitors of RLDS buildings.

These policies are complementary to the University of Wyoming Student Code of Conduct.

Please do not hesitate to contact your Resident Assistant or Residence Coordinator about questions regarding RLDS Policies and Procedures.

From all of us at RLDS, have a wonderful year!

Residence Life and Dining Services
Dept. 3394
1000 E. University Ave.
Laramie, WY 82072
Washakie Center, Lower Level Reslife-dining@uwyo.edu 307.766.3175
ALCOHOL

Where you can have alcohol (if you are of the legal drinking age):
In your private residence hall room with the door shut, or anywhere within your
apartment (must be in your room/your apartment, unless you are visiting
someone who is also of the legal drinking age).

Where you can’t have alcohol (if you are of the legal drinking age):
Any common area (lounges, Community Center, Honors House or Tobin House
community areas, lobbies, stairwells, hallways, etc.). All areas within an
apartment are considered private, so alcohol can be consumed if you are of the
legal drinking age.

Containers and/or games that encourage excessive consumption of alcohol are
prohibited, even if you are 21 or over. This includes, but is not limited to: kegs,
beer bongs, and pong (with or without alcohol).

Alcohol containers (whether full, partially full, or empty) may not be possessed
or used as decorations by those under the age of 21.

CLEANLINESS & FACILITIES

Residents are responsible for maintaining the cleanliness of their rooms or
apartments and community areas, including, but not limited to, study rooms,
lounges, kitchens, and lobbies.

Residents are not permitted to place their room trash in lobby or common area
trash receptacles. Personal trash must be taken to the appropriate trash or
recycling receptacle.

Residents are not permitted to clean or dress animal carcasses in any RLDS
building. Wild game meat may not be frozen in residential housing freezers
unless the meat has been properly prepared/dressed.

Repairs and maintenance must be performed by authorized University staff and
personnel.

Residents should report maintenance concerns in a timely manner by
submitting a work request form (password to submit: cowboys).

Residents will be held financially responsible for damages and missing items in
their community. For damages or missing items in common areas, RLDS will
make every effort to determine the individual(s) responsible for the damage so
they may be charged. However, if specific responsibility cannot be reasonably
determined, RLDS will divide the cost of repair/replacement for damaged or
missing items equally among the residents of that community. This action will
be taken in instances where the combined cost per residents exceeds $5.
DECORATIONS

Decorations may not cover exit signs, alarms, smoke detectors, or fire extinguishers. Decorations also may not cover exit doors and hallways, exterior lights, or security peep holes/door viewers.

Duct tape and masking tape may not be used in any RLDS facility for any purpose. Painters tape and command strips are okay to use.

Damaging walls is prohibited, including use of nails, screws, etc.

Residents may not hang lights on the exterior of the building or outside of their rooms or apartments.

Lighting and appliances must be directly plugged into an outlet (wall or power strip).

Clothing, banners, tapestries, flags, blankets, advertisements, and or messages may not be displayed in windows, hung, or placed outside the buildings and apartments.

Perishable decorations (i.e. pumpkins, plants, etc.) must be properly disposed of in the dumpsters located outside of residence halls and apartments when they begin to expire.
### FIRE SAFETY

The use of extension cords or multi-plug outlet adapters are not allowed. Only UL-approved power strips are permitted.

String lights are permitted inside rooms, but must be UL labeled, designed for interior use, and plugged directly into an outlet.

Residents cannot bring or store flammable liquids or their containers. This includes, but is not limited to: gasoline, propane, and like substances.

Any decorations must be non-combustible or properly treated with fire retardant material. Flammable items (i.e. trees and dried plant materials) are not permitted as decorations.

Burning items in the residence halls and apartments is not permitted.

Candle warmers and halogen lamps are also not permitted. This includes Scentsy-branded warmers and similar products.

Possession of candles, incense, or open-flame articles is prohibited in all University buildings, including the residence halls/apartments.

Touching, hanging any items from, or covering sprinkler heads and smoke detectors is prohibited.

Refrigerators in the residence halls must be smaller than 4.5 cubic feet.

Items in living and common areas shall not block or obstruct an exit or passageway.

Each side of a residence hall room can support a maximum of 1500 watts of electric use at a given time. Residents must be mindful of this maximum plugging in items (especially high-usage appliances including microwaves, hair dryers, coffee makers, etc.).

Residents must follow instructions during building evacuations, whether instructions from university or emergency response staff, or verbal commands from the fire alarm system.

Personal grills are not permitted to be stored or used inside or outside of residential facilities.

Cooking items cannot be left unattended when in use.

Appliances which use open flames and/or an exposed heat element (such as a hot plate or toaster oven, etc.) are prohibited in the residence halls. These items may be used in the Apartments, Tobin and Honors houses within the kitchen area.
FURNITURE

Residents may not remove furniture from rooms, apartments, or common areas.

Residents will be charged for any items that are missing at the time of check-out.

Property left behind by residents following check-out or agreement termination is considered abandoned. The resident will be charged for any costs incurred by moving or removing property from their room or apartment.

GUESTS

1. All guests must comply with Policies and Procedures as well as the University of Wyoming Code of Conduct. Residents are responsible for the actions of their guests, and may be held accountable for their guests’ actions.

2. Guests must be accompanied by their host student at all times.

3. Residents may not host overnight guests during finals week.

Residence Halls

Residence hall residents may host overnight guests, provided they obtain the approval of their roommate in advance.

No guest may stay in a room for more than three nights in a 14-day period.

A maximum of two guests is allowed in a double occupancy room on a given night.

Apartments

Residents may host overnight guests, provided they obtain the approval of their roommate(s) in advance.

No guest may stay in an apartment for more than 14 nights in a semester without being listed as a roommate on the UW Apartment lease.

LOCKOUTS & KEYS

Residence hall and apartments students will be charged a $5 fee for each temporary key or replacement card after two free lockouts per semester are utilized.
NOISE, QUIET, & COURTESY HOURS

During all hours of the day, excessive noise is prohibited. Noise should not be heard from more than two doors away from your room or apartment.

Quiet hours are observed from 10 pm-8 am on weeknights (Sunday-Thursday) and 12 pm-8 am on weekends (Friday-Saturday).

24-hour quiet hours will be observed during the final 10 days of the semester.

PEST MANAGEMENT

Residents are responsible for following any pest management procedures performed in their living space.

Specific information related to bed bugs:

In recent years, bed bugs have made a resurgence in the U.S. Unfortunately, UW has not been immune. In past years, we have had cases of bed bugs, but were able to effectively eliminate them with the cooperation and participation of residents.

Bed bugs are slightly smaller than a ladybug, or about 3/8 of an inch long. They are reddish-brown and have flat, oval-shaped bodies (similar in size and color to an apple seed). Bed bugs can live for months without feeding, and they are excellent hitchhikers, meaning they can unknowingly be brought into our residential areas from a variety of sources.

Presence of bed bugs is not associated with cleanliness or poor hygiene. Because bed bugs are skilled hitchhikers, they can easily travel from one area to another. Living environments like residence halls, apartment complexes, and hotels are particularly susceptible because of the high density of people.

Bed bugs are not known to transmit any diseases, and although their bites can cause itching, they are relatively harmless. However, we take reports of bed bugs very seriously and encourage all students to report to staff immediately if they suspect they might have bed bugs.

If you suspect you may have bed bugs, please notify staff immediately. You can also submit a work order. Our pest management team will inspect your room as soon as possible, then will work with you if any treatment steps are required. Treatment can include pesticide spray, heat treatment of your room/belongings, and possibly temporary relocation.
PETS

Pets are not permitted in residence halls and apartments (outside of those in Landmark Village), with the exception of fish contained in aquariums of 20 gallons or less.

Residents living with a pet in Landmark Village are required to abide by the Pets Welcome Policy and Agreement.

RESIDENTIAL ACCESS

Residential building entry is restricted to residents and their accompanied guests.

Allowing another person to enter a residential facility by holding a door open is prohibited.

Accessible, all-gender restrooms are located in the main lobby of each residence hall for guests.

SERVICE & ASSISTANCE ANIMALS

The University of Wyoming is committed to compliance with Section 504 of the Rehabilitation Act of 1973, and with the Americans with Disabilities Act (ADA) and its amendments. Individuals with disabilities shall be permitted to be accompanied by their service animal in all University areas where members of the public, participants in services, programs or activities, or invitees are present. The University will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether individual requests for assistance animals are a reasonable accommodation.

Emotional support animals (ESAs) differ from service animals. ESAs may NOT accompany their owner inside public buildings. For accommodation, please call Disability Support Services (DSS) at (307) 766-3073.

SMOKING

Smoking is prohibited within all residence halls, apartments, and dining areas. This includes the use of pipes, cigarettes, hookahs, e-cigarettes, vape pens, and like items.

Outdoor smoking is permitted at least 20 feet away from entranceway, passageways, operable windows, or ventilation systems.

Cigarette butts and other smoking-related waste should be disposed of in ash containers provided outside RLDS buildings.

The use of smokeless tobacco products are prohibited in the residence halls and apartments.
SOLICITATION & BUSINESS OPERATION

Solicitation, including the sale of items or services in the residence halls/apartments, is not permitted.

Students are not permitted to operate a business within their room or apartment. Conducting online business is allowed, as long as UW IT terms of use are upheld.

SPORTS

Sports activities are not permitted inside the residence halls, apartments, or surrounding areas. This includes, but is not limited to: throwing objects, roughhousing, water fights, and roping.

Active use of bicycles, skateboards, rollerblades/skates, scooters, or other related equipment is not permitted in, on, or around any RLDS facilities. Residents may walk bicycles to their rooms for storage.

Hover boards and similar self-balancing personal scooters are not permitted in the residence halls, apartments, or on-campus.

The use of drones or aerial vehicles is prohibited within the residence halls, apartments, or surrounding areas.

USE OF SPACE

Residents in double-occupancy residence hall rooms may only use their own side of the room, unless they have purchased the space as a double-as-a-single. Residents in shared apartment accommodations (Bison Run Village or River Village) without a roommate(s) may only utilize their own lease-assigned space.

If a resident has a concern related to a conflict with a roommate, the resident should contact a RLDS staff member who will attempt to work with both parties to address the concern. If the concern is not addressed, the resident may request a room/apartment change, which will be granted at the discretion of RLDS and pending available space.

Room/apartment changes are a last option and are not automatically granted. Changes must be made with an Authorization Form obtained from the Residence Coordinator in your area, in cooperation with the RLDS Contracts Office.

Changing rooms or trading keys without permission from a Residence Coordinator is not permitted.
Firearms, weapons, ammunition, and explosives are not permitted in or around the residence halls, apartments, and dining hall. Prohibited weapons include, but are not limited to: paintball guns, Airsoft guns, tasers, sling shots, brass knuckles, blow guns, dart guns, arrows, and martial arts weapons.

Pocket knife blades may not exceed 3 inches in length.

Cooking knives with blades exceeding 3 inches in length are permitted only in the University Apartments, Honors House kitchen, and the Tobin House snack room.

Pepper spray containers in excess of one ounce are not permitted.

Weapons and associated paraphernalia, as defined above and in the Code of Conduct, displayed as decorations are not permitted.

Any objects altered to be used as weapons, or altered to be perceived as weapons, are not permitted.

Firearms may be stored at the University of Wyoming Police Department (UWPD), which is located on the corner of 15th and Flint. Residents are given 24-hour access to their firearms. UWPD is unable to store ammunition, sprays, or swords.
INCIDENT REPORTS

Any resident, student, faculty, or staff member of the University may file an incident report regarding a resident or guest for failure to follow the policies outlined in this document. RLDS staff can assist any individual with locating the online incident reporting form, as well as assist with filling out and submitting the report.

Additionally, RLDS staff can file incident reports regarding matters brought to their attention either by direct observation of student behavior, through online media, or through student communication. Incident reports should include the following information:

- Names of the involved parties
- Addresses of the involved parties, if known
- Date the report is submitted
- Date of the alleged incident
- A narrative of the alleged incident and summary of concerns
- Name and address of the person submitting the form
- Names and addresses of potential witnesses, if known

After completing the report, RLDS staff will review the complaint and follow the appropriate procedure for addressing the concern. Depending on the type of concern or incident, the person who submitted the incident report may or may not know the results of the process.

Students reporting an incident involving sexual misconduct are strongly encouraged to contact the University Police Department as soon as possible, and to seek assistance from the STOP Violence advocate in the Dean of Students Office at 307-766-3434. RLDS staff are also able to assist students with these referrals.

WINDOWS, BALCONIES, & ROOFTOPS

Hanging, climbing, or attempting to climb on/within buildings is not permitted. Disabling window stops or rivets is prohibited. Balconies and rooftops may not be accessed by residents under any circumstance.

Throwing, shooting, or dropping any object (including liquids) within or from any building is prohibited.

Removal of window screens is not permitted.

The use of window-mounted air conditioners is prohibited.
CONDUCT PROCEDURES

Overview

Conduct procedures are designed to uphold and respect the rights of all involved parties and to ensure the wellbeing of those affected as well as the community. Failure to abide by the policies outlined in this document may result in disciplinary action as outlined below and/or as outlined in the Student Code of Conduct. Furthermore, any violation of these policies that is also a violation of federal or state law may be subject to criminal prosecution or civil proceedings under any applicable federal or state law. This policy shall apply to a student’s conduct even if that student withdraws from school while a disciplinary matter is pending. In addition, proceedings under the Code of Conduct and this policy may be conducted prior to, simultaneously with, or following any civil or criminal proceedings (UW Regulation 8-30).

Correspondence

Official correspondence regarding any incident will be made through the student’s University email account. Students are responsible for checking their University email regularly; failure to check or open University correspondence regarding conduct matters does not excuse the student from engaging in the conduct process or from being held responsible for any sanctions or outcomes that may arise from the conduct process.

Procedures

1. When a potential violation of policy occurs, an incident report will be submitted and referred to RLDS.

2. Within five business days of receiving notice of an alleged violation, an individual designated as a Conduct Officer by the Executive Director of RLDS will email the student regarding the alleged violation. The notice will contain the specific portion(s) of the RLDS Policies & Procedures or Student Code of Conduct that may have been violated, as well as a review of the meeting procedures.

3. The Conduct Officer will set up a meeting with the students, based on the student’s class schedule. The Conduct officer may choose to include other University Officials in the meeting process.

Records

All documents relating to the conduct proceeding will be kept in a secure electronic database for seven years from the date of the incident.
At the Meeting

1. The Conduct Officer will review the incident with the student and provide an opportunity for the student to present relevant information and witnesses.

2. The student has the option of bringing one support person to the meeting. The support person may only advise the student, not represent the student.

3. The student has the right to respond to all allegations and to provide relevant information.

4. The Conduct Officer shall use the standard of “preponderance of evidence” to make all decisions related to the case, meaning that they shall use all available information to determine whether it is more likely than not that a given policy violation occurred.

5. After all information has been presented, the Conduct Officer will notify the student of the outcome of their case, assign sanctions if the student is found “responsible” for one or more violations, and will provide a rationale for the decision(s).

6. The Conduct Officer will discuss the appeal process available to the student at the conclusion of the meeting.

7. Should the student fail to attend their scheduled conduct meeting, the meeting may be held in their absence and sanctions may be imposed.

Appeal

If a student wishes to appeal the decision(s) made in their conduct case, they have five business days from the date of receiving the decision to submit the appeal form to the Associate Director of RLDS. An appeal form can be obtained by any Conduct Officer. The student can only appeal the decision if they believe:

1. The decision reached was not based on a preponderance of the evidence, which requires that the facts more likely than not prove the issues for which they are asserted

2. The meeting was conducted unfairly or procedures were not followed

3. New information is available which was not available at the time of the meeting

The Associate Director will review and determine whether they agree with the decisions of the Conduct Officer. If the Associate Director disagrees with decision, they may reverse the decision and/or modify the sanction. The Associate Director’s decision is final. The Associate Director will notify the student of the decision in writing.
OUTCOMES AND SANCTIONS

Outcomes

Outcome levels are specified periods of observation and evaluation of a student’s conduct at the University and/or in residential housing. Outcome levels range from warning-level to expulsion, dependent on the severity and frequency of violations. Outcomes are determined by the Conduct Officer on a case-by-case basis. Outcomes include:

Discipline Warning: This is the first level of probationary status within RLDS. This sanction serves as notification to students that their actions are not acceptable and future violations of any RLDS policy may result in more severe sanctions.

Housing Probation: This is a probationary status within RLDS that reflects misconduct of a serious nature and/or repeated policy violations within a given period of time. Occurrence of any further misconduct during the stated period may result in eviction from the residence halls or apartments—students may be charged for room/meal plan fees for the remainder of the academic year/lease.

Conduct Probation: When a determination is made by the Conduct Officer, and upheld on appeal (if applicable) that the student’s misconduct was of a serious nature, the student may be placed on conduct probation for a specified period of time. Occurrence of any further misconduct during the stated probationary period will constitute grounds for suspension or expulsion from the University.

Deferred Eviction: Deferred eviction may be imposed for misconduct of a serious nature and/or multiple policy violations within a given period of time. Students who are found responsible for violating any further policy during the deferred eviction period will be evicted from the residence halls/apartments.

Eviction: Based on the recommendation of the Conduct Officer, the Executive Director may determine the need to revoke the privilege to reside within or visit the residence halls, apartments and dining facilities. Students may be charged for room/meal plan charges for the academic year. It is probable that such action will be accompanied by Conduct Probation and/or referral to the Dean of Students Office.

Trespass: Separate from the disciplinary process, when an individual’s actions are deemed to be harmful and/or disruptive to the university and/or its individual members, contrary to the University’s policies, rules or regulations, or where the individual’s actions are contrary to law, an individual may be legally barred from University owned or controlled properties.

Recommendation of Suspension from the University: The Conduct Officer may recommend to the Dean of Students that the student be separated from the University for a definite period of time, after which the student is eligible to return. An administrative hold may be placed on the student’s record and conditions for readmission may be specified.

Recommendation of Dismissal from the University: The Conduct Officer may recommend dismissal (a permanent separation of the student from the University) for misconduct from the University to the Dean of Students.
Sanctions

Sanctions may be implemented when students are found responsible for violations of RLDS Policies and Procedures or the Student Code of Conduct. Repeated or multiple violations of these policies are not acceptable. If sanctions are assigned, failure to complete any part of the sanction will result in a hold placed on the student’s account. In addition, failure to complete sanctions may result in new charges and/or additional sanctions. **Sanctions may include, but are not limited to:**

**AWARE - Alcohol:** The AWARE programs strive to utilize best practices in providing alcohol education and prevention programming for the University of Wyoming campus and community. The AWARE program promotes a standard of wellness in regard to healthy choices surrounding alcohol use and the prevention of illicit drug use by college students.

**Educational Assignment:** Educational assignments are sanctions assigned by a Conduct Officer for a student to more closely address the desired learning outcomes of the conduct meeting. Examples include but are not limited to: special projects, apologizing to affected members of the community, participating in a Registered Student Organization, or writing a reflection paper.

**Deferred Parental Notification:** Subject to FERPA, RLDS staff may recommend that contact be made with a student’s parents/guardians in the event of any future policy violation.

**Parental Notification:** Subject to FERPA, parental notification may be initiated when a determination is made by the Conduct Officer that the student’s behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses, or any violation of law involving a controlled substance.

**Restitution:** Students may be required to pay for replacement, repair, or damage to University or individual property. This includes student rooms and common areas. Common area spaces include, but are not limited to: hallways, bathrooms, elevators, lounge and lobby spaces, and stairwells. When no individuals are found responsible for damages in a common area, incurred damage costs are equally pro-rated among the residents of the floor/wing/building and assessed to students’ accounts.

**Referral:** Students may be sent to other entities to further learn of the consequences of their behavior or to learn how to adjust to a mature college setting. Referrals also may be made to help students learn how to manage life skills.

**Room/Building Change:** Students may be required to move to another floor, residence hall, or apartment.

**Community Service:** This can include work on or off-campus.
The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, and political belief in any aspect of employment or services. The institution’s educational programs, activities, and services offered to students and/or employees are administered on a nondiscriminatory basis subject to the provisions of all civil rights, laws, and statutes. Evidence of practices that are not consistent with this policy should be reported to Equal Opportunity Report and Response (EORR).
RESIDENCE LIFE & DINING SERVICES

Contact Information
307.766.3175
reslife-dining uwyo.edu
1000 E University Ave. Dept. 3394
Laramie, WY 82072
Washakie Center, Lower Level

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