



## SAFETY



## GUEST CONDUCT

### IN CASE OF EMERGENCY

1. Call Campus Safety at 303-871-3000
2. Dial 911 (if necessary)
3. Move to a safe place (if necessary)

### WHAT TO DO WHEN

We encourage you to become familiar with DU's Safety and Emergency Procedures, found at: [www.du.edu/campusafety/emergency-preparedness](http://www.du.edu/campusafety/emergency-preparedness).

For general safety questions, contact the Campus Safety Non-Emergency Line at 303-871-2334.

### HOSPITAL

The nearest hospital to the DU Campus is Porter Adventist Hospital, located at 2525 S. Downing St. Denver, CO 80210, 303-778-1955 (main).

### FIRE SAFETY

If you suspect or discover a fire, activate the building's fire alarm at the nearest pull station. Exit the building right away and gather with others at a safe distance away from the building. Follow the instructions of DU staff and do not enter the building until it has been cleared to do so by the fire department.

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

### LOST OR STOLEN PROPERTY

Report lost or stolen property to Campus Safety at 303-871-3000 (emergency) or 303-871-2334 (non-emergency). Lost items found in the residence halls will be kept in a Lost & Found at the front desk.

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

### QUIET HOURS

- 10 PM—7 AM, Sunday night to Friday morning  
12 AM—9 AM, Friday night to Sunday morning

### FIRE SYSTEMS

Activating a fire alarm when there is no fire or danger of a fire is a federal offense. Individuals that do so will be held responsible for any fines or damages resulting from the incident. Touching or tampering with the sprinkler heads in the rooms in any way is prohibited and may result in significant damages and fines.

### ALCOHOL & DRUGS

Alcohol may not be consumed by guests under the age of 21. Guests 21 or older may not consume alcohol in the presence of others under the age of 21, or in any public areas such as lounges or hallways.

Guests may not have or consume federally illegal drugs (including marijuana in any form and paraphernalia), or improperly use controlled substances or alcohol on DU property.

### SMOKE-FREE DU

Smoking is not allowed indoors or outdoors on DU property. Visit [www.du.edu/node/57165](http://www.du.edu/node/57165).

### DAMAGES & FURNITURE

Guests must respect all DU property, which includes not moving furniture from or within sleeping rooms, study rooms, or any other areas. Doing so may result in damage and/or service fees.

### MISCELLANEOUS

Sports, skateboards or other wheeled devices are not allowed in the residence halls or dining halls. Animals are not allowed in DU buildings, unless approved as an accommodation for a guest with a disability.

*If you do not follow these Guest Conduct policies, you may be asked to leave the campus.*



Summer  
CONFERENCES

## SUMMER GUEST BROCHURE

Policies, Procedures, and  
Helpful Information



**DU** UNIVERSITY OF  
DENVER



## WELCOME

We want to make your stay at the University of Denver (DU) a pleasant one. This brochure is intended to provide you with information about important DU policies, the residence halls, and services available to you during your stay.

If you ever need assistance—questions, directions, issues, etc.—please contact your residence hall front desk at any time.

### Thank you and welcome!

*Sincerely,*  
Conference & Event Services  
University of Denver

### RESIDENCE HALL FRONT DESK

Centennial Halls	303-871-2565
Centennial Towers	303-871-2721
Johnson-McFarlane Hall	303-871-2183
Nagel Hall	303-871-7733
Nelson Hall	303-871-4788
Dimond Family Residential Village	303-871-3800



## HOUSING

### CHECK-IN

When you check-in you will receive your room key, DU Summer Guest Card, and a DU lanyard. Please keep your room key and DU Summer Guest Card secured on your lanyard at all times. Your lanyard should be worn and visible as a security precaution.

### PRIOR TO CHECK-OUT

Remove all personal belongings from the room. Double check the closet, desk, and drawers. If trash is over-flowing from your trash bin, please kindly take it out. Extra trash liners may be obtained at the front desk.

Please turn off the lights, close the windows, and leave your linens in your room.

### CHECK-OUT

Please check-out on your scheduled departure day and time. Late check-outs may result in additional fees. To check-out, please return your room key and DU Summer Guest Card to the front desk.

### ROOM KEY & DU SUMMER GUEST CARD

If you get locked out of your room, or if you lose your room key or DU Summer Guest Card, please contact the front desk.

### HOUSEKEEPING

Bedrooms and suites will be cleaned before arrival. Common areas will be cleaned daily. You are responsible for keeping your room tidy and taking out your trash if needed during your stay. Please contact

the front desk to obtain extra trash liners and/or borrow a vacuum cleaner.  
  
Guests staying in suite-style rooms may obtain extra toilet paper at the front desk.

### LINENS

Every guest will be provided with a pillow, blanket, sheets, and towels.  
  
If you are staying for longer than one week, you may exchange your sheets and towels once each week for the duration of your stay. Please ask the front desk when your linen exchange will take place.

### LAUNDRY

All residence halls have a coin-operated laundry room. You may exchange cash for quarters at the front desk if needed. Detergent is not provided.

### MAIL & PACKAGES

Please use the address below (verbatim) for any mail or packages during your stay at DU. Allow 1- 2 additional business days for mail to be sorted and brought to your residence hall.

[Your Name]  
[Group Name]  
C/O DU Conference & Event Services  
1745 S. High St.  
Denver, CO 80210

For perishable deliveries (e.g. food, pizza, flowers, etc.) please use the physical address of your residence hall.



## DINING

Your group may have a full, partial, or no meal plan at all. If you are unsure of which meals are included with your registration, please contact your program director or the front desk.

Dining hours will vary each week. Additionally, each group is given a designated dining time and location to ensure expedite service for all guests.

Please adhere to your group's designated dining hours. If you are unsure of your group's dining hours, please check with your program director or the front desk.



## OTHER SERVICES

### INTERNET

Wireless internet access is available throughout the DU campus and in the residence halls. Please contact the front desk for instructions on how to log-in.

### PRINTING & COPYING

Printing, copy, and fax services are available at the Quick Copy Center located inside the Bookstore in Driscoll Center South.  
  
Hours of operation, prices, and other information can be found online at [www.du.edu/pioneercard/your-card/copying-printing](http://www.du.edu/pioneercard/your-card/copying-printing).

### PARKING

Parking permits are available for purchase at your residence hall front desk (cash only). Please read and follow the instructions on the permit carefully to avoid citations.  
  
If you have parking questions, please contact Parking Services at 303-871-3210.

### FITNESS CENTER

Overnight guests may utilize the Coors Fitness Center at a reduced rate. Simply show your DU Summer Guest Card at the fitness center front desk to receive the discounted rate and pay in cash.  
  
For hours and additional info, please visit <https://ritchiecenter.du.edu/sports/coors-fitness-center>.

### RESTAURANTS & ATTRACTIONS

Find a list of nearby restaurants and attractions at <https://events.du.edu/activities/>.  
  
For directions or additional recommendations, please contact the front desk.

