

3.9	Use of University Residence Halls by Persons other than Students	BR22-084	2022-09-22
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**Policy Regarding
Use of University Residence Halls by Persons other than Students**

September 22, 2022

This policy supersedes CSUS BOT Resolution #06-52 - "Policy Related to Employment University Residence"

Purpose: The BOR is chiefly concerned about the protection of all members of the university communities, the personal safety of the residents who live on its campuses, and the protection and appropriate use of its facilities and equipment. Therefore, the purpose of this policy is to provide the conditions under which non-students may reside in on-campus housing (including residence halls and student apartment complexes) and to support live-in staff members who wish to live with their partners and pets.

Introduction: Although the primary residents of university residence halls are students who have matriculated at that particular university and are actively engaged in a course of study during their period of residency, other persons may reside in and utilize residential facilities due to their employment with the particular university or as a temporary house guest of the university to support the educational mission of the institution. Further, certain employees of the Connecticut State Universities, as a condition of employment, are required to live on campus in university- provided housing.

Policy Provisions:

- I. Non-university personnel and Guests of the University
 - a. Definitions
 - i. **Non-university Personnel** means persons who administer, direct, or participate in special summer or intersession programs.
 - ii. **Guests of the University** means persons such as speakers and visiting lecturers, on a temporary basis, with approval from the university
 - b. Residence halls may only be used by the universities for Non-university Personnel and Guests of the University if there is no student who desires and is prepared to accept on-campus housing and to whom such housing has been denied.
 - c. Non-university Personnel and Guests of the University shall be required to execute an agreement specifying their limited stay and are subject to the terms of those agreements.
 - d. Non-university Personnel and Guests of the University may be subject to background checks as deemed appropriate by university leadership.
 - e. Non-university Personnel and Guests of the University may include individuals who are employed by or under contract with the University.

- II. University Residential Life Professional Staff:
 - a. Non-student occupancy of on-campus residences shall be limited to the following individuals:
 - i. University residential life professional staff members, including, but not limited to resident directors.

- ii. A partner or spouse of the full-time residential life professional staff member (this applies to professional staff only, not student staff such as resident assistants or graduate interns). Staff requesting a partner or spouse to cohabitate in their residence must submit an application, be approved by the university, and comply with any additional requirements set forth by the university.
- iii. Dependent children of the residential life professional staff member. Staff must notify the university if they intend to have dependent children reside with them on-campus.
- iv. Caretakers for persons with disabilities who reside in residence halls.
- b. Background checks: Before occupancy in a university residence may commence, each proposed resident aged 18 years or over shall submit to the same background check the employee is subject to. The university reserves the right to deny access to and occupancy of a university residence to any person who fails to meet this requirement, or for whom information is generated through this process that would, in the judgment of the university, pose a threat to the life, health, safety, and/or well-being of any member of the university community or to the property of the university.
- c. Pets: One domesticated pet is permitted to reside with full-time residential life professional staff members (this applies to professional staff only, not student staff such as resident assistants or graduate interns), subject to the following requirements:
 - i. The domesticated pet is limited to a dog, cat, or fish. Animals used to aid persons with disabilities shall not be considered pets by this policy.¹
 - ii. The staff member must submit an application and be approved by the university for permission to have a pet reside with them. Staff must comply with any additional requirements set forth by the university.
 - iii. The staff member is responsible for the actions of the pet, including bodily injury and property damage. The university may require staff with pets have appropriate liability insurance that covers the pet residing in an on-campus residence.
 - iv. The university reserves the right under this policy to require removal of the pet in the event it becomes a health and safety issue, a nuisance (such as excessive barking), or causes damage to the on-campus residence.
 - v. The universities will establish appropriate institutional guidelines and procedures, in conjunction with the System Office to facilitate compliance with this Board policy, including assessing any appropriate charges or fees.

¹ Individuals requesting to bring service animals or emotional support animals into university controlled or restricted spaces should consult the requirements and procedures set forth in the BOR Animals on Campus Policy (Policy # 5.10). Pets allowed under this policy meet the exclusion requirements set forth in the Animals on Campus Policy, Section X(B).