

Live-in Procedures and Guidelines for Partner or Others in Residence



In response to BOR Resolution BR22-084, these procedures shall be in place for the request, registration, and regulation of partners living with professional live-in or live-on staff. You can find the resolution [here](#).

Conditions for Occupancy Procedures

1. This policy restricts occupancy in the apartments of full-time professional staff to the following individuals:
 - a. The residence life professional staff member, and co-occupant(s) who may include:
 - i. The spouse, as recognized by the State of Connecticut, of the residence life professional staff member assigned to on-campus housing.
 - ii. The unmarried partner of the full-time professional staff member.
 - iii. Children (biological, adopted, foster, legal dependent) of the full-time professional staff member.
2. Prior to permission for occupancy by any individual referenced above, the full-time professional staff member must:
 - a. Inform the direct supervisor and/or the director of the department in writing of the name(s), age(s), and relationship(s) of any individual(s) being requested to occupy the staff member's apartment.
 - b. Each requested co-occupant over the age of 18 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 judgement 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. Upon submission of this request, approval could take up to two weeks. Written approval from the director (or the direct supervisor) is required for the proposed occupant to move-in.
 - d. Each occupant of legal age (18) must sign this agreement in which they agree to abide by the terms and conditions of the BOR policy BR22-084 and the University and any future additions that may entail. A copy of the agreement will be given to the approved co-occupant.

General Guidelines

1. At any time, the university may deny occupancy to any requested persons before or after their approval. Any approved persons agree to abide by all state and federal laws and policies of the University. Any violation of these laws and/or policies may result in immediate restriction and removal from the live-in staff member's apartment.
2. Any approved person agrees to indemnify and hold harmless the University for all personal injury and property damages resulting from the approved person's occupancy of an apartment provided by the University, regardless of either party's negligence.
3. Live-in staff members and approved persons will abide by applicable University key policies:
 - a. Live-in staff members and approved persons will each be issued one key or access card to the apartment entrance.
 - b. The key or access card will also provide access to the building entrance (if applicable) where each live-in staff member resides.

- c. Keys or access cards for minor children (under the age of 18) will be signed out by, and accountable to, the live-in staff member.
 - d. Lost or damaged keys or access cards will be replaced. The cost will be billed to the live-in staff member (as determined by the University).
- 4. Occupancy in each apartment and bedroom is determined by the University, and in no case will approval be given for occupancy that exceeds that determined level.
- 5. Under no circumstance may an approved person interfere with, or disrupt, the performance of the live-in staff member's duties and responsibilities.
- 6. Approved persons residing in a live-in staff member's apartment does so at the will of the live-in staff member and/or the University.
 - a. The live-in staff member or the University may demand that the approved person vacate the apartment at any time, for any reason, with or without cause. Should this be the case, the approved person agrees to immediately vacate the apartment after receiving written notice from the University. All access/keys will be immediately returned/disabled.
 - b. Should the employment status of the live-in staff member change, the University may demand that the live-in staff member and the approved persons vacate the apartment with or without cause and may require the live-in staff member and approved persons to immediately vacate the premises without notice by changing the locks and/or restricting access to the building and/or apartment.
 - c. Live-in staff members must inform their supervisor immediately when an approved person no longer resides in the apartment/house. Live-in staff members may terminate their relationship with the approved person at any time during their employment. At that time, any approved person must vacate the apartment.
 - d. Live-in staff members and approved persons are given permission to occupy an apartment within campus residence halls, and not necessarily within a specific building or community. No provision of this agreement may be transferred or assigned to another person. The University reserves the right to reassign the live-in staff member and their approved persons to a different apartment, building, or community at any time.
 - e. Neither live-in staff members nor approved persons may generate any income through any sublease or short-term rental of the apartment provided by the University. Live-in staff members and approved persons may not run any type of business out of the assigned apartment.
 - f. Childcare is the responsibility of the live-in staff member. The live-in staff member may not opt to care for any approved child(ren) by attending to/caring for them in the workplace.
 - g. Any disagreements between the live-in staff member and their approved person should be handled between those individuals. The University will not be held responsible for any actions that the live-in staff member or approved persons may commit or be involved in. Disagreements between the live-in staff member and the approved persons may cause the approved person to be removed from the live-in staff member's apartment.
 - h. Ultimately, the approved person is the responsibility of the live-in staff member and will be liable to the University for the acts, omissions, and behavior of their approved person and any damages caused by the approved persons. The live-in staff member and the approved persons are not subjected to guest check-in and escort policy.
 - i. The approved partner will be given campus wi-fi access and issued a campus parking pass according to University protocol.

Statement of Agreement:

Please complete the following and submit it to the Director of Housing and Residence Life.

I have received a copy of the Procedures and Guidelines for Partner or Others in Residence for live-in staff members' residency. I have read it, understand it, and agree to abide by the provisions set forth in it.

I understand that these policies/procedures will be reviewed annually and is subject to revision at the University's discretion. Staff will be notified of changes made to these policies/procedures.

Live-in Professional staff name: _____

Live-in professional staff signature

Date

Live-in approved partner signature

Date

Approved partner email address

Contact Number

Supervisor's signature

Date