Dear Interns,

We are so glad that you have chosen to make Redondo Village your home during your internship in Albuquerque! We hope your stay with us is as comfortable and pleasant as possible. Please take the time to familiarize yourself with the information in this directory.

Should you need assistance during your stay, please feel free to email lodging@unm.edu, or to call the Residence Life & Student Housing (RLSH) Customer Assistance Front desk at 505-277-2606, or the Conference Guest Assistant (CGA) on Duty at 505-269-8215.

If something needs repairing in your apartment, call the CGA at 505-269-8215. For emergency facilities issues, first quickly call 505-277-2606 and provide as much detail as possible. Our facilities staff will be swiftly alerted. Then follow up with the CGA on Duty and they will monitor your situation. For issues that are not time-sensitive, please email lodging@unm.edu or call the Conference Services Program Coordinator at 505-277-2660 (M-F, 8:30 to 5:00).

We hope you enjoy your stay!

Sincerely,

Rebecca Colón
Program Coordinator, RLSH Conference Services
Above all, our primary objective concerning COVID-19 is to maintain the safest possible environment in the residence halls. Those who choose to lodge with us this year shall be held to the highest standard. Your choice to live on campus must be made with the unequivocal understanding and agreement that you will be expected to make daily choices to keep others safe and will be held accountable for decisions or actions which work against that goal.

1. All interns must abide by all vaccination/booster requirements as set forth in the UNM Bring Back the Pack website.

2. Visitation at RVA is limited to Redondo Village residents (other RVA interns) only. No outside visitors will be allowed in the building. Please limit the total number of visitors in your apartment to four; one visitor per intern. Overnight stays are prohibited.

3. Please follow all guidelines/recommendations regarding current masking protocols in accordance with UNM Bring Back the Pack website. When directed by UNM Bring Back the Pack, wear a regulation 3-ply surgical mask (or better) at all times when in the building, except when in your apartment.

4. You must immediately report symptoms, suspected exposure or positive test results to the Conference Guest Assistant at 505-269-8215, and the RLSH Conference Services Program Coordinator at 505-277-2660/lodging@unm.edu. Upon the occurrence of a positive test result, interns will be expected to follow UNM isolation guidelines. Current guidelines include, (depending on the lodging situation) in-room, on, or off-campus isolation, and are subject to change. Interns will be responsible for all sanitization charges resulting from COVID-19 positivity.

5. You must provide verification of up-to-date COVID-19 vaccination and booster status at the time of application and also verification of any updated status during your stay.

Failure to abide by these regulations is considered a serious conduct offense and policy violation and may result in forfeiture of your lodging agreement with no refund and immediate dislodgement.
➢ From June 1st to July 30th, there will be a Conference Guest Assistant on duty at all times. They will be the easiest to contact at 505-269-8215.

➢ Our main front desk, located in the Student Residence Center (SRC) Commons is open 24/7. 505-277-2606

➢ Rebecca Colón is the Conference Services Program Coordinator. If you have a question, please feel free to contact her at lodging@unm.edu or 505-277-2660.

Mail Boxes

➢ All interns will be charged a mailbox fee of $15 to cover box rental and Mail Services. Mail boxes are located in the SRC Commons. You may register for a mailbox at the mail room during open hours. All mail/packages must be sent to your mailbox address, which you will receive when you register at the mailroom. If you receive a package larger than your box, you will receive an email message, that will be sent to your email. Packages may be picked up during mailroom hours, only. Mail and packages will not be received prior to your check-in date. Make sure to halt deliveries to your summer mailbox at least one week prior to your departure. There will be no mail forwarding. All mail/packages received after your checkout date will be returned to sender.

Cleaning Your Apartment

➢ Please be respectful of the shared space in your apartment. All interns are expected to keep their room and community areas of the apartment clean. Timely and consistent cleaning is a must for harmony in your apartment. Making a cleaning schedule with your apartment mates is a great way to ensure that your apartment stays clean. Dishes must be cleaned and stored daily. Do not allow dirty dishes to remain overnight. You must clean up after any visitors that you host.

➢ Help us keep our building pest-free. Do not allow trash or recycling to build up in your apartment or to overflow from trash containers. Take out your trash often to the dumpsters (2 locations) provided in the RVA parking lot.

Amenities

➢ There is a laundry facility on the 1st floor by the elevator. Please use detergent marked with the HE symbol for high-efficiency washers. The machines are free to all occupants of the building.

➢ Parking is available in the permit-required lot surrounding the apartment building. Parking permits can be purchased from UNM Parking and Transportation Services at pats.unm.edu or in person at their on-campus office. 505-277-1938

Food & Dining

➢ With a full kitchen in each apartment, cooking is easy. Interns provide their own dishes and cookware. There are a wide variety of restaurants located within walking distance of RVA, mostly along Central Avenue. Food can be delivered but must be received by you just outside any perimeter door. Do not allow any delivery person inside the building. Grocery stores are within walking/driving distance (see page 8). The dining hall will be open this summer but times are limited to breakfast, lunch, and dinner. Meal plans can be made available for purchase through UNM Food Services; we recommend you make sure their open hours will fit your schedule.

Fire Alarms/Building Evacuation

➢ In the event of a building alarm, evacuate according to posted signage and maintain a distance of at least 40 feet from the building. Re-enter only at the approval of RLSH building staff.
UNM is an open campus situated in a thriving metropolitan area of Albuquerque. UNM is committed to offering services, information, resources and tools to support a safe campus to all students, staff, faculty, and visitors. We encourage individuals to contribute to campus safety and preparedness by becoming informed, staying alert and using good judgment.

**UNM Emergency Alert Sirens**
The University of New Mexico Emergency Alert Sirens are sounded in the event of an emergency that makes it dangerous to be outdoors, such as a severe lightning storm, an environmental hazard or a threat from an armed individual. During an alert, people who are not on campus and hear the siren should not come on campus. People who are on campus should seek shelter in the nearest building.

**Lobo Guardian Mobile App & Lobo Alerts Text Messaging**
Lobo Guardian is a mobile app that increases user safety by creating a virtual safety network of friends and family. LoboAlerts is a text messaging system that provides faculty, staff, registered students, affiliates of UNM, and UNMH employees with fast, convenient, real-time Lobo Advisories and other message alerts. To learn more about this service visit: [http://loboalerts.unm.edu](http://loboalerts.unm.edu). Additionally, parents, community members and other non-UNM individuals who wish to receive LoboAlerts can follow the LoboAlerts Twitter at [http://twitter.com/loboalerts](http://twitter.com/loboalerts), or the LoboAlerts Facebook at [http://tinyurl.com/loboalerts](http://tinyurl.com/loboalerts), or sign up for the UNM Community site at [www.getrave.com/login/unmcommunity](http://www.getrave.com/login/unmcommunity).

A Lobo Advisory is a “Timely Warning”- triggered by crimes that have already occurred but represent an ongoing threat to students, staff, faculty and/or visitors on the UNM Campus. It is issued as soon as the pertinent information is available and is disseminated through text, email and UNM Newsroom.

**Staying Safe on Campus**
UNM has instituted many programs to ensure student safety while on campus, but safety really begins with the individual. The following are some tips to help you protect yourself while on campus:

- Avoid walking alone at night. Make arrangements to walk in groups and in well-lit areas.
- The UNM Police department offers escort services to anyone needing an escort from an on-campus location to another on-campus location 24 hours, 7 days a week. Call 277-2241 for more information.
- UNM RLSH offers escorts within the RLSH Footprint. Call 505-277-2606 to arrange an escort in advance.
- Walk purposefully, look confident and trust your instincts. Be aware of your surroundings and don’t be distracted by cell phones, earbuds or other electronics. Carry a whistle.
- Take the time to recognize and commit to memory the location of blue safety poles along your routes on campus. If you need help, use one to call UNM PD.
- Never leave your property unattended in public places.
- You have been issued an apartment/room key and security access fob for RVA entrance. Never share your fob and/or key with anyone.
- Lock all doors and close all windows when leaving your residence hall apartment or car, even if you’re only gone for a short time.
- Do not allow anyone you don’t know to be a current resident into a residential hall, including delivery people, and never, ever open a perimeter door to any building.
- Remove anything from your car that may look valuable to a thief.
- Have keys ready when you approach your car. Check in and under the car for intruders before entering and lock your door immediately after getting into your car.
- Secure your bike or motorcycle when leaving it unattended. Use the U-shaped high security lock whenever possible.
- Never post private or compromising information to social networking sites.
- Enroll in "LoboAlerts" to receive important safety notifications in the event of a campus emergency.
- If you are a victim of a crime or witness any crimes or suspicious circumstances, call UNM Police (505-277-2241) immediately.
Rules for Living Together

By signing a UNM lodging agreement, you agree to follow all national, state and local laws, all university regulations, which are outlined in the UNM Pathfinder, as well as all residence hall policies, which can be found in the Residence Life and Student Housing Residence Hall Handbook, available online at http://housing.unm.edu/current-students/expectations--conduct.html.

While the complete policies for living on campus are outlined in the Residence Hall Handbook, some of our basic expectations are listed below.

**Noise**

Hall quiet hours are from 9:00pm to 8:00am every day. Courtesy is expected at all times. No amplified noise should be heard in the hallways, outside your apartment or from other resident's rooms.

**Cleanliness**

Help us keep our building clean and pest-free. Guests are expected to maintain their living areas at a level of sanitation acceptable for a group living environment. Health and Safety Inspections will be conducted during your stay. Failed inspections can result in guidance to correct policy violations. If an apartmentmate has made living uncomfortable for you, first address it with them. If the situation does not improve, contact us at lodging@unm.edu or 505-277-2660.

**Guests & Visitation**

Visitation is limited to other interns housed at RVA, with a total of 4 visitors per apartment (1 guest per resident) only. No outside visitors may occupy the building.

**Keys and Fob Access**

If you are locked out of your room, you can call the CGA on Duty at 505-269-8215. If prior to May 30th, call the SRC desk at 505-277-2606. For safety reasons, interns must report the loss of keys immediately to the CGA on Duty at 505-269-8215. Lock change charges for lost keys and fobs are applicable and due at time of new key receipt. Never share your keys/fob with anyone.

**Alcohol, Drugs, and Tobacco**

UNM RLSH provides a smoke-free environment for all guests that stay with us. Smoking, vaping and all other tobacco products are prohibited in all buildings on campus. Smoking is limited to designated outdoor areas. Alcohol is prohibited within the RLSH areas, even if of legal drinking age. Illegal drugs, including marijuana, are prohibited at UNM RLSH. You may not possess, use, sell, or otherwise distribute any illegal drug or controlled substance in or around the residence halls/apartments. Violation of these policies may result in forfeit of Agreement with no refund, charges for remediation, and/or immediate dislodgement.

**Fire Safety**

The following materials are considered hazardous to the health and safety of the community and are prohibited: Halogen lamps, lit candles, incense, flammable chemicals, gasoline and containers used for storing gasoline, charcoal, torches of any type, and butane/lighter fluid. In the event of a building alarm, evacuate according to posted signage and maintain a distance of at least 40 feet from the building. Re-enter only at the approval of RLSH building staff.

**Animals**

Animals/pets are prohibited with the following exceptions: RLSH-Approved Emotional Support and Service Animals. For more information, please contact lodging@unm.edu.
Grocery and Pharmacies

Walgreens
2950 Central Ave SE, Albuquerque, NM 87106

Whole Foods
2103 Carlisle Blvd NE, Albuquerque, NM 87110

Sprouts
5112 Lomas Blvd NE, Albuquerque, NM 87110

Smiths
320 Yale Blvd SE, Albuquerque, NM 87106
3701 Constitution Ave NE, Albuquerque, NM 87110

Trader Joes
2200 Uptown Loop NE, Albuquerque, NM 87110

Box Stores

Walmart
2701 Carlisle Blvd NE, Albuquerque, NM 87110
301 San Mateo Blvd NE, Albuquerque, NM 87108

Costco
500 Eubank Blvd SE, Albuquerque, NM 87123
1420 Renaissance Blvd NE, Albuquerque, NM 87107

Post Office/Shipping & Printing

US Post Office
115 Cornell Dr SE, Albuquerque, NM 87106