

# **THE OAKS**

***RESIDENT  
HANDBOOK  
2014-2015***



**The Oaks at LSUA**

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## COMMUNITY LIVING:

A college education incorporates many aspects, both inside and outside the classroom. You learn to exercise your freedom, yet accept the consequences of your choices, in a student community, like The Oaks. You learn to be independent, yet be responsible to those with whom you live. Along with liberty, community life consists of **guidelines and policies** developed by students and staff to ensure a pleasant environment. Living within the student community means thinking of others, mutually respecting each individual's personal rights. Confronting inappropriate behaviors, and accepting different types of people and their viewpoints.

## ROOMMATES:

Learning to live with one who is different from you is a valuable part of both your residence life experience and education. Roommates should **arrange times** to discuss **one another's needs and rights in the living situation**. Some common courtesies should be discussed and expectations outlined regarding the activities that will take place in the room or suite. Some common areas of tension to consider are typing all night, using another's personal items without permission, playing the stereo too loud, entertaining guests too frequently, or making excessive noise when another is still sleeping. Remember that flexibility is the key to an enjoyable living experience. **Feel free to speak with your Resident Assistant "RA" for additional help. The "Roommate Bill of Rights" each student choosing to live in The Oaks has the right to...**

*Sleep during the night undisturbed by your roommates or their guest(s).*

*Read and study free from undue interference in your room.*

*Free access to your apartment without pressure from your roommates.*

*Be free from fear of intimidation, physical and/or emotional harm.*

*Live in a clean apartment.*

*Expect that roommates will respect your personal belongings.*

*Host guests when they will not disturb your roommates' opportunity to sleep or study.*

*Expect reasonable cooperation in the use of the apartment facilities and a commitment to honor agreed upon procedures.*

*Redress of grievances when they arise.*

Adjustments will be approved only as space and conditions allow. The management, however, reserves the right **at any time** to change room assignments in the interests of health, discipline, or the general welfare of our residents. This may include eviction.

## QUIET HOURS AND COURTESY HOURS:

The creation of an environment conducive to study in The Oaks requires that each resident show consideration of others by keeping his or her noise level down. Especially between the hours of 11 P.M. through 7 A.M., Sunday through Thursday, and Midnight through 7A.M. Friday and Saturday, residents are expected to maintain a noise level, which cannot be heard outside of their apartment. At all other times Courtesy Hours are in effect and the noise level should not disturb

fellow residents. In addition, if you are ever to asked to turn down your music by a resident or staff member, you should do so immediately. At no time will excessive noise be tolerated in The Oaks.

**Quiet Hours:**

Sunday- Thursday 11P.M. to 7 A.M.

Friday- Saturday Midnight to 7 A.M.

Final Exam Periods 24 hours

**Courtesy Hours:** in effect 24 hours a day, 7 days a week

**COMMUNITY FACILITIES**

**THE OAKS CLUBHOUSE**

The Oaks Clubhouse is a multipurpose area for you to relax, gather with friends, watch TV, hold meetings, utilize the game room, or surf the Internet. Periodically, programs and activities will be scheduled for residents in The Oaks Clubhouse. Computers are available in the study center for accessing the Internet, writing papers, printing. You may be billed for any damage done to computer equipment or the room itself. We also ask that you store your documents on your own disks, as the network and local drives will be cleared periodically. If you have any questions or problems with the equipment please contact the office.

**GENERAL SERVICES**

**THE OFFICE**

One of the primary purposes of the Office is to provide guidance as to the various departments and services of The Oaks. It will be open during scheduled hours each day. The staff here can assist you in the following ways:

Maintenance requests should be made here. Equipment, games and even bathroom plungers may be checked out here. Flowers, gifts, and other packages can be received at the Leasing Office. We also will receive and send faxes for residents here for a charge of \$1.00 per page. The Oaks lost and found is located here as well. You can call the Office at any time of the day or night to receive information and help by dialing 318.767.2616.

**MAINTENANCE**

The maintenance personnel work very hard to keep The Oaks in top shape. While they care about your maintenance needs, they also appreciate your care of the complex. If you refrain from abusing the building, they can use their time towards preventative measures, and more quickly address your specific needs. If a problem arises, let the Leasing Office know or complete a maintenance request form. Generally, maintenance requests will be completed the same day or the next regular working day. If you have an emergency notify the Leasing Office or your Resident Assistant.

## **CABLE TV**

Your apartment is provided with Basic Extended Cable and HBO. If you would like additional services, you may contact Suddenlink Cable directly. You will be responsible for all additional service charges above those provided by The Oaks Residence Hall.

## **INTERNET SERVICE**

Internet Services is provided by Suddenlink Cable. For more information or technical support, please call 1-800-490-9604.

## **ACCOUNTING OFFICE 8 A.M-4:00 P.M. (MONDAY-FRIDAY)**

The Accounting Office is prepared to help you determine:

- Balances owed
- Miscellaneous charges and their origin
- Payment problems/arrangement for late payments

All rent payments for students will be made in the Accounting Services at LSUA. Each student should be aware of when his/her payment is due to avoid the possibility of late charges. Reminders will not be sent out. Please refer to the payment schedule on page 1 of you're Oaks lease agreement for payment due dates.

## **MAIL**

Mailboxes are located on the front of the property. Mailboxes are provided for every resident. Please return any mail that does not belong to you to the Leasing Office. You may also drop off outgoing mail at the Leasing Office.

## **VENDING MACHINES**

Money lost in the vending machines should be reported to the number on the machines. Please report any machines that are out of order to the Leasing Office.

## **MANAGEMENT AND STAFF**

The **Director of Housing/Residence Life** is **Ms. Angela Reed**. Ms. Reed has the overall responsibility of managing the staff, the business operations and the complex facilities. The HM is assisted by a support staff. The Housing Director has an open door policy and is very willing to help you in any way he or she can. However, in order to address concerns effectively, your Resident Assistant should be your **FIRST** contact when trying to solve a problem.

**Kimberly Aubin** is the leasing/marketing agent for The Oaks. Through the constant pursuit of excellence in service, innovation, personal development, and ethical practices, she is here to make your experience at The Oaks a successful one. She is responsible for all Oaks Residence Hall external marketing and overall leasing operations including oversight of the customer services and Leasing Office operations.

The Oaks maintenance is provided by **LSUA Facility Services**. They are responsible for day to day operations of the facility including supervision of the maintenance and housekeeping

expectations of the property. Please inform the Leasing Office to speak with the maintenance crew if you are having continuing maintenance problems or concerns.

**Your Resident Assistant (RA)** is someone you will see frequently. The RA is a full-time student living in The Oaks fulfilling a dual role of peer advisor and resident assistant; he/she is a resource person to help in the living/learning experience. Your RA has been selected on the basis of interpersonal skills and leadership. Each RA is committed to assisting each student as well as confronting those who disrupt the community.

**We, as a staff, invite you to stop by and meet us. We are here for you, dedicated to serve and assist you through our 24/7 on-call RA. You can reach this on-call service by calling 318.767.2616 DURING BUSINESS HOURS or 318-664-1020 AFTER HOURS**

## THE OAKS POLICIES AND PROCEDURES

### ADVERTISING

The bulletin boards in common areas and on buildings are for use by the staff of The Oaks. If you would like to post items in the Office area or on resident's doors, you must get prior approval from the Office.

### BICYCLES

The Oaks provides bicycle racks on the property. You cannot store bikes in the building. We recommend that you keep your bike locked when it is not in use, as The Oaks is not responsible for lost or stolen bicycles. Bicycles locked to fences, stair railings, parking signs, or any other area on The Oaks property will promptly be removed and confiscated. Motorcycles must be parked in designated areas in the parking lot.

### PARKING

All residents must park in the parking area and not in the parking spaces provided for retail or visitor use. Please be sure that visitors to the property are registered with the offices and park in the designated visitor parking areas, and overnight guests have appropriate guest tags for their vehicle. All residents must have a resident car decal on their vehicle. Car decals can be received from The Oaks Office. Please refer to your Traffic & Parking Policies from Auxiliary services for more information. Any vehicle not properly registered will be subject to "booting".

### DAMAGE TO PROPERTY

Residents are equally responsible for the conditions of their apartments and the common areas. Any person causing damage will be billed for repairs and subject to disciplinary action. When no one is willing to accept responsibility, all residents of an apartment or floor will share costs of the repairs.

### ROOM ENTRY

Occasionally, members of The Oaks staff may have to enter your room to check general conditions, to make repairs, to perform custodial services, to handle emergencies, and to ensure compliance with rules and regulations. (Prior notice will be given) except in cases of suspected drug/alcohol activity, illegal activity, or possible life-threatening incidents.

## **EXTERMINATIONS**

The apartments are treated by a professional exterminator several times per year. If there is a continuing insect problem in a room, please report it to the Leasing Office. It is important to note that cleanliness (such as trash disposal and proper storage of food) and keeping your windows closed and screens on will go a long way toward keeping your room pest-free.

## **GUESTS**

Landlord recognizes the right of Tenant to entertain friends and have guests. Tenant, members of Tenant's family, and guests shall at all times conduct themselves in an orderly manner, and shall not make or permit any loud or offensive conduct or otherwise disturb the comfort or quiet enjoyment of the other Tenants. Tenants will be held responsible for the conduct of their guests; however, the privacy and right to normal use of the premises by Tenant's roommate must be respected by Tenant when entertaining guests.

It is understood that Tenant may have guests from time to time, but Tenant expressly understands that occupancy of the premises is limited to Tenant and that guests must adhere to the rules and regulations and respect the rights of roommates.

1. Daytime guests will be permitted Sunday through Thursday from 8:00am-11:00pm. No more than two guests at a time will be permitted.
2. Overnight guests will be permitted on Friday and Saturday nights only. Only one guest at a time will be permitted.
3. Tenants under the age of 18 must have a signed parental consent form to have guest privileges.
4. Guests under the age of 18 must have written parental consent to register as a guest.
5. All guests (daytime and nighttime) must be registered through the Oaks office and provide picture identification.
6. All overnight guests must be registered at least 24 hours in advance through the Oak's office. Tenant must have written consent from all roommates before guests will be permitted to stay overnight.
7. A resident of The Oaks Residence Hall entering or leaving an apartment/bedroom shall not permit any individual to enter who would not normally be permitted to enter the apartment/bedroom during the absence of the tenant. A resident may have guests as long as the guests are properly registered in and stay in the proximity of the tenant having the assigned key, and the resident assumes full responsibility for their presence. A resident shall not lend his/her key to another individual.

In no case is a key to be transferred from one individual to another or to be obtained from any source other than from The Oaks Residence Hall. When any key is given to an

unauthorized individual, the resident responsible will be charged a first offense fine of \$50.00 and face disciplinary action.

In recognition that Premises are primarily for Tenant's occupancy relative to Tenant's enrollment at the University for educational purposes, Tenant may not request permission for a guest to stay in Tenant's room beyond the allowed nights. Tenant will be charged a fine of \$150.00 if found in violation of the guest policy. After first offense, Tenant will be subject to disciplinary action, with possible eviction. Tenant's failure to observe the above requirements shall constitute a default by the Tenant and entitle Landlord to exercise its rights and remedies hereunder.

#### **KEYS**

If you find that you have become locked out, come to the Leasing Office immediately and someone will unlock your door for a fee of \$30.00 if it is after office hours. Residents may not duplicate keys or tamper with locks. A lost key requires the replacement of all locks in the apartment.

#### **LOCKS**

Tampering with locks and breaking into bedroom doors will be charged a fine of \$75.00 for 1<sup>st</sup> offense and \$100.00 for second offense and possible student conduct hearing.

#### **POOL POLICY**

Pool is open from 8:00am-11:00pm. Posted pool rules must be respected and observed at all times. NO Alcohol allowed in the pool area. NO glass containers in the pool area. NO pets in the pool area. Residents are allowed 2 guests. Resident must remain with guest at all times. You are responsible for your guest's behavior! DO NOT put chairs in the pool. Remove all personal belongings when leaving the pool area. Any personal belongings left overnight will be disposed of. DO NOT remove furniture from the pool area.

#### **Pets**

Only pets that can hold their breath for 24 hours underwater are allowed at The Oaks. Fish and their aquariums (under 4 gallons) are the only pets The Oaks allows—with the exception of sight and hearing guide dogs. Birds and other pets must stay at home. If a pet is found in the apartment, other than a fish in a small aquarium, the resident will be immediately charged a \$200 fine for the first offense, \$400.00 for a second offense and possible conduct sanctions.

#### **ROOM FURNISHINGS/DECORATIONS**

The Oaks is your home away from home, and we want you to feel comfortable. You are free to bring plants and to place posters on the walls. We do ask that you refrain from using contact paper and painting on the walls, ceilings, furniture, etc., or using finishing nails or push pins in the doors. Also refrain from using nails or tacks to hang pictures and other hangings on the walls. The Office can provide you with other alternatives for hanging items on your walls.



## **SERVICE REQUESTS**

Forms for repairs are located at the Office. Anything needing attention should be reported as soon as possible. Completely fill out the maintenance form and be specific for more prompt service. Please allow adequate response time to pass before filling out duplicate forms, calling or emailing. Emergencies related to maintenance and repair should be reported to the Office immediately.

## **FIRE AND EVACUATION**

The Oaks considers fire safety extremely important, and students have an obligation to adhere to our regulations as well as city and state statutes. In the event of a fire inside or outside of your unit, call 911!

## **FIRE PREVENTION**

The following are prohibited at The Oaks because of their serious potential as fire hazards.

- a. Open flames such as candles and incense, etc.
- b. Appliances with exposed heating elements.
- c. Doors and walls in rooms that are over one-half covered with paper, posters, etc.
- d. Use or possession of fireworks or firecrackers
- e. Use or possession of combustible paints or liquids.
- f. Mopeds or other combustible engines. (They must be parked off The Oaks property.)
- g. Plug-In Air Fresheners

## **MISUSE OF FIRE SAFETY EQUIPMENT**

Any individual who misuses or tampers with fire safety equipment may be subject to eviction, a fine of \$500 plus the cost of repair or replacement of the equipment, cleaning of the facility, and damage to other property. We will also contact local law enforcement officials and you may be subject to disciplinary action under their jurisdiction. Fire equipment consists of, but is not limited to: fire extinguishers, fire valves, smoke and heat detectors, emergency lighting, emergence exit signs, sprinkler heads and pull stations.

## **FALSE ALARM**

Every effort will be made to identify individuals who cause a false alarm. When such persons are identified, they will be referred to the Fire Department and Police Department for disciplinary action. In addition to legal proceedings, each individual will be subject to eviction.

## **SETTING A FIRE**

Any individual identified as having set fire in or near The Oaks will be evicted, will be turned over to the Police and/or Fire Department and Police Department, will be charged a fine of \$500, and will be charged for repairing any damage caused by the fire.

## **FIRE EVACUATION PROCEDURES**

1. Residents should check their immediate area for any obvious indications of a fire or cause for the alarm. If none are observed, they should exit through or down the stairwells.
2. Residents should use common sense and not panic.
3. Staff members will investigate the cause of each alarm.
4. Residents should begin an immediate and orderly evacuation along the designated evacuation route established for their area. Exit the building and wait for instructions or permission to re-enter the building.
5. Residents should take their room keys with them. Anyone who does not evacuate the property and comply with the instructions of the staff will be required to surrender his/her I.D. to a staff member, and may be subject to disciplinary action.
6. The Oaks staff will signal that the building is safe and ready for re-entry. No one is to re-enter until the signal is given. Personnel authorized to give re-entry instructions are:
  - a. The Housing Director
  - b. The Resident Assistant
  - c. The On-Site Policeman or Campus Police

(Note: Firemen can tell you the building is safe. They cannot authorize re-entry.)

Fire Evacuation Procedures are posted in every apartment. Become familiar with the diagram in the event of an emergency.

## **SEVERE WEATHER EVACUATION**

During severe weather alerts (watches and warnings), residents are encouraged to monitor television and radio reports and should take reasonable precautions. Each resident should have a flashlight accessible in case of power failure. In the event of a tornado sighting, all persons in the building should move immediately to the interior hallways of the lowest possible floor away from windows. Persons who fail to respond to a tornado alert siren, or who choose to leave safer areas of the building before an alter siren ceases, do so at their own risk. In the event of a hurricane, instructions will be given by the RA's and HM. In any case, do not panic.

## **PERSONAL SAFETY**

The Oaks management would like you to be aware of some important guidelines for the safety of yourself and your property. We recommend that you consider following these guidelines, in addition to other common sense safety practices:

## **WHILE INSIDE YOUR APARTMENT**

1. Lock your doors at all times.
2. While answering the door, first determine who is there by looking through the peephole. If the person is unknown, first talk with them without opening the door and don't open the door if you have concerns.

3. Do not give or lend your keys, ID card or mailbox key to anyone.
4. Do not put markings on your key ring to identify your name, address, or phone number.
5. If you are concerned because you have lost your key or because someone whom you distrust has a key, ask the Office to have your locks re-keyed. You have a statutory right to do so, provided you pay the \$100 cost of re-keying in advance.
6. Dial "911" for emergencies. Immediately following, please call the Office and/or your RA so they may take appropriate measures.
7. Periodically check our smoke detector for dead batteries or malfunction.
8. Periodically check your door locks and other security devices to be sure they are working properly.
9. Immediately report to the Office in writing any malfunction of other safety devices outside your room, such as broken gate locks, burned out lights in stairwells and parking lots, blocked passage ways, broken railings, etc.
10. Mark or engrave identification on valuable personal possessions, such as your computer or motorcycle.

#### **WHILE OUTSIDE YOUR APARTMENT**

1. Always lock your doors (both locks) while you are gone.
2. Tell your roommate where you are going and when you'll be back.
3. When walking at night, please walk with another person.
4. Let someone you know if you are going to be gone for an extended period of time.

#### **WHILE USING YOUR CAR**

1. Always lock your car doors
2. Whenever possible, do not leave any visible items in your car, such as Compact Discs, wrapped packages, briefcases, purses, etc.
3. Do not leave your keys in your car.
4. Carry your key ring in your hand while walking to your car, whether it is daylight or dark, whether you are at home, school, work, or on vacation.
5. Remember to check the back seat and under your car before getting in. There is no such thing as a fail-safe security system, Even the most elaborate of security precautions are not guarantees against crime, you should always proceed as if such security systems do not exist. All systems are subject to mechanical malfunctions, tampering, human error and personal absenteeism. The Oaks makes no expressed or implied warranties of security. The best safety measures you can take are the ones you yourself can perform as  
a matter of common sense and habit. Please carefully consider and follow these suggestions.

#### **BULDING SAFETY**

The Oaks is not responsible for any personal damages or thefts. Accidents and events of nature do occur from time to time, whether it is water leak, fire, natural disaster, etc. The Oaks will not be responsible for replacing your personal belongings. We highly recommend that you obtain renter's insurance.

## **VIDEO CAMERAS**

The Oaks may employ video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Tampering with any video surveillance equipment will result in disciplinary action.

## **ELECTRICAL CORDS AND OUTLETS**

Extension cords and multiple outlets are designed for minimum use for short periods of time. Multi-plug outlets and improper use of extension cords create fire and safety hazards. Therefore, the following information should be considered when using this equipment:

Too many appliances on one extension cord can cause the cord to overheat and result in a fire. (Note: two or more cords plugged together are theoretically still only one cord.) Extension cords placed in or through doorways that have metal doors or door frames, as well as cords draped over metal objects or put in areas where they may be walked on, create the added risk of shock or electrocution.

The outlets in each room were designed for either one or two appliances. The use of multi-plug covers to increase the number of appliances on one outlet is prohibited due to fire and safety hazards as well as circuit overloads. This is not an exclusive list of problems that can be caused by improper use of cords and outlets. Please contact the Office if you have any questions.

## **ELECTRICAL APPLIANCES**

Use of electrical appliances is permitted in The Oaks within certain guidelines. Generally, appliances should require no more than one thousand watts. Appliances used in The Oaks must be safe in design and structure (such as UL approved appliances) and properly maintained (coffee pots, toaster ovens, etc.). We strongly recommend you utilize surge suppressors or protectors on all computers, electrical or electronic equipment. Before leaving for breaks and holidays, please unplug all electrical appliances to guard against fire hazards.

## **THEFTS AND OTHER CRIMES**

Any theft or other crime should be reported immediately to the Police Department and the RA or manager. There are several things residents can do to decrease the possibility of theft:

Room and apartment doors should be locked at all times. Residents should always keep their keys with them even when going to eat or if a roommate is in the room and is not expected to leave during this time. Valuables should be kept locked and out of sight. Residents should practice being their "neighbor's keeper." This can be done by knowing the other residents on the floor and by immediately reporting to The Oaks staff at 318.767.2616 and suspicious person(s) seen wandering in the building. The Oaks does not allow soliciting on its property. Please report those individuals to your RA or the Office. Lost keys should be reported to the Office in writing immediately.

## **RESPONSIBILITY**

Individuals at The Oaks will be held responsible for their actions. Damage, vandalism, removal of furniture from rooms or common areas, setting of fire alarms, etc. could result in fines or eviction. If the individuals responsible cannot be identified, we reserve the right to hold all residents responsible for damages.

## **THE OAKS DISCIPLINE AND GENERAL EXPECTATIONS**

At The Oaks, where a large number of people with varying lifestyles live in such close proximity, rules and regulations are necessary to promote the general welfare of the community. There are some behaviors that cannot be tolerated since they disrupt the development of a positive community atmosphere and because they infringe on the rights of other residents. It is your responsibility as a resident to be familiar with and abide by the guidelines that have been established. You will be held accountable for your actions should you fail to adhere to these guidelines. Infractions of The Oaks policies and regulations may result in disciplinary action, up to and including the termination of your lease. We have a responsibility to the resident and the community, and we will not hesitate to terminate the lease of a resident who disrupts the welfare of The Oaks community.

## **THE OAKS REGULATIONS**

Residents living in The Oaks are subject to terms and conditions of their Oaks Lease and Rules and Regulations contained in the lease in addition to the policies and procedures contained in this booklet.

## **THE OAKS DISCIPLINE SYSTEM**

If you violate a rule or regulation, it will probably come to the attention of a Resident Assistant. In many cases, the RA will discuss the infraction with you. If you fail to correct your behavior or if the violation is a serious one, the RA will have no choice but to refer the incident to the Housing Manager. When an incident is referred to the HM, he or she will contact you to arrange a discipline appointment. Failure to appear for the appointment may result in the immediate notification of the guarantor of your lease for resolution of the problem and, if conditions warrant, possible termination of your lease. Based on the information that is obtained, the HM may take one or more of the following actions.

1. Mediation: A dialogue between the staff and the resident to correct the behavior and to inform the resident of the consequences of any further infractions.
2. Restitution: An action where the resident makes payment for damages at The Oaks.
3. Room Change: A reassignment to another room, floor, or apartment.
4. Written Warning: A written notice that indicates that an infraction has occurred and which explains that subsequent infractions could result in more serious action. The

written warning is included in the resident's file. Depending on the infraction, the guarantor of the lease may also be provided with a copy of this written warning.

5. **Contract Probation:** A written notice that indicates a serious or repeated infraction of the rules and regulations. Contract Probation is for a specific period of time and specific restrictions may be imposed on the resident. Contract Probation is usually the step before a resident's lease is terminated. Under most circumstances, that guarantor of the lease will be notified of this action. The written notice is included in the resident's file.
6. **Termination:** Serious infractions or repeated violations can result in the termination of a resident's lease. The resident will be required to move out of their assigned apartment and permanently move out of the facilities. The Housing Manager will review and make all decisions regarding termination and eviction. If a resident's lease is terminated and they are instructed to leave The Oaks, he/she is financially responsible for the balance of the lease contract amount, including any and all damage charges, fines and fees. The guarantor will always be notified if a resident's lease is terminated.

### **PROHIBITED ACTIVITIES**

**Physically Irresponsible Activities:** These include, but are not limited to roughhousing, throwing/bouncing/kicking of objects, the use of golf clubs, lacrosse sticks, footballs, water guns, paintball guns, water balloons, etc.

**Hazing:** This includes mental and physical abuse of any student by another student(s). Hazing is prohibited by state law and will subject those guilty thereof to criminal prosecutions and disciplinary action. Kidnapping is considered to be hazing. Barricading is considered a form of hazing and is also prohibited in or around The Oaks.

**Smoking:** Smoking is not allowed in any Oaks room. Residents caught smoking in the residence will be subject to a \$75 fine for the first offense. Each subsequent offense will result in a \$75 fine and possible disciplinary action.

**Illegal Substances:** Federal State Law prohibits the possession, use or sale of narcotic drugs and marijuana. Living in The Oaks does not make you immune to these laws. On the contrary, The Oaks has a zero tolerance for such behavior, and the possession of or use of illegal drugs on the premises may result in eviction. Also, state law prohibits the sale, distribution and possession of illegal drugs on the premises—any such violation will result in eviction. Also, state law prohibits the sale, possession and distribution of alcohol to persons under the age of 21 years. Violators may be subject to eviction with no refund of any unused portion of the contract and with continued liability for rent and other sums due under the contract.

### **PROHIBITED ITEMS**

Because of the potential injury to individuals and damage to property, the items listed below are prohibited. Possession of any of these items will result in the item(s) being confiscated and the possessor/owner facing disciplinary action. Residents are encouraged to use common sense and ask questions of staff members if necessary. Students should also be aware that all

residents of a room might be held equally responsible for any prohibited items that might be found in their room.

**Alcoholic Beverages:** Alcoholic beverages and containers are prohibited in all public areas of The Oaks. Possession and consumption of alcoholic beverages must be in full compliance with local, state, and federal laws and regulations and in accordance with these Rules and Regulations. Within those limits, the decision to drink, and how much, is a personal one. Alcohol related conduct that infringes upon the rights of others to a quiet, orderly environment is not acceptable under any circumstances. Absolutely no kegs or other multi-serving containers are allowed on the property.

**Antennas:** Antennas may not be attached to the outside of the building.

**Firearms/Weapons:** Firearms, ammunition and other weapons including BB guns, pellet pistols, air rifles, nun-chucks, bows and arrows, sling shots, swords, blow guns, etc are prohibited throughout The Oaks.

**Fuels:** Any flammable fuels are prohibited at The Oaks. Motorcycles, mopeds and other transportation utilizing such fuels must be parked off-property.

**Illegal Substances:** The sale, use, storage and/or production of any and all illegal substances are prohibited throughout The Oaks.

**Miscellaneous:** BBQ pits, catapults, fireworks, smoke bombs, and appliances with open heating elements, etc are prohibited throughout The Oaks.

**Waterbeds and Furniture:** This includes all liquid-filled furniture.

Bleach or products containing bleach.

### **Smoking/Tobacco Use**

**Smoking or the use of other tobacco products is prohibited on all University grounds: LSU at Alexandria owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to all university sidewalks, parking lots, landscaped areas, and recreational areas; lecture, conferences, meetings, social and cultural events held on school property or school grounds of LSU Alexandria. Smoking is also prohibited in the interior of all buildings; university residences, including dormitories, fraternity and sorority houses located on the university property; and vehicles owned and operated by LSU Alexandria.**

### **THE OAKS RESIDENT HANDBOOK 2014-2015**

You are responsible for understanding this information and abiding by the policies and procedures as set forth in this publication. This handbook acts as an addendum to your lease contract for space at The Oaks.