

Community Guide

A Handbook for the LSUA Department of Residential Life

2020-2021

Mission Statement – Department of Residential Life

We are dedicated to educating the whole student by providing safe, modern, and affordable housing, a diverse, enthusiastic, and trained professional and student staff, and an atmosphere where respect, community and academics are valued.

We are committed to helping each resident reach their full potential as a productive citizen and a lifelong learner.

Housing Philosophy

Your apartment complex is not merely a place to study and sleep, but rather it is a living/learning environment designed to complement your academic studies. It is a community.

The LSUA housing staff is committed to the philosophy that on campus living can make a difference in your success in college. When you stop to consider that potentially 68% of your time is spent in your residence, you can understand why we place so much importance on the quality of living that takes place on campus.

Programs, floor meetings, and other activities will challenge, stimulate, and enhance your personal and academic growth. Hopefully, these will provide you with a positive set of experiences to take along into your later life. How much you grow will depend on you and your attitude about yourself and your environment. We encourage you to become involved, to participate, and to develop leadership and personal pride in your complex.

Much like life outside the college environment, living on campus will present some difficulties and problems. The housing staff is here to assist you in overcoming those difficulties. There are many resources available. Use them!

Community Guide contains information that will help you from the first day and for which you will be responsible as a hall community member. Responsible is a word you will encounter over and over.

Welcome from the Director of Residential Life

From orientation to graduation, there is a home for you on campus. Welcome to the community!

Close to 260 students live in on-campus communities that are intentionally designed to support your transition into and through college, your academic success and holistic personal development. I hope you will get involved, influence your living environment, and truly experience the best of LSU.

With students and staff from all corners of the globe, we are committed to creating an inclusive and respectful home for everyone in our communities. Whether it's attending the entertaining community programs, having dialogue on tough topics, holding one another accountable to community standards, or learning through study groups, take advantage of all the services and support staff your community provides.

This handbook presents important information you need to know about the services, policies, and procedures for residential communities at LSU. Familiarize yourself with the information in this handbook and contact us at reslife@lsu.edu with any questions or concerns. Your Resident Assistants and Desk Assistants are a great resource.

We have only the best interests of our students in mind, with that we have created some additional Community Standards surrounding the Coronavirus. These standards balance the community and on campus living experience with the public health and safety concerns generated by the coronavirus.

Again, welcome and best wishes for a successful year!

Geaux Generals!

Michael Courson
Director of Residential Life

CORONAVIRUS COMMUNITY STANDARDS

LSUA Residential Life adheres to all guidelines and practices set forth by the Center for Disease Control (CDC), the state of Louisiana and the LSU Emergency Operation Center (EOC) regarding Coronavirus and COVID-19. Information regarding current guidance can be found on the LSUA Coronavirus Updates & Information website, www.lsua.edu/coronavirus.

PREVENTION

Members of the LSUA community can reduce their risk of being exposed to the Coronavirus by following these measures:

- Cover nose and mouth with a tissue when coughing/sneezing. Dispose of tissue in the trash after use.
- Wash hands often with soap and water for at least 20 seconds
- Use hand sanitizer, at least 60% alcohol, if soap and water are unavailable
- Limit close contact with individuals
- Do not share food and drinks with others
- Disinfect common, shared household objects often

COMMUNITY LIVING POLICIES

For the safety of residents during this time, the following policies have been implemented for all Residential Life communities until further notice:

The pool at the Oaks is closed. It will remain closed until LSUA returns to normal operations or by approval of the Director of Residential Life.

Residents must wear a face covering whenever in a public area within a Residential Life community.

- Public area is defined as any location outside of the doorway to the individual apartment. More specifically, the door that displays the apartment number.

Guests are permitted in accordance with the following:

- Guests are defined as any individual who is not a contracted resident of the specific residence hall, suite, apartment, or room in question.
- **Phase 1** - No guests/visitation within Residential Life communities
- **Phase 2** - No guests/visitation within Residential Life communities
- **Phase 3** - Limited guests/visitation within Residential Life communities
 - One guest per resident.
 - Guests must always be escorted by host resident within the community.
 - Guests are limited to current Residential Life residents.
 - Visitation hours are 10:00 a.m. to 10:00 p.m.
 - No overnight guests.
- **Phase 4** - Limited guests/visitation within Residential Life communities
 - One guest per resident.
 - Guests must always be escorted by host resident within the

community.

- Guests who are not current residents must check-in and check-out via the community front desk.
- Visitation hours are 10:00 AM to 2:00 AM on weekdays and until 3:00 AM on weekends.
- No overnight guests.
- **Normal** - Return to standard Residential Life guest and guest visitation policy on pages 14-15.

Residents that exhibit any signs or symptoms of COVID-19 or that have been in close contact with someone who has tested positive for COVID-19 must contact a medical provider within one (1) business day and self-quarantine.

- Self-quarantine means not going into the public and/or interacting with other people.
- Resident must inform the Director of Residential Life that they are going into self-quarantine.

If a resident's health provider has confirmed or suspects that they have COVID-19:

- Resident must notify the Director of Residential Life via telephone that they are either in need of accommodations to isolate **or** that they are leaving campus to isolate.
- If the resident would like to report these findings to LSUA, please send an email to riskmanagement@lsu.edu.

Residents in isolation or quarantine will not be allowed to return to their normal on-campus assignment until released by their medical provider or appropriate medical authority.

- Resident must notify the Director of Residential Life via telephone prior to returning to their normal assignment

Residents will practice physical distancing and not exceed posted occupancy of community spaces.

Potential violations of these policies will be addressed through the Residential Life Student Conduct Process. If found responsible for violating the policies through the process, appropriate outcomes will be assigned to residents. Outcomes may include removal from on-campus living.

Oaks Housing Staff

The housing staff is a select group that works with the students to facilitate the housing program. The housing program has as its goal making a student's on-campus living experience meaningful and rewarding. The people filling the positions described below are available to assist you during your stay on campus.

Director of Residential Life

Coordinating the Department of Residential Life staff and programs is the Director of Residential Life. The Director is also over all billing and housing assignments for campus life located in the Residential Life Office in the Clubhouse. Students are encouraged to bring their ideas, concerns, and suggestions to the Director.

Hall Director

Living in each complex is a specially chosen residence hall director. The hall director is responsible for the overall operation of the community. This includes supervising and training of resident assistants and desk assistants; building management; and advising residents. The hall director reports to the Director of Residential Life.

Resident Assistants

RA's are undergraduate students and the primary resources for students living in the Oaks apartments. These students are selected on the basis of their concern for others, knowledge of LSUA, and scholarship. Some of the responsibilities of an RA are to provide educational programs, plan floor activities, serve as a role model to residents, provide individual advisement and counsel or refer to someone who can be of help, assist in general management of the hall, and explain, confront, and report violations of housing and/or policies and regulations.

Desk Assistants

Desk Assistants provide information and check visitors and guests into the residence halls during scheduled hours. If you are interested in becoming a Desk Assistant, check with your RA or Director to inquire about possible openings.

Residence Hall Association

Every resident at LSUA is a member of the Residence Hall Association. RHA is the official representative body of residential student thought and opinion. It is an organization whose purpose includes: promoting positive change in the community, improving the residence hall environment, and coordinating growth-producing activities between the halls. It is the group's responsibility to be the trouble-shooter for the hall residents and to investigate problem areas around the University.

Housing Policies

The Oaks Apartments offer one-bedroom, two-bedroom and four-bedroom units for students. A clubhouse, laundry facility, pool, and computer lab are available for students who reside here.

Housing Contract

Residents who do not read their contract often misunderstand and misinterpret their obligations. This can result in forfeiture of deposit, damage charges, termination fees, or other financial losses. It is very important that each student realizes that they have signed a legal contract to reside in an apartment for the academic year (August-May). The contract is an agreement between the student and the Department of Residential Life.

Apartment Check-In

Students may move into the apartment at the time specified by the official university calendar at the beginning of each semester. A student who enrolls must check into their apartment no later than 8 a.m. on the first day of classes; otherwise, the student will be considered a no-show and held to housing contract. However, if the student previously notified the University of their delayed arrival, every effort will be made to hold the assignment. The Department of Residential Life reserves the right, when necessary, to assign the late student to other accommodations.

Housing Deposit

A \$250 security deposit is required to apply for residence in an apartment. The deposit is not applied toward room payments, and is separate from consideration of the refund of room and board payments.

Procedures for Moving Out

A. The resident is obliged to notify the Department of Residential Life at least 24 hours in advance of the date on which the apartment is to be vacated so that a time may be arranged for a check-out inspection.

B. Check-out inspection will be made to determine the cleanliness of the student's room and the condition of the University owned furnishings.

C. Residents will be charged for (1) any damages to the apartment occurring during the term of their occupancy; (2) failure to properly clean the apartment prior to the check out inspection; and/or (3) lost keys.

D. Items or belongings left in a student's apartment will be stored for 15 days. If the student does not claim his possessions within that time period, it will be disposed of with the Department of Residential Life assuming no responsibility for this property.

Payments Rent

Residents may pay apartment rent in one payment or installments (Arranged with the LSUA Accounting Office). Non-payments will result in the eviction from the campus housing. Students who cannot make payments on time must see the LSUA Accounting Office to make other arrangements prior to the payment due date.

Your Complex and Apartment

Your apartment will be the center of your activities on campus. Not only is it a place to keep your belongings and sleep, but also it is a study area and a place where you can meet and talk with your friends. You may also share your apartment with one to three other students; therefore, you will need to plan together your times for study, sleep, and relaxation so that you will benefit from its use.

The clubhouse is a facility built with college students in mind. In the clubhouse you can find a TV surrounded with comfortable seating.

While the University wants you to make your apartment your home away from home, we also want you to help make sure there are no avoidable repairs to be made when you leave us at the end of your stay. Following are a few suggestions we've made to help you keep your apartment in good order and to help you save money. If you have any questions, please ask.

Furnishings

Each apartment is furnished for one to four occupants. The furnishings include: desks, chairs, couch, beds, chest of drawers, mirrored closets and a full kitchen. The University provides window blinds and ceiling fans. Residents provide their own linens, study lamps, pillows, and other personal items. You are expected to take responsibility for the furnishings and condition of your apartment. You will be charged for damages to your apartment. In addition, residents are required to take responsibility for the furnishings and condition of the common areas of the apartment. All original furnishings must remain in your apartment.

NOTE: To ensure proper ventilation, residents must keep items, including furniture, at least 24 inches from the air handler.

Items to Bring to your apartment

You are encouraged to hang objects in a manner that does not result in damage. Flammable items may not be hung from the ceiling. You will be responsible for damages to the apartment that result from the use of glue, Scotch tape, Plasti-Tac, or other adhesives that are used to attach items to the walls, ceiling, or woodwork in your apartment. When decorating your apartment you must meet the safety requirements and the housing guidelines regarding decorating. No pets are allowed in the apartments, with the exception of aquarium fish or other reasonable accommodations approved and verified for students with disabilities.

The following electrical appliances, which must be UL approved and in good condition, are permitted in your apartment: desk lamps, hair dryers, computers, stereo equipment, razors, typewriters, TV's, heating pads, radios, and clocks, and refrigerators, and George Foreman's.

Health and Safety Inspections

Housing staff will conduct health and safety inspections approximately every four to six weeks during the academic year. The purpose of the health and safety inspections is to maintain the health and safety of all on campus occupants. Special attention is given to the following areas: overloading electrical circuits, frayed or misuse of extension cords, use or storage of combustible or flammable materials, use of unsafe room decorations (candles, incense, etc.), violation of smoking policy, and inadequate room trash disposal.

Notification of upcoming health and safety inspections will be posted at the clubhouse. Any resident requesting to be present during the health and safety inspection of their rooms should contact the Resident Director to arrange a time for the inspection. Residents found to be in violation of health and safety guidelines will be given written notification of the violation and asked to correct the violation. Any unsafe items that are not removed after written notification will be subject to confiscation. Confiscated items will be returned to the resident at the time of apartment check out.

The University also reserves the right to (a) enter and inspect the room and apartment assigned to the resident, and (b) enter the assigned apartment and room and inspect the possessions of the resident if reasonable cause exists to believe that the student has violated University rules and regulations or state or federal laws or has compromised the health and safety of themselves or others.

Maintenance

All maintenance in the apartments and public areas is handled by the LSUA maintenance staff. You may request repairs on a work order through your RA. Maid service is not provided, therefore, students are expected to maintain clean, healthful conditions in their rooms and in public areas.

Personal Property

The University assumes no responsibility for loss or damage to any resident's personal property from any cause. The University strongly recommends to the resident to obtain insurance coverage by purchasing a renter's insurance policy or verifying that coverage is available under their parent's homeowner's insurance policy. The University does not provide insurance for personal property.

Personal Safety

Safety on campus means protecting people and property. LSUA's campus is a great place for students to learn and grow. But like any other community, LSUA can have its share of accidents, crimes, and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings, and fellow students.

Campus safety depends on everyone, including you.

Protect Yourself

KEEP YOUR DOOR LOCKED! Leaving it open for one minute is an invitation to robbery or attack.

- **Always** lock your room when you go to bed at night. Even if you take a short nap during the day, make sure the door is locked.
- **Always** find out WHO is knocking before you open the door.
- **Never** leave doors propped open (your room door or the outside doors in your building).

KEEP YOUR KEYS SAFE!

- **Don't** lend your key to anyone.
- **Don't** leave keys lying around in your room.
- **If** your key is lost or stolen, report it to your hall staff. Your lock will be changed, and you will receive new keys and will be billed for the re-key.

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Living with Your Roommates

One of the most important people in your University experience is your roommate(s). Your roommate(s) can be the source of either deep friendship or chronic aggravation, depending on the relationship you form. Having a good relationship with your roommate(s) takes effort. Just as you are partially responsible for the community on your floor, you can help determine how positive your relationship with your roommate(s) will be.

Moving in is a time of excitement and planning. This is the perfect time to discuss with your roommate what your expectations are of each other and of the room environment. Take time to discuss with each other your expectations and room environment. Before talking about any kind of guidelines or expectations, it is important to recognize the rights that both of you have as members of your community.

It is important to note that the common area is a private space that should be shared equally by all roommates. As a responsible roommate, it is not appropriate to engage in any activity that would deny your roommate access to any of the common area including the kitchen, or make him/her feel uncomfortable while in the room. The secret to being successful roommates is having open and honest communication.

When one roommate has a friend or friends visiting, it should always be with the consent of the other roommate(s). When this isn't happening and roommates cannot figure out how to confront the problem, we suggest involving your RA or Hall Director. Please be aware that if roommates are not able to come to a solution, or should one roommate continue to exhibit behavior that is inconsiderate or inappropriate, the residence hall staff may take further action to resolve the conflict.

Resident Bill of Rights:

- . read and study free from undue interference in one's residence.
- . sleep without undue disturbance from noise, guests or roommates, etc.
- . respect of personal belongings.
- . personal privacy.
- . host guests who respect the rights of your roommate and other community residents.
- . be free from intimidation, physical, and/or emotional harm.
- . free access to one's apartment without pressure from a roommate.
- . expect any and all grievances will be discussed in an atmosphere of openness and mutual respect, and to involve a housing staff member in the discussion, if desired.

When talking about expectations, it is best to be specific. This will be helpful if questions or new issues arise later.

Some areas it is helpful to have common agreement about include:

- Study time in the apartment.
- Music - what kinds you like, when it can be played, what is too loud.
- Borrowing or using each other's possessions (TV, stereo, computer, personal items).
- Cleanliness - who does what chores and how often.
- Habits - early or late riser, how social you are, etc.

Remember to contact your RA if you need assistance, and to consult this handbook for policies that apply to all living areas.

Services

Cable TV

Each apartment is equipped with cable TV. Residents may contact Sudden Link for premium services. Students are responsible for the monthly charges of services beyond the service that is provided.

Custodial Services

It is the responsibility of each student to keep his/her room in a neat and clean condition.

There are trash dumpsters located on complex grounds into which you should empty wastebaskets.

Trash must be placed inside a dumpster not on the ground beside it. If the dumpster is full, find another dumpster.

Health

LSUA Health Center, located on first floor of Coughlin Hall, is open from 9:00am – 3:00pm Monday through Friday. Students who are ill should try to visit the LSUA Health Center during these hours. You should call ahead at (318)327-0010.

During those times when the LSUA Health Center is not open, apartment students should report to their resident assistant or hall director if they become ill and need attention. If it is a health emergency and requires immediate attention, please call 911 immediately.

Laundry Facilities

Washers and dryers are provided in the Clubhouse for respective resident's use. Non-residents are prohibited from using these facilities.

Mail

All mail is delivered to the front office in the clubhouse. When a student receives mail, an email will be sent to their LSUA email from a staff member. When the email is received the student will be permitted to come to the window to collect their package. All students must have their LSUA ID in order to collect their package.

Each student's mailing address follows the format below:

Student Name

Apartment #

8223 Acorn Drive

Alexandria, LA 71302

Rules and Regulations

All of the following policies are in effect unless the Coronavirus Community Standards provide different guidelines.

The University reserves the right to have authorized personnel enter student housing for the purposes of determining general cleanliness of rooms, to determine the amount of damage and general misuse of University property, to make repairs, to maintain the general order and security of the Oaks, and to conduct other official business. Discretion will be used at all times. Whenever possible, the room will be entered when the student is present.

In signing the contract, the students agree during the term of their occupancies in LSUA Residential Life to comply with the rules and regulations of the LSUA and of the Department of Residential Life relative to preserving order and maintenance of student status. The general rules and regulations are printed in the LSUA Catalog, the LSUA Code of Conduct, and State of Louisiana and Federal Statutes apply to students and the University.

The University reserves the right to terminate the contract by written notice if the student fails to comply with the conditions of the contract.

Alcohol

In the State of Louisiana, the legal age for possession and/or consumption of alcohol is 21. Residents and guests under legal age, who consume, possess, buy, serve or sell alcoholic beverages, or individuals who sell to or serve minors are in violation of both state law and University policy.

Alcohol-related conduct impedes building a strong community within our residence halls as it infringes upon the rights of others to a quiet, orderly living environment. Consumption of alcohol, legal or otherwise, neither removes nor absolves a resident from their responsibility to observe University regulations. A resident may be immediately removed from Housing if they violate the alcohol policy or if they pose a danger to self, others or the environment when under the influence of alcohol.

Alcoholic beverages and non-alcoholic beer are not permitted in the pool area, even if a resident is 21 years of age or older. Designated “dry” areas include: Pool, Clubhouse, The laundry room, Vending room, and any public space around the Oaks Residence Hall.

21 and older residents, who are of legal drinking age, may possess or consume alcohol in the privacy of their room/suite/apartment. This excludes exterior areas -- such as apartment balconies, the breezeways or building courtyards.

Residents of these Housing areas are prohibited from storing alcohol that belongs to others. If all of the residents in one suite or apartment are under the legal drinking age, it is considered a “dry zone”. No one, including of-age guests, may possess or consume alcohol.

Residents not of legal drinking age in these environments may not possess or consume alcohol, but may be present in the room. Guests of non-legal drinking age residents may not possess or consume alcohol in the room/suite/apartment.

Any device used to contain or consume large amounts of alcohol is not permitted in any room or area of University own housing. This includes but is not limited to: kegs, beer balls, beer taps, alcohol vaporizers, funnels, beer/alcohol pong, bong, etc.

Alcohol games (e.g., beer pong) are prohibited in residential areas.

Alcohol related paraphernalia, alcoholic beverage containers, and packaging are not permitted in “dry” rooms or any common areas. Alcohol related materials may not be used as decoration in any Housing area. This includes but is not limited to: decorative wine glasses, solo cups, beer caps, etc.

Possession of open containers of alcohol (including alcohol contained in cups, bottles, etc.) or consumption of alcoholic beverages in public areas, such as parking lots, balconies, courtyards, and residence hall breezeways is not permitted.

Appliances

Care should always be taken not to overload electrical circuits. Residents should not connect multiple extension cords or leave appliances unattended under any circumstance. Always unplug appliances after use and follow the proper use guidelines.

Approved Appliances:

Refrigerators less than 4.5 cubic feet and microwaves less than 1500 watts are permitted.

2-bedroom apartments are limited to two microwaves and two mini-fridges per unit as they come equipped with a full size refrigerator.

Small appliances without exposed heating elements are permitted in student rooms with proper usage.

Toasters, toaster ovens and George Foreman grills are permitted in the residence halls, residents can use them in their kitchen ONLY. Toasters, toaster ovens and George Foreman grills found plugged in within student rooms may be documented.

Appliances that are Not Permitted:

Any appliances with an open flame, open heating coils or open heating element is not permitted including, but not limited to: burners, griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers, and smoke machines.

Charcoal and gas grills are not permitted to be used or stored in any of the housing areas including balconies and breezeways. Students may utilize the charcoal grills located within the various housing areas and on campus at their leisure. Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

Other Restrictions:

Rewiring of student rooms is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.

Residents and guests may not leave cooking food unattended in rooms, kitchens or grilling areas.

Babysitting

For reasons of safety and liability, minors cannot be brought to the residence halls for the purpose of babysitting.

Bicycles

Residents are permitted to store their bicycle in their room/apartment with roommate consent. For safety concerns, bicycles may not be hung in or around any room, suite or apartment

Bike racks are available in the breeze ways of the buildings. Bicycles may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles or on landscape vegetation (i.e., trees, bushes, etc.). Bicycles may be removed from such areas by the Oaks staff and a \$25.00 removal fee will be charged to the owner of the bicycle. The Oaks staff is not liable for damage or loss of any bicycles.

Building Exterior, Roofs, Ledges, and Windows

Posting of unapproved signs, erecting of antennas/aerials/satellite dishes, or any other objects, on the exterior of buildings is prohibited. Residents are not allowed on roofs or allowed to climb up the sides of

buildings or to be on the ledges of the buildings. Nothing is to be placed, stored, affixed, or exhibited on the ledges or windows of the buildings. Nothing is to be thrown, dropped, or spilled from roofs, ledges, windows, or balconies.

Candles and Incense

Candles with or without a wick, wax warmers, and/or incense are not permitted to be used, stored or serve as decorations in rooms or apartments for fire safety purposes. Other options are air freshener sprays, portable home fragrances, and plug in scents.

Cleanliness

Residents are required to keep their assigned residential space in a clean and sanitary condition. Residential rooms will be inspected periodically by OAKS staff notice of these inspections will be advertised via email to the student LSUA Email. Advanced notice of these inspections will be issued at a minimum of 48 hours prior to the inspection. The Department of Residential Life reserves the right to inspect an apartment with little to no notice.

Cohabitation

Cohabitation is not permitted. Cohabitation is defined as: the housing of authorized or unauthorized individuals in the resident's apartment or room for more than three (3) consecutive days, or the sharing of a housing space by individuals including storage of another's belongings in one's room.

Courtesy hours

Courtesy Hours are enforced 24 hours a day. Residents' noise level should not interfere with the academic pursuits of others in the residential community. A student's right to quiet overrules another student's right to make noise.

Damage

Students are responsible for the condition of their apartment. The check-in sheet should be carefully read and signed when you move in because this form is used to determine damages that occur during the year. If damage other than normal wear and tear occurs, students will be charged for repairs. The condition of public areas is the responsibility of all students. Please help maintain the areas by treating them with reasonable care. Damages that occur in public areas should be paid for by those persons doing the damage. If the responsible person(s) are not identified, then the damage costs will be divided between the residents of the apartment. You can help keep your costs down by encouraging others to respect public areas and to assume responsibility for their own actions. If prorated charges are not made and damages continue, the inevitable result is that all students suffer.

Dangerous Materials and Weapons

The possession and/or use of firearms, weapons, and dangerous materials for use or decorative purposes is not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing.

Dangerous Materials are defined as, but not limited to: ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches and dangerous chemicals) or other dangerous articles or substances.

Decorations

Residents are encouraged to decorate their rooms and apartments in a way that are pleasing and comfortable to them. However, residents are encouraged to be respectful of roommates and community members when decorating. In the event of a resident complaint over a roommate's decoration, the Department of Residential Life will attempt to accommodate both parties and help to avoid conflict. This may include splitting up roommates into separate residences; however, the Department of Residential Life reserves the right to take down, remove, and hold the student accountable if the decorations are deemed to be harassing in nature or targeting a specific person.

Please refer to the guidelines below when personalizing your space.

Extreme care should be taken when hanging posters and/or pictures. Use of 3M command strips and/or blue painters tape is encouraged to prevent wall damage. Command strips and such products should be left in place during the move-out process.

1. The use of paint, paper, chalk, or contact paper is not permissible on any surface in your residence hall. Staples or nails on doors, walls, ceilings, closets or any other surface are not permitted (i.e., cannot mount bicycles or skateboards).
2. Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans or room light fixtures at any time or fashion.
3. Live or cut trees are not permitted in resident rooms or apartments.
4. Smoke machines and strobe lights are not permitted.
5. Carpet may not be affixed to the floor surface.
6. Windows and the exterior of doors should be kept free of writing, signs, stickers, window clings and other personal possessions and window or door accessories.
7. Items may not be affixed to floor or ceiling (e.g., dancer poles). The Department of Residential Life must deem items as safe and not potentially damaging housing property.
8. No type of room divider (fabric or otherwise) should obstruct access or view of a student room and/or the entrance/exit to a student room.

Decorating of clubhouse lobbies, bulletin boards or lounge areas is not permitted without prior approval from Residential Life staff.

Disorderly/Disruptive Behavior

Maintaining a community environment conducive to learning, academic success, good citizenship and positive relationships is dependent upon the cooperative efforts of the community members. Any student, who interferes with the rights of others, disrupts the community and/or damages property is subject to disciplinary action. We will not tolerate or ignore any form of behavior pertaining to harassment, intimidation, threats or physical abuse.

Disorderly and/or disruptive behavior includes: physical abuse, intimidation, inappropriate behavior or a pattern of behavior (either in a succession of closely related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals, animals, the community, causes physical damage to property or interferes with the normal functioning or safety of the community.

Doors/Locks

For personal and communal safety, residents are expected to lock their doors upon entering and exiting their assigned space. Attempting to gain entry without key access is not tolerated in the residential communities. If doors are found unlocked, University staff reserve the right to secure any doors in the residential communities. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents the locking or unlocking of doors.

Blocking exits (doors or windows) is not permitted and may result in immediate removal from Housing. Locks may not be added on any doors in rooms/apartments, nor may they be changed or replaced.

Fire doors, breezeway doors, room doors, or any other exterior doors may not be propped open in any area.

Drugs

The possession, distribution (i.e., delivery and sale) and/or use of controlled substances, illegal drugs and prescription drugs without a prescription are illegal and grounds for criminal prosecution and may result in immediate removal from Housing.

Drug paraphernalia, such as hookahs, pipes, bongos, grinders and rolling papers are not permitted in the residential communities.

Depending on the individual circumstances that constitute the violation of this policy, including the suspicion of drug use based on odor, the University is prepared to take disciplinary action up to and including expulsion from the University

Emotional Support Animals

Assistance Animal Approval and Registration: An Assistance Animal may be permitted to reside in a University Residence Hall/Apartment with its student partner only after the student partner has submitted required forms and received written approval by LSUA's Department of Disability Services.

SSD Coordinator Office of Services for Students with Disabilities

8100 Hwy 71 South

Alexandria, LA 71302

Phone: 318.427.0137

Fax: 318.473.6580 Email: disabilitiesservices@lsua.edu

Office Hours: Monday — Friday (8:00 a.m. — 4:30 p.m.)

An Assistance Animal will be approved for an individual provided the following conditions are met:

- The person has a documented disability as recognized by the Office of Disability Services.
- The Assistance Animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable.
- There is an identifiable relationship or nexus between the disability and the assistance the animal provides.
- All required forms are submitted to the Department of Residential Life.
- LSUA's Department of Disability Services provides approval of the request.
- The Assistance Animal does not impose an undue financial and/or administrative burden.
- The Assistance Animal does not alter an essential element of the University housing policies.
- The Assistance Animal does not pose a direct threat to the health and safety of others nor is there a reasonable basis to believe the animal could potentially cause substantial property damage to the property of others, including, but not limited to, Residential Life property.

Residential Life may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the Assistance Animal is necessary to accommodate the disability of the student partner.

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would evict another individual from individual housing (e.g., serious allergies);
3. The animal's presence otherwise violates another individual's right to enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed a direct threat to the student partner or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the student partner or others.
7. The animal causes or has caused damage to LSUA's Residential Life property beyond what is normally considered reasonable wear and tear.

Required Forms

Requests for Assistance or Service Animals in LSUA's residential facilities are made by completing the following and submitting to the Department of Residential Life:

1. **Registration:** Complete the Assistance and Service Animal Registration Form.
2. **Verification of a disability and accommodation request (Assistance Animal only):** Attending healthcare provider for the disability must complete the attached Assistance Animal Disability & Accommodation Verification Form.
3. **Veterinarian Verification Form:** Veterinarian must complete the attached form, which may then be submitted by the student partner.

4. **Personal Attendant Agreement Form:** If applicable, personal attendant must complete the form and the student partner submit.
5. **Roommate Acknowledgement Form:** This form is to be completed if the roommate is known; otherwise the form will be forwarded to the student partner's roommate(s) for completion prior to finalization of assignments.

Process

The student must complete and submit all of the necessary forms listed above to the Department of Residential Life. Upon receipt of all required information, Residential Life will forward the documentation to the appropriate persons for further review and required approval.

Assistance Animal Request: Disability Services will retain the Assistance Animal Disability & Accommodation Verification form in its files. If the request is approved, the Office will sign the Assistance and Service Animal Registration form and return all remaining original forms to Residential Life for final approval.

Equipment

Equipment for this facility can be checked out by any student when the clubhouse is open.

The following applies to equipment checkouts:

- Sitting, leaning or placing items on any of the pool and shuffle board, foosball or ping pong tables is not permitted.
- Damage or loss to games or equipment could result in charges to the student for repair or replacement.
- Beverages and food should not be placed on top of gaming equipment

Failure to Comply

Failure to comply is defined as the refusal to cooperate with the request of any University staff member (including student staff and professionals). The request may be communicated by word, letter or through email.

1. Providing false information, withholding information, or providing misleading information to any University staff.
2. Acting on behalf of another person, group or the University without authorization or prior consent.
3. Cursing, yelling or making obscene gestures toward staff.

Fire Safety

Removing or interfering with the use of fire safety equipment, such as fire extinguishers, sprinkler systems and smoke detectors, is a third-degree felony under Louisiana state law and is prohibited. Falsely setting off fire alarms is prohibited by Louisiana State Law, and is a misdemeanor. Any damage to University property due to resident activating or tampering with a fire alarm may result in restitution fees associated with the damage caused by their actions.

Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from Housing.

During fire alarms, students and guests **MUST** leave the building immediately and report to designated safety locations. Students are not to re-enter the building until the Residential Life staff or the University Police Department give permission to re-enter. Students and guests failing to vacate, or returning before cleared by OAK Staff or UPD are subject to disciplinary action and/or a fine. Staff may enter student rooms during fire alarms to confirm evacuation.

Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers and door alarms) places the lives and safety of fellow students in danger.

Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately

Fires setting a fire or setting fire to any university or personal property is not permitted. The only exception is grilling in the grills provided by the Oaks Apartments.

Furniture

Residents are responsible for furnishings provided in their room and apartments. Furnishings may not be removed from assigned locations or placed in the breezeways. Students can add to the furnishings of their rooms. Students should be mindful of space limitations and safety concerns. Waterbeds, pools and Jacuzzis are not permitted. No storage for unwanted furniture is available. Residents will be held responsible for furniture returned to its original position prior to checkout. No furniture may leave the premises at any time.

Gambling

Gambling is prohibited in the Oaks Apartments or the grounds surrounding the Oaks Apartments.

Guest Conduct

Residents are responsible for the conduct of their guests while on University Apartments property, immediately adjacent areas, or at University Apartments sponsored activities. This is true when guests are there by the resident's explicit invitation and also when the guests are present simply with your acquiescence to their presence. Upon request, any guest is required to truthfully identify him/herself to any University staff member.

The cost of repairing any damage to University property caused by a guest of a resident will be charged to the resident.

Guest Policy

- Guests are only permitted during designated visitation hours
- Guests must be 18 years of age or older.
- The host is responsible for their guest and the actions of their guest.
- Guests must call their resident host from outside the building in order to gain entry. The resident host must escort their guest in the residence area/apartments at all times.
- The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have a guest. The host must have verbal agreement from their roommate(s) to have a guest.
- Guests may use only appropriately designated restrooms.
- Registered sex offenders are never permitted to visit the residential areas.
- Any violation of these policies can result in loss of visitation privileges and/or immediate room change.
- **Overnight guests**
 - Overnight guests must be registered at least 24 hours in advance through the Oaks office. Resident must have written consent from all roommates before guests will be permitted to stay overnight.
 - Overnight guests will be permitted on Thursday, Friday, and Saturday nights only. Only one guest at a time will be permitted.

Harassment and Endangerment

Behavior and actions that create an unreasonably intimidating, hostile, or offensive, living, educational or work environment for another person or group is not permitted. Behavior and actions that intimate, threaten, or harm the health, safety, or welfare of another person, group, or animal is not permitted. Students and/or guests who intimidate, threaten, or harm the health, safety or welfare of another person, group, or animal will be charged through the University/housing conduct system.

Hazing

Hazing by any club, group, organization or individual is strictly forbidden. Hazing includes “any act that injures, degrades, disgraces, any fellow student or person.” Pledging activities are prohibited.

Highway Signs

Possession of road signs is a violation of state law. Discovery of such signs will result in referral to the Department of Residential Life and/or Department of Student Engagement.

Identification

Residents and their guests are required to carry a LSUA ID card or another picture identification card at all times. This ID must be presented upon request of a University staff member.

Illegal Occupancy

Illegal Occupancy is not permitted. Illegal Occupancy is defined as: the housing or allowing any person that is not assigned by the Department of Residential Life to stay in a bedroom or common area of the apartment beyond the timeframe outlined by the guest policy.

Keys

Keys are distributed to each resident, which grants them entry to specifically assigned areas. Keys should only be in the possession of the resident to whom they are issued and should not be given to anyone else for any reason.

A lost key can result in a serious security problem for the residents of an apartment. For this reason, each time a student reports a lost key, the University changes the lock and makes new keys for the residents of the apartment. The student is charged for the replacement of the apartment key. This charge covers the cost of the core, labor, and new keys. The charge must be paid to the Business Office before the service will be provided. The fee is non-refundable. Students losing front door keys will be charged for the replacement key. This fee is also non-refundable.

Laundry

Laundry facilities are for residents’ use only.

Lighting

Lamps and lighting should be UL approved. Halogen lamps, lamps with plastic shades, medusa style lamps and strobe lights are considered fire hazards. Storage or use of these or similar devices are not permitted.

Litter

It is the resident’s responsibility to dispose of trash in the dumpsters around the Oaks Apartments. Residents who leave trash outside their apartment door or landings will be charged for each bag according to the following schedule:

First offense	\$50.00/bag
Second offense	\$100.00/bag

More than 2 offenses could result in removal from the Oaks Apartments.

Additionally, litter found around the dumpster will be searched for its origin and the owner will be fined.

Lockouts

Residents are given one complimentary lockout per semester or summer session for room or common area access. A lockout fee of \$25 will be assessed to the resident’s student account each time thereafter.

Loft or Furniture Elevation

Lofts or the elevation of furniture by use of wood, cinder blocks, bed risers or any other materials are not permitted in any room or apartment

Loitering

Loitering in or around the Oaks apartments or parking lots is not permitted. Students should enjoy living in the Oaks, but loitering causes noise and trash problems. Residents who loiter will be fined \$50.00 for each incident. After three incidents the resident will be removed from the apartments.

Mobility Devices (non-service) and Motorized Vehicles

In an effort to promote safety in our community, non-service mobility devices (e.g., skateboards, hover boards, Segways, balance wheels, rollerblades, bicycles, motorcycles, scooters, or other self-balancing two-wheeled scooters, etc.) are not to be ridden near the entrances and exits of the residential areas.

Motorcycles, motorbikes, scooters and any other motorized vehicle must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense. Riding or storage of motorcycles, scooters or other motorized vehicles in residential courtyards and enclosed areas is not permitted.

Moving Furniture

Apartment furniture is not to be moved from one apartment to another or placed outside an apartment. All apartments are furnished and the furniture must remain in its designated location. Residents are responsible for missing furniture in their apartment.

Obscene Matter

Public display of "obscene matter" is prohibited anywhere on campus, including Oaks apartments. The University reserves the right to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the University. "Public display" and "public view" includes the outside of apartment doors, windows facing out, and bulletin boards.

Outdoor Recreational Space (volleyball, basketball courts)

Outdoor recreational space within the housing areas is intended for use by residential students only. All outdoor equipment should be used as intended without intentional abuse (hanging from volleyball net, hanging from basketball rim, etc.)

Regardless of location, outdoor recreational spaces close at 11 p.m. Residents should discontinue use of the outdoor recreational facilities.

Painting

Spray paint is a hazardous item which is not allowed to be stored in student rooms. Should spray paint be used without following appropriate procedures the offending party will be assessed a fine of \$500 plus the cost to remove any paint overspray or droppings that spread to nearby surfaces.

Personal Belongings/Possessions

LSUA and the Department of Residential Life assume no responsibility for the protection of any student possessions. All losses are the responsibility of the student. Items left in an apartment when a student changes apartment or moves out of the complex will be stored for one week and the student will be notified. Property not claimed within one week will be disposed of with the University assuming no responsibility for this property.

Pets (*Also See: Emotional Support Animals, Service Animals, and Wildlife*)

With the consent of your roommate(s), you may have a non-aggressive fish, in no more than a 4-gallon tank. Other service animals, emotional support animals, and/or wildlife must be registered and approved with Residential Life prior to being brought to campus.

Pets or other OAKS unapproved animals may not visit the residential community at any time. This includes rooms, courtyards, hallways, Clubhouse, etc. Cost associated with the possession of an illegal pet (i.e., damaged furniture, cleaning, pest control) will be charged to the responsible individual(s).

Pool

The Department of Residential Life provides the Oaks Clubhouse, as an amenity to residents. As such, residents using the pool should treat it with respect for others to use in the same manner. 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.

Residents who jump the pool fence will be fined \$200.00 each incident and charged any damages found around the pool area.

Please be sure to not damage any of the pool equipment during your time in the pool (hanging on nets, destroying property, etc.) and also follow these rules:

1. The Oaks Clubhouse is available for LSUA students and accompanied guests only
2. No lifeguard on duty, swim at your own risk
3. No smoking in the pool or surrounding deck area
4. Shower before entering the pool
5. No person under the age of 17
6. Proper swim attire required at all times
7. No glass or animals in the pool or on the pool deck
8. Persons under the influence of alcohol or drugs may not use the pool
9. No running or horseplay in the pool area
10. Pool furniture must remain on the pool deck
11. Residence Life policies are in effect
12. NO DIVING or flips
13. Prolonged breath holding is dangerous and strictly prohibited
14. No chewing gum
15. Exit the pool if thunder is heard or lightning is seen
16. Persons with open wounds are not permitted in the water

Projectiles

The use and/or possession of slingshots, water guns, water balloons or other related items are not permitted without approval from Residential Life professional staff member.

Throwing or dropping objects from windows, balconies, stairways, etc., including water, food or trash, is not permitted.

Quiet Hours

While we encourage residents to express themselves in their rooms, please be courteous to members of our residential communities. Disruptive behavior and activities, such as yelling, loud music, or excessive noise from a sound system, do not promote an environment that fosters social engagement or academic excellence. Students and their guest(s) may be asked to leave common areas if they are being disruptive.

Sunday – Thursday 11:00 p.m. to 10:00 a.m.

Friday – Saturday midnight to 10:00 a.m.

Quiet hours are enforced during the times listed above, regardless of holidays or semester breaks. During examination periods, quiet hours will be enforced in a 24 hour cycle to ensure other students, who are preparing for final examinations, are not disturbed.

Railings, Roofs and Stairwells

Any form of presence (e.g., sitting, standing, climbing, jumping from or hanging) on railings, stairwell or roof is not permitted. Items may not be hung that obstruct the view or access to the balcony.

Clothing should be dried via a dryer in a laundry room or on a clothing rack which should be placed in your room/apartment. Under no circumstances can a clothing line be constructed outside your room/apartment. This includes, but is not limited to: balconies, courtyards and/or railings.

The Oaks at LSUA residents need to keep the breezeways free of clutter. The following items are **not permitted in the breezeways/ staircases**:

1. Electric lights--including holiday lights added to the balcony or railings
2. Housing furniture including chairs, dressers, mattress, etc
3. Anything displaying alcohol or drug logos or promoting drinking or drug use
4. Shower curtains, blinds, extension rods or curtains
5. Storage bins, units or containers
6. Hanging clothes (swim wear and beach towels are allowed, but not hung from light fixtures)
7. Pets (including fish)
8. Trash, garbage cans, cardboard boxes and recycling
9. Appliances (refrigerators, microwaves, grills, etc.)
10. Tools or automotive supplies including tires and tire rims
11. Mops, brooms or cleaning supplies
12. Live or cut trees and dead plants
13. Wood -- including broken housing furniture, art projects, etc
14. Exercise equipment
15. Personal items
16. Other items deemed inappropriate or improper by Residential Life staff or that block doors or windows.

Upon notification the item(s) requested must be removed immediately. Residential Life staff has the right to enter an apartment and remove item(s) from the windows in the absence of the resident(s) if necessary.

Recreation around apartments

Organized athletic activities should be conducted on the athletic fields to avoid disturbing residents and causing possible damage. Not playing baseball or catch around the apartments will curb accidental window breakage.

Repairs to Apartment

If during the course of the year, you find that your apartment needs some repairs, contact your RA and report the specific repairs that need to be made. If, after a week, the repairs are not completed, contact your resident director.

Restricted Areas

Areas in the residential community that are restricted and not for general student use include: electrical/mechanical closets, air conditioning units, cable units, maintenance break rooms, and storage rooms. Students are also not permitted on any roof or overhang

Room and Roommate Changes

The Hall Director and RA's are always available to help with roommate problems. If it is evident that you and your roommate(s) cannot live in peace and harmony, you should contact the Department of Residential Life, who will assist you in securing an apartment change, if space permits.

It is required that you contact and get official permission from the Director of Residential Life to complete the necessary room change forms before you move.

Safeguarding

One of the problems which occurs when large numbers of people live together is that of theft. It is wise not to keep large amounts of money or objects with great monetary or sentimental value in your room. Items which you do bring should be marked, and where possible, the serial numbers recorded. Always lock your apartment. In the event something is missing, contact the resident director and the LSUA Police Department (318-473-6427) immediately.

Sales, Solicitation, Canvassing and Chalking

Door-to-door solicitation, sales, surveys, canvassing, distribution of flyers or leaflets are not permitted within the residential community. Flyers and other forms of publicity, such as chalking, may not be distributed or displayed without the consent of the Director of Residential Life or designee.

Students may not engage in any sales or business activities in their room or within any public area of the residential community.

Screen Removal

Window screens are not to be removed. This is necessary to keep insects out, keep windows cleaner, provide some security on lower floors, and prevent objects from going in and out of windows. Screens that are removed from room windows will be replaced by maintenance personnel and a \$20 charge will be assessed each room resident. Additional damage charges may also be assessed.

Self-Inflicted Harm

We value the success of each of our students. Referral for a mandatory assessment and/or behavior contact may be required when residents endanger themselves due to misuse of prescription/over the counter drugs, and other harmful substances. Acts of self-mutilation or any behavior intended to hurt themselves is also grounds for a mandatory assessment.

Service Animals

Disability Services will review the request and return all original forms to Residential Life for final approval.

The Department of Residential Life will provide a decal for the room/apartment door once an animal has been registered.

Smoking and Vaping

Smoking and vaping are not permitted in any of the residence hall rooms, apartments and facilities, including the Oaks Clubhouse, courtyards, breezeways, stairwells, balconies, lounges, patios, etc.

Please refer to the University Smoke-Free Campus Initiative policy
<http://chancellor.lsua.edu/docs/defaultsource/Policies/policystatement272.pdf?sfvrsn=4>

LSUA's campus is considered a smoke-free environment effective August 1, 2014.

Smoke Detectors

All apartments are equipped with a smoke detector. Do not place any decorations or furniture near these devices as that impairs the operation of the unit. If you hear a smoke detector alarm, contact the Resident Director or your RA. Tampering with detector or battery will result in the following:

- First Offense - Written
- warning Second Offense - \$25 fine
- Third Offense - Dismissal from the LSUA housing

Social Gatherings

Due to student safety and shared residential space, the number of people allowed in a room/apartment, including residents of the room/apartment, must be limited as follows:

<u>Unit</u>	<u>Maximum Occupancy Allowed</u>
1 bedroom Private	3 people
2 bedroom private	6 people
2 bedroom value	6 people
4 bedroom private	8 people

4 bedroom value 8 people

Approved and advertised Residential Life events are not subject to the above conditions. Requests for space use can be submitted at least 5 business days in advance to reslife@lsua.edu

Solicitation

Solicitors and salesmen of any kind are not permitted on the Oaks apartment grounds unless they have written permission from the Director of Residential Life. Printed material may not be distributed under a student's door. This policy applies to all campus organizations, as well as, off-campus groups or individuals. Unauthorized solicitors should be reported to your resident director IMMEDIATELY!

Theft

Possessing and/or displaying stolen property is not permitted. This includes any business, highway, city, state, community or University sign or property that has been illegally obtained.

The University is not responsible for loss of or damage to student property.

Theft of personal property should be reported immediately to the University Police Department.

Tornadoes

The following guidelines are suggested for use in the event that tornado warnings are issued for Rapides Parish or surrounding area. Tornado warnings are issued when a tornado cloud has actually been seen; a tornado watch is ordered when weather conditions are such that a tornado could occur. Action should not be taken on the basis of unconfirmed rumors. Fire alarms will not be used under any circumstances to notify residents of tornado activity. In the event of alarm residents should leave their apartment and other areas with windows. Residents should take shelter in protected areas away from the exterior and upper floors of the building. Doors to apartments should be closed.

Suggested areas of shelter are interior hallways, basements, etc. Individuals should remain within the building.

Trash *(Also see litter)*

It is the resident's responsibility to dispose of trash in the dumpsters around the Oaks Apartments. Residents who leave trash outside their apartment door or landings will be charged for each bag according to the following schedule:

First offense \$50.00/bag

Second offense \$75.00/bag

Third offense \$100.00/bag

More than 3 offenses could result in removal from the Oaks Apartments.

Trespassing and Banned

Guests, residents or individuals who are not authorized, licensed or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so.

Illegal attempts or entry to any space in the residential community besides your assigned room are not permitted.

Residents are not permitted to host persons under a trespass/banned notice. Individuals under trespass/banned notice found trespassing will be arrested on sight

Updates to Community Guide

The Department or Residential Life may need to update or adjust any policies throughout the year. Any changes made will be added to the Appendix section with the date the policy went in to affect and how residents were notified.

Vandalism

Students who vandalize property on University premises will face disciplinary action and will be charged the full cost of a repair and/or replacement.

Visitation

VISITATION POLICY Residential communities have open room visitation with suite/apartment/roommate consent. The Visitation policy is a shared responsibility between the residents of a community and community staff. Students are encouraged to address violations in their area.

Visitation Hours:

10:00am – midnight on Sunday – Thursday

10:00am – 2:00am on Friday and Saturday

Guest Policy

- Guests are only permitted during designated visitation hours
- Guests must be 18 years of age or older.
- The host is responsible for their guest and the actions of their guest.
- Guests must call their resident host from outside the building in order to gain entry. The resident host must escort their guest in the residence area/apartments at all times.
- The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have a guest. The host must have verbal agreement from their roommate(s) to have a guest.
- Guests may use only appropriately designated restrooms.
- Registered sex offenders are never permitted to visit the residential areas.
- Any violation of these policies can result in loss of visitation privileges and/or immediate room change.
- **Overnight guests**
 - Overnight guests must be registered at least 24 hours in advance through the Oaks office. Resident must have written consent from all roommates before guests will be permitted to stay overnight.
 - Overnight guests will be permitted on Thursday, Friday, and Saturday nights only. Only one guest at a time will be permitted.

Waterbeds

Because of their extreme weight, waterbeds are not allowed in the apartments.

Weapons

Conduct which endangers the safety of the residential community is prohibited. Residents are not permitted to have weapons of any kind (including BB guns, air guns, pellet guns, paintball guns, explosives, dangerous chemical, metal knuckles, spring blade knife, or other dangerous weapons) on campus. It is unlawful and against policy to exhibit or display any weapon capable of producing bodily harm in a manner which intimidates another person or warrants alarm for safety of another person. "Look-alike" weapons (e.g. toy guns that look like real weapons) are also prohibited on campus. Possession of weapons will result in immediate expulsion from the apartment complex.

Wildlife

Under no circumstances can residents or guests feed, touch, harass, injure or kill wildlife on campus (i.e., squirrels, birds, turtles, fish, ducks, and raccoons). Beta fish wars are not permitted. For any wildlife concerns, contact the LSUA Police at (318) 473-6427.

Windows

Residents may not display anything that can be viewed from the exterior of windows or window sills.

Windows may not be used as an entrance or exit to rooms/apartments.

Curtains equal to the length and width of the window attached with a tension rod are permitted. The length is based on the fire safety requirements and precaution for your safety.

Code of Conduct and Student Responsibilities

The primary responsibility for student conduct rests with the individual student. The ultimate goal for the student conduct procedure for the Department of Residential Life at LSUA is to assist students in developing self-discipline. Each student will be treated as an individual, and formal disciplinary procedures are instituted only at such time that it becomes apparent that informal procedures are not producing desired change.

The Oaks Apartment conduct concerns may be handled by the Director of Residential Life. The intent of any student conduct procedure is to encourage self-discipline and responsibility among residents, and the Oaks Apartments is expected to provide both living and learning dimensions. To achieve an agreeable living environment and positive learning climate, responsible behavior by apartment residents is essential.

Students and staff in apartments share an obligation to insure that conduct is responsible. Students are expected individually and through their RA to insure the health, safety, and social educational welfare of each resident and the reasonable protection of state property. The following Housing Code of Conduct and Responsibility has been developed.

A. Civil authority and laws are binding at all times. This includes, but is not limited to:

1. use, possession, or distribution of various psychedelic, hallucinogens, or euphoric drugs.
2. gambling for money or for property.
3. use, possession, or distribution of alcoholic beverages on the LSUA campus.
4. theft.
5. tampering with, or misuse of fire alarm system, extinguishers, and evacuation procedure detection equipment.

B. Students in the University apartments must respect the property and personal safety rights of the University. (Students must thus expect to pay for damage above normal wear and tear.) In order to insure this, the following are not permitted:

1. firearms and ammunition.
2. use or unauthorized possession of firecrackers, or other explosives or dangerous chemicals.
3. waterbeds.
4. improper use or duplication of keys.

C. To guard against undue fire danger, the following will not be permitted:

1. use of appliances for the preparation of food outside the kitchen area.
2. use of flammable cleaning fluids.
3. storage of any flammable liquids in open or unsound containers.
4. remaining in the building when the fire alarm sounds.
5. any decorating which involves excessive use of non-fire resistant materials, use of open flames under hazardous circumstances, attachment of paper to light globes, or lights larger than miniature bulbs on Christmas trees.
6. incense and candle burning.

D. Oaks Apartments has authority and impact capabilities, which weigh heavily on the personal and group life of residents. Policies and procedures addressing conduct are to be advanced in concert with the Student Code. Government decisions must not only reflect the majority view, but also must protect the rights and concerns of individuals. Areas of conduct and responsibility covered by the Oaks include those suggested below:

1. noise and disruptive conduct.
2. responsibility for providing programs and activities for meeting the needs and interests of the students.
3. policies on posting and/or disagreeable unsightly adornment of property.

STUDENT CONDUCT PROCEDURES

Assigned Violations

Violations assigned in the Oaks Apartments that are serious (i.e. major) in nature are filed with Department of Student Engagement and the Director of Residential Life. Also, offenses involving groups, i.e. Greeks, athletic teams, etc, are reported to the Department of Student Engagement and the Director of Residential Life. Violations that are minor in nature that occur in the apartments may be heard by the Hall Director, Department of Student Engagement and the Director of Residential Life. Students may receive sanctions from both the Department of Residential Life and the Department of Student Engagement.

Housing Student Conduct Procedure

Reporting- Alleged violations of University Housing or University policy are reported to any member of the University Housing staff. Any student, faculty, or staff may file a disciplinary incident report. These forms are available on the LSUA Housing website. Upon review the case will be assigned to the Hall Director or Director of Residential Life and/or the Department of Student Engagement.

Notice of Student Conduct Meeting – There shall be electronic notification of the student conduct meeting given to the accused. The notification shall be delivered to the student’s LSUA email address. Failing to check student email does not constitute good cause for failure to comply with the notice. The notice will contain information about the alleged charges and time and place of the meeting.

Student Conduct Meeting Procedure

All University Housing student conduct meetings shall follow due process.

Notice of the student conduct meeting will be delivered to the student by email, prior to the meeting. The student and the complainant have to the right to:

- 1) Be present at the hearing. However, if the student fails to appear at the student conduct meeting after being properly notified, the meeting may be held in the student’s absence and a decision rendered accordingly, based on information presented.
- 2) Present evidence by witness or by signed written statement if a witness is unable to attend the student conduct meeting. It is the responsibility of the student to notify their witnesses of the date, time, and place of the meeting. If witnesses fail to appear, the meeting may be held in their absence.
- 3) Allowed to bring an advisor, such as a parent, professor, attorney, etc.. with them. But the Advisor cannot speak on behalf of the student or talk with the conduct officer.
- 4) Be informed of the student conduct meeting outcome. The student will receive an electronic statement of the student conduct decision through his or her LSUA email account. This letter will also contain appeal procedure information.

Student conduct meetings are closed to the public.

Students who are also referred to the Department of Student Engagement for alleged University violations will need to refer to the LSUA Code of Conduct for student conduct procedures. The Department of Student Engagement may be contacted for assistance at (318)767-2604 or at studentservices@lsua.edu.

Appeals

The Vice-Chancellor for Student Engagement serves as the chief review officer of the student conduct meeting decisions from the Hall Director and Director of Residential Life. The Vice-Chancellor for Student Engagement reviews student conduct appeals.

A student found responsible for a housing violation may file an appeal with the Vice-Chancellor for Student Engagement. Appeals may be filed by using the link provided in the student conduct decision letter. An appeal may be submitted based on one or more of the following:

- 1) Denial of due process (i.e., failure to follow procedures);
- 2) Inadequate information to support decision; and/or
- 3) Sanction not in keeping with gravity of wrong-doing (i.e., too harsh)

If a conduct decision is in appeal status, the student conduct sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Director of Residential Life.

Student Conduct Sanctions

The Vice-Chancellor for Student Engagement has the right to review all student conduct decisions and cases. Examples of student conduct sanctions for housing violations are, but not limited to, the following:

- 1) **Warning** – Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action.
- 2) **Housing Probation** – The student's participation as a resident in the University's housing system is placed on a provisional basis.
- 3) **Removal from Housing** – The student's participation as a resident in the University's housing system is denied.
- 4) **Additional Sanctions** – In addition to the previously stated actions, any of the following may be included as a part of any action taken:
 - a. Reimbursement for damages or fines
 - b. Loss of privileges
 - c. Removal from elective or appointive office
 - d. Ineligibility for pledging or initiation
 - e. Periodic interviews with a Student Services staff member
 - f. Work, self-improvement, community service
 - g. Educational programming
- 5) **Parent Notification** – The University may notify, in writing, a parent or legal guardian of a student who is an entering freshman (initial two semesters) or students under 21 who are found in violations of alcohol and/or illegal drug policies.
- 6) **Disciplinary Fee** – Students who fail to complete any assigned sanction by University Housing will automatically be assigned a monetary fee or other additional sanctions.

Appendix A: Housing Contract

STUDENT NAME (PRINT _____) ROOM TYPE: _____

Louisiana State University of Alexandria Department of Residential Life The Oaks Residence Hall Housing Contract

1. **ACCEPTANCE OF CONTRACT:** Provide your signature, age, and date in the designated area at the end of this contract. If you are less than 18 years of age, your parent or legal guardian must also sign and date below. By signing this contract, you are agreeing to the terms and conditions set forth below.
2. **DEFINITION OF TERMS:**
 - a. This contract governs all residence halls, i.e. The Oaks Residence Hall
 - b. The term “residence halls,” “building” or “room” applies to i.e. The Oaks Residence Hall.
 - c. The term “Academic Year” is based on the LSUA regular academic calendar published in the LSUA General Catalog and website.
3. **CONTRACT PERIOD AND ELIGIBILITY**
 - a. You must be a full-time LSUA student or participant in an LSUA approved program in order to live in an LSUA residence hall for both fall and spring semesters. Dropping to part-time status after a semester starts, however, shall not terminate this contract. If space is available, Residential Life, at its sole discretion, may permit a part-time LSUA student to live in a residence hall.
 - b. Length of Contract:
 - 1) Students living in residence halls, have a 9-month contract, August through May. Residence halls will close for the break between the fall and spring; spring and summer; and summer to fall semesters when classes are not in session. LSUA does not guarantee temporary or interim housing during breaks between semesters for students in residence halls closed during these periods.
 - c. Occupancy Dates:
 - 1) Residence halls typically open in August the week before classes begin and close on the last day of finals for each semester.
 - d. If your academic program operates on a different calendar from that of the regular LSUA campus, The Oaks may be closed during some periods in which your academic program operates.
 - e. Moving out of the residence halls before the end of spring semester is a violation of this contract, and you may pay charges and/or penalties as outlined in section 7 below.
4. **ASSIGNMENTS**
 - a. **Assignment and Subcontract:** This contract is for space within the residence hall system and not for a specific building or room. Assignment and/or subleasing is prohibited. No provision of this contract shall be transferred or assigned. LSUA reserves the right to reassign you to a different room or building.
 - b. **Room Changes:** If for any reason you are required or allowed to move to a different residence hall room, you will be charged or refunded the difference between the two rates (prorated for the remainder of the term). There will be a 10-day freeze after move-in for any room changes.
 - c. **Partial Occupancy:** Residence hall rental rates are based on your room being occupied at its normal capacity. During fall, spring, and summer semesters, if your apartment/room becomes occupied at less than normal capacity, you may be contacted by Residential Life to exercise one of the following choices:
 - i. Declare the room a private room and pay the additional rent for a private room. Apartments cannot be declared private.
 - ii. Request to be relocated to another apartment/room that fulfills the occupancy level of the apartment/room.
 - iii. Identify a roommate that will move into the unoccupied space after the 10-day freeze.

- iv. Failure to declare the room private, find a roommate, or relocate to a new space will result in being reassigned by the Department of Residential Life to a new apartment or billed for the cost of a private room.
- d. **Ineligible Occupants:** Rooms may only be occupied by residents assigned by Residential Life. If you allow anyone else to move into or stay in your apartment, suite, or room, you may be removed from campus housing. Overnight guests are permitted in residence halls on a restricted basis; refer to *The Oaks Resident Handbook* for conditions and approval process.
 - e. **Online Renewal:** You may be given the opportunity to renew this contract to live in the residence halls via the Internet. If you choose to renew online, you will be bound by and subject to all the terms and conditions of this contract and any additions, deletions, or modifications contained in the online version that you accept, authorize, or agree to electronically in the manner prescribed online in lieu of a handwritten signature.
 - f. **Housing Cancellation/Withdrawal:** You must submit in writing a request to cancel or withdraw from your housing contract by emailing reslife@lsua.edu. Charges/penalties for cancellation/withdrawal and any refund shall be determined as outlined in sections 6 and 7 below.
 - g. **Room assignments and inspections:** LSUA reserves all rights in connection with assignment of rooms; and may, at its sole discretion, make room assignments. LSUA shall have the right to inspect rooms without prior notice to occupant.
 - h. **Room changes:** Room changes are not permitted from the time you receive your assignment through the first 10 days of classes. Changes must be approved by the Director of Residential Life or designee.
- 5. RENTAL/ELECTRICAL RATES:**
- a. The amount will be established and published by the Department of Residential Life for the assigned room. Rates will be posted in the Department of Residential Life, located in 8223 Acorn Drive Alexandria, LA 71302.
 - b. Payment shall be made or deferred no later than the first day of class for the fall, spring and summer semesters, respectively.
 - c. Basic cable service is included in all rooms. A high-speed data connection and wireless high-speed internet are included for each student in his/her room.
 - d. Electrical Cost are included in the price of rent for each occupant; however, LSUA reserves the right to charge an occupant a usage fee where consistent excessive use is observed. Excessive use is based on amounts over \$100 per month.
 - e. Rental rates are subject to change at the beginning of each academic year.
- 6. MEAL PLANS:**
- a. A resident meal plan is required by each resident living in The Oaks Residence Halls. Meal plans costs are updated each spring semester and are good for one academic year.
 - b. The 2020 Academic Year cost is \$1630 per semester.
 - c. Meal plans are non-transferrable and may only be used by resident.
 - d. Meal plan options will be available prior to the beginning of the fall semester through Residential Life. Each resident may select their meal plan from options available at the time.
 - e. Meal plan cancellations follow the rent cancellation penalty percentage as outlined in Section 8 below. *For example, if the penalty outlined in Section 8 specifies 50% of rent, the meal plan cancellation fee would be 50%.*
- 7. APPLICATION FEE/SECURITY DEPOSIT:**
- a. A \$50.00 non-refundable application fee shall be paid to the university when a housing application is submitted. Applicable transaction fees may apply based on payment method.
 - b. A \$250.00 refundable security deposit is required prior to move-in for each resident. Security deposit will be returned within 90 days of final move-out. Security deposits will be held between semesters as long as resident remains enrolled at LSUA.
 - c. Security deposit may be forfeited, in part or in full, based on the following conditions: Room Damage upon move-out, Outstanding Housing Fines upon move-out, Outstanding Balance with the University upon move-out.

- d. In the case of a past due balance with LSUA, the Security deposit, in part or in full, will be applied toward the outstanding balance.
- 8. REFUNDS/FEES/PENALTIES/WITHDRAWALS/CANCELLATIONS:** If you cancel your housing assignment or withdraw your housing application, you will be charged or refunded rent as follows: ** All charges associated with withdrawals, cancellations or vacating from the residence hall will be reviewed and assessed within 30 days of notification. Students will have 90 days after notification of the above mentioned to petition any charges.*
- a. Cancellations received before July 15: a \$175 cancellation fee will be charged. This fee will be taken out of your security deposit refund.
 - b. Cancellations received after July 31 but before fall classes begin: you are responsible for 25 percent of the fall rent of your assigned room type.
 - c. Cancellations received during the fall semester:
 - i. If you resign from LSUA, you are responsible for 50 percent of the remaining rent for your room for the fall semester and will be charged a 50 percent rent penalty for the spring semester.
 - ii. If you move out without resigning from LSUA, you are responsible for 100 percent of the remaining fall rent and will be charged the 50 percent rent penalty for the spring semester.
 - iii. If you apply for housing and sign a contract, but do not check in (no show) you are responsible for 50 percent of the rent for your assigned space for the fall semester and will be charged a 50 percent rent penalty for the spring semester.
 - d. If you graduate in the fall semester or are academically ineligible to return for the spring semester, you will not be charged the rent penalty or rent for the spring semester.
 - e. If you lived in a residence hall for the fall and are eligible to return to LSUA but do not live in a residence hall for the spring semester, you will be charged the rent penalty (50 percent of your fall room type) for the spring.
 - f. Cancellations received during the spring or summer semester:
 - i. If you resign (withdraw) from LSUA, you are responsible for 50 percent of the remaining spring or summer rent for your assigned space.
 - ii. If you move out without resigning (withdrawing) from LSUA, you are responsible for 100 percent of the remaining spring or summer rent for your assigned space.
 - iii. If you are a new applicant, and sign a contract, and do not check in (no show), you are responsible for 50 percent of the spring or summer rent for your assigned space for the spring or summer semester.
 - h. If you are required to move out of the residence halls as a result of disciplinary action, you will be charged the full semester rent, plus 50% of any future spring semester rent within the same academic contract year (where applicable).
 - i. If you are required to move out of the residence halls for the convenience of the university, you will be eligible for a refund or credit determined by the Department of Residential Life and may not be charged rent for any future term in the contract as long as you do not live in the residence halls.
 - j. Meal plan cancellation will follow the rent cancellation penalty as listed within this section. If the cancellation penalty calls for a cost for both Fall and Spring semesters, the meal plan cancellation would also have a cost for both Fall and Spring semesters.
- 9. CONDUCT:**
- a. You shall abide by the terms and conditions of the *Code of Student Conduct* and all rules and policies of the Department of Residential Life.
 - b. **Termination of Contract:** LSUA, at its sole discretion, may terminate this contract for violation of the terms and conditions of this contract or for any violation of LSUA policies, regulations, *The Department of Residential Life Handbook*, the law, or the *Code of Student Conduct*. Failure to strictly or promptly enforce any of the terms and conditions of this contract by LSUA shall not operate as a waiver of any of LSUA's rights as provided herein. You must advise LSUA Residential Life immediately if you are arrested for, convicted of, or plead guilty to a crime other than a minor traffic offense or if any such criminal action is pending or expected to be brought against you. LSUA, at its sole option, may terminate this contract if you complete, withdraw, or are removed from the approved LSUA program which enables you to live in LSUA housing.

- c. **Safety Hazard:** LSUA, at its sole discretion, may terminate this contract without prior notice if it reasonably believes that your continued occupancy presents a safety hazard to yourself or others or that it is detrimental or disruptive to others.
 - d. **Tobacco Free:** The use and possession of tobacco and tobacco products is prohibited on campus. The Oaks clubhouse and apartments are tobacco free. Use of any tobacco product or electronic cigarette is not permitted inside any residence hall and apartment rooms, lobbies, hallways, bathrooms, or any other area inside or around the building(s).
 - e. **Prohibited Items:** Pets, guns (including, but not limited to firearms, BB guns, pellet guns, air pistols, and paint guns), ammunition (including spent shell casings), explosives, and illegal drugs are not allowed in LSUA residence halls and/or apartment spaces under any circumstances. Any violation of this provision may result in immediate termination of this contract, and you shall not be entitled to any refund for rent or security deposit or application fee.
 - f. **Alcoholic beverages:** Possession and consumption of alcoholic beverages in LSUA residence halls shall be in accordance with Residential Life, LSUA, state, and federal regulations, statutes, and policies.
- 10. LIABILITY FOR DAMAGES OR LOSS:** You are liable and shall pay for any damage you or your guests cause to university property. You may also be held liable for and shall pay a share of damages to your residence hall. LSUA assumes no responsibility and shall not be liable for any loss of or damage to your personal property and you agree to hold LSUA harmless for any such loss or damage.
- 11. EQUIPMENT MALFUNCTIONS:** In the event of a malfunction of mechanical equipment in your residence hall, university personnel shall make an effort to restore operations. Partial refunds of rent are not made for suspension of services caused by equipment malfunctions. If suspension of service is prolonged, Residential Life at its sole option may terminate this contract and refund the remaining part of the semester rent. If a particular malfunction continues for more than 10 days, you have the option to request to be moved to another room and you will be reassigned, provided space is available. In that case, if you exercise the option to request assignment to another residence hall, you shall be charged or refunded any difference in rates.
- 12. VACATING PREMISES:**
- a. Upon expiration or termination of this contract, you agree to vacate the premises, as instructed, upon notice of same, removing all personal items and refuse and leaving the premises clean and in good condition, normal wear accepted.
 - b. If you fail to follow the proper procedure to check out of your room, you will be assessed a service charge of \$100. In addition, if you fail to check out by the date and time announced for the closing of your hall or the end of your occupancy period, you will be assessed an additional service charge of the daily rate for the room type for each day or portion thereof from that announced time until the time you complete a proper checkout. This is in addition to any other damage charges or service fees for which you may be liable. Any items left in your room are subject to a \$300 item removal and disposal charge.
 - c. Upon termination of this Agreement, all personal property belonging to you or others must be removed from LSUA property. If you fail to do so, you will be charged \$300 for removal and disposal of any such property. In addition, LSUA Residential Life assumes ownership of any such property.
- 13. Parking:** Parking is by permit only in specified areas. Possession of a parking permit does not guarantee the availability of a space. The parking fee is for rental of space, which cost is borne only by those requiring such facility. Parking double, in fire lanes, in staff spaces or marked as reserved will result in the vehicle being ticketed or towed at vehicle owner's expense. The Director of Residential Life and/or the Oaks residence life staff is not responsible for damage that may occur during towing. Vehicle reconditioning, repair, maintenance (including changing of oil or changing tires) is not permitted on site. Washing cars is not permitted unless designated at a specific time and area by the Director of Residential Life. Vehicles deemed inoperable or in disrepair by the department of Residential Life, may be removed at owner's cost if one day's written notice of intent to remove the vehicle is left in a conspicuous place on the vehicle.
- 14. PROPERTY:** You hereby agree to hold the university, its agents, employees and contractors harmless for any loss or damage of personal property remaining on LSUA property after termination of this contract. Furthermore, you agree to indemnify and defend the university, its agents, employees and contractors as to any suits, claims, or demands alleging loss or damage of property of others that was left in your room or apartment or in your possession, custody, or control.

15. PHOTO/VIDEO DISCLOSURE & RECONTRACT: Residential Life has the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of university related photographs or videotaped images taken in public spaces of on campus housing residents, visitors and guests for use in connection with the activities of the university and Residential Life or for promoting, publicizing, or explaining the university and Residential Life. Residential Life and the Division of Strategic Communications is relinquished from and given all rights, title, and interest a subject may have in the finished photographs, print pieces, electronic versions, videotapes and/or sound recordings for the purpose and promotion of Louisiana State University by the LSUA Division of Enrollment and Student Engagement and/or the Department of Residential Life.

STUDENT NAME (PRINT): _____

STUDENT ID OR DL NUMBER: _____ **State** _____

STUDENT LSUA ID NUMBER: _____

STUDENT DATE OF BIRTH: _____

STUDENT CELL PHONE: _____

I agree to abide by the contract terms listed above.

_____	_____	_____	_____	_____
STUDENT SIGNATURE	AGE	DATE	PARENT/GUARDIAN SIGNATURE	DATE
			(If applicant is under 18 years of age)	

ACCEPTANCE BY LSUA.

This contract is accepted by LSUA, Department of Residential Life, by signature of a duly authorized representative below.

Mr. Michael Courson, Director of Residential Life