

Community Guide

LSUA Department of Residential Life Handbook

2024-2025

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*The Department of Residential Life reserves the right to update or adjust any policies found in the Community Guide throughout the year. Updates will be sent out to residents through email. Policy changes will be added to the Appendix section of the Community Guide, the date the policy went into effect and a description of the policy will be added. Updates will be formally added to the Community Guide upon the next update time.

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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 and 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 your environment and growth. 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!

This Community Guide contains information that will help you become a responsible community member. **Responsibility** is a word you will encounter over and over throughout your stay at the Oaks, as it is the core to the learning and experience we hope to provide you.

Welcome from the Director of Residential Life

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

Close to 240 students live in our on-campus community that is intentionally designed to support your transition into and through college, your academic success and your holistic, personal development. We hope you will get involved so you can influence your living environment in order to truly experience the best of LSUA and The Oaks Apartments.

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

This Handbook presents important information you need to know about the services, policies, and procedures for our residential community at LSU. Familiarize yourself with the information in this Handbook and contact us at reslife@lsua.edu with any questions or concerns. The professional and student staff members are also a great resource!

Again, welcome, and best wishes for a successful year!

Geaux Generals!

Hannah Nyman
Director of Residential Life

Oaks Housing Staff

The housing staff is a select group of students that work with the residents to facilitate our on-campus housing experience. The goal of our Department of Residential Life is to make our resident'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

The Director of Residential Life provides the oversight to the Residential Life Department through coordination of staff, housing assignments, services, and billing. Students are encouraged to bring their ideas, concerns and suggestions to the Director.

Community Coordinator

The departmental Community Coordinator provides service in relation to building a strong community within the Oaks Apartments through supervision of student staff, facilitating the Residential Curriculum surrounding programming and engagement opportunities, and advising the Residence Hall Association. The Community Coordinator reports to the Director of Residential Life.

Hall Director

The Hall Director(s) are undergraduate students with extensive Housing experience who are responsible for the overall operation of the Oaks community. This includes building management, providing support for staff members and residents, and overseeing special projects as assigned. The Hall Directors reports to the Director of Residential Life and the Community Coordinator.

Resident Assistants

Resident Assistants (RAs) 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, scholarship, and knowledge of LSUA and the Oaks Apartments. Some of the responsibilities of the RAs are to provide educational programs, plan floor activities, serve as a role model to residents, and explain, confront, and report violations of LSUA and/or Residential Life policies and regulations.

Residence Hall Association

Every resident at LSUA is a member of the Residence Hall Association (RHA). 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. RHA is run by residents like you, working to represent the voice of the people in matters of programming, advocacy, and hall improvements.

Housing Process

The Oaks Apartments house about 240 residents throughout one-bedroom, two-bedroom, and four-bedroom apartments for our residents. Residential services include access to a clubhouse, pool, free laundry facility, computer lab, and game room for those who reside here. For those interested in applying to live on campus, please visit our website. You will need to fill out a Housing application, sign a Housing Contract, and receive a room assignment.

Housing Application / Housing Exemption Application

Students required to live on campus include freshman and both first- and second-year athletes. To live on campus, a student is required to fill out a Housing Application in the LSUA Housing portal, found in your myLSUA. Students required to live on campus have the opportunity to request an exemption to the live on requirement if their situation dictates the need to not live on campus. Situations include, but are not limited to, financial and medical burdens, being over the age of 25, being married or having a child, and living with one's parents within 40 miles of the complex. For more information, check the Housing portal. Students with a live on requirement that do not fill out a Housing Application or an Exemption Application will be charged in accordance with the live on policy.

Housing Contract

Residents who do not read their contract often misunderstand and misinterpret their obligations, which can result in potential charges, fines, or fees. It is important that residents realize the Housing Contract is a legally binding document between the student and the Department of Residential Life. Contracts are signed for the Academic Year – a nine-month contract.

Room Reservation Fee

Upon signing your Housing Contract, each resident will be **charged a non-refundable, \$100 Room Reservation fee**. Payment of this fee, along with signing the Contract, confirms your intention to live at the Oaks and is used to hold (reserve) your room. The room reservation fee is not applied toward any payments, and is separate from any refund from Residential Life. Room assignments are on a first-come, first-served basis from the date the Housing Contract is signed and the room reservation fee is paid.

Payments (Rent)

Residents are **required** to pay their Housing costs in **full** at the **beginning** of each semester through the Accounting Office. Payment plans can be set up with the Accounting Office as needed. **Non-payment will result in eviction from the Oaks Apartments.** Students who are unable to pay on time must communicate with the LSUA Accounting Office to make other arrangements prior to payment due date.

Move In / Move Out

Apartment Check In

Students move into the apartment at the beginning of the semester on a date and time specified by

the official University Calendar. A student under contract 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 will be required to pay the associate no-show, Contract breakage fee. However, if the student previously notifies the Department of Residential Life of their delayed arrival, every effort will be made to hold that resident's assignment. The Department of Residential Life reserves the right, when necessary, to assign the late student to other accommodations. Upon move in, residents are required to sign an Apartment Condition Report. This report consists of any damages in a student room prior to them moving in. By reviewing and signing the report, the resident agrees the status of the room is accurately reflected in the report and confirms that the resident is responsible for submitting maintenance requests for any maintenance needed during their stay here.

Procedures for Moving Out

1. The resident is obligated to notify the Department of Residential Life of their intent to move out in order to schedule a check-out inspection. During peak move-out times, specific sign-ups will become available, but mid-year move outs will require a 24-hour notice.
2. The purpose of the checkout inspection is to determine the condition of university owned furnishings, the cleanliness of the student's room, and to ensure all belongings have been removed.
3. Residents will be charged for:
 - a. Any damages to the apartment, outside normal wear and tear.
 - b. Failure to properly clean the apartment prior to the checkout inspection.
 - c. Lost keys.
4. Items or belongings left in an apartment after the occupant has checked out will be stored by the Department of Residential Life for 15 days. If the student does not claim their possessions within that time period, it will be disposed of, with the Department assuming no responsibility for the property.
- 5.

Holiday Break

The Department of Residential Life allows residents at the Oaks to stay over the Winter Break free of charge. Students do not have to turn in keys, pay a fee, or move their belongings out of their room. Around November, a Room Change Application is made available to current residents who may want to change rooms for any reason in order to help with assignments as residents moving in for Spring Semester will be arriving toward the end of the Break. Granted room changes may be required to pay a cleaning fee as needed for their space.

Summers

The Oaks has limited Summer Housing available for students. Summer Housing requires a separate application and signature of a three-month contract. For more information, contact the Department of Residential Life.

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 it's also 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 roommates; therefore, you will need to plan together your times for study, sleep, and relaxation so that you will benefit from its use.

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 reach out to the Department.

Furnishings

Each apartment is furnished for one to four residents. The furnishings for each room include a bedframe and mattress, a desk with drawers, a chair, a chest with drawers, and a mirrored closet with shelves. The common spaces include one or two bathroom(s) with vanity and cabinets, a living room with a couch, coffee table, and small bookshelf, two stools, and a full kitchen including cabinets, oven, microwave, full-size fridge, and dishwasher. There are also some closet/storage areas within the apartments. The University furnishes window blinds and ceiling fans. Residents are responsible to provide their own linens, shower curtains, study lamps, pillows, trash cans, and other personal items. You are expected to take responsibility for the furnishings and the condition of your bedroom. You will be charged for any damages caused to your apartment during your stay. Additionally, all residents within an apartment are required to take responsibility for the furnishings and condition of the common areas of the apartment: bathrooms, hallways, kitchen, and living room. **ALL original furnishings must remain in your apartment at all times.** We do not provide storage for any of our furnishings.

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

Items to Bring to Your Apartment

Residents are encouraged to bring items and personalize their apartments in ways that meet the safety requirements and housing guidelines, and do not result in damage. You are encouraged to hang objects in a manner that does not result in damage. Common damages come from use of glue, Scotch tape, Plasti-Tac, or other adhesives used to attach items to walls, the ceiling or the woodwork in your apartment. Command strips, when used carefully according to instructions, are a helpful tool for hanging items. Please do not hang flammable items from the ceiling – it poses a very large safety risk.

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. For more information, please see the "What to Bring?" list on our website.

Room Maximum Occupancies

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

1 Bedroom: 3 people; 2 Bedroom: 6 people; 4 Bedroom: 8 people.

Approved and advertised Residential Life events are not subject to the above conditions. Requests for space use can be submitted no later than five business days in advance to reslife@lsua.edu

Health and Safety Inspections

Housing staff will conduct health and safety inspections monthly 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 misused 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 emailed out to residents with 24 hours' notice. 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:

- Enter and inspect the room and apartment assigned to the resident with no prior notice.
- Enter the assigned room and apartment and inspect the possessions of the resident if reasonable cause exists to believe that the student has violated University rules and regulations, state/federal law, or 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 the Housing Portal. Custodial services are not provided to the apartments; 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 that the resident obtains insurance coverage under 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

LSUA defines safety on campus as protecting all 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. We have many resources and protocols intended to keep you safe, such as nightly rounds, a strong partnership with LSUA PD, Health and Safety inspections, use of cameras, and more. For your own personal safety, we encourage you to use the LSUA Safety App on your phone called Guardian. Finally, the most important thing to remember when it comes to campus safety is:

“If you see something, say something”.

Campus safety depends on everyone, including you.

Below are some additional safety tips for residents at the Oaks.

Safeguarding

There is always an increased possibility of theft when large groups of people live together. It is not wise to keep large amounts of money or objects with great monetary or sentimental value in your room. Any expensive item that 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.

KEEP YOUR DOOR LOCKED!

Leaving it open even for one minute is an invitation to robbery or attack. Keeping both your front door and your bedroom door locked will keep you and your belongings safe.

- **Always** lock your door 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).
- **Report** any problems with your door's locking mechanisms to Housing staff immediately.

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 Residential Life staff immediately. We will change your locks for your safety, and you will receive new keys and be billed the cost of changing the lock.

Living with Your Roommates

Some of the most important people in your University experience are 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 opportunity to take time to discuss with your roommate(s) what your expectations are of each other and of the 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.

Our Resident Bill of Rights:

- To read and study free from undue interference in one's residence.
- To sleep free from undue disturbance from noise, guests, or roommate(s).

- To have your own personal belongings respected.
- To have mutual respect with others within the complex.
- To have personal privacy.
- To host guests who respect the rights of your roommate(s) and other community residents.
- To be free from intimidation, physical, and emotional harm.
- To have free access to one's apartment without pressure from a roommate.
- To discuss any and all grievances within an atmosphere of openness and mutual respect.
- To ask for and receive support from a housing staff member when having these discussions.

It is important to note that the common areas are still private spaces and 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 areas. Residents should have access AND feel comfortable belonging in any common space. Respectful roommates will have open and honest communication about what makes them comfortable or uncomfortable.

Whenever you host a visitor, it must **always** be with the consent of all roommates in that space. Roommates should discuss expectations of visiting guests before they are invited over, including who can come over, when, and where they can be. If your roommate is hosting visitors without your consent, contact a member of the Residential Life staff. They will help all roommates come to agreement about a guest policy for the room. Residential staff reserve the right to take further action on this conflict if someone has inappropriate behavior, including refusal to compromise.

When talking about expectations and guidelines for the room, it is best to be specific. When more planning is completed ahead of time, less issues arise. Some topics for discussion include: study and/or quiet times, noise level (music, TV, etc.), guests, chores, cleanliness expectations, borrowing, habits, and more.

Remember to contact your RA if you need assistance, and to consult this handbook for policies that apply to the living areas. A sample roommate agreement form can be found in your Housing portal (and in the Appendix), and we suggest that you use this as a starting point for these conversations.

Services

Cable TV

Each apartment is equipped with cable TV. Residents may contact Sudden Link for premium services. Students are responsible for any charges in relation to services used that are not provided by the Apartment Complex.

Clubhouse

The Clubhouse is an activity area that has been built with college students in mind. In the Clubhouse, you can find TV's, comfortable seating, a game room, laundry and vending facilities, a computer lab, and a front desk staffed by students.

Dumpsters

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

There are trash dumpsters located on the 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. Failure to properly dispose trash will result in fines.

Disability Services

The Department of Disability Services is committed to providing appropriate accommodations for students with disabilities to ensure that all students have equal access to learn and live at LSUA. If you will need accommodations for living at the Oaks, including accommodations for an emotional support or service animal, you can fill out the form on the Housing portal or email disabilityservices@lsua.edu for assistance to get the process started.

Health

The LSUA Health Center, located on first floor of Coughlin Hall, is open from 8:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. Monday - Friday. Students who are ill should try to visit the LSUA Health Center during these hours. You can call ahead at (318) 427-0110.

Individuals with health emergencies requiring immediate attention should call 911.

Laundry Room

Washers and dryers are provided in the Clubhouse for use by the residents. Non-residents are prohibited from using these facilities. All laundry machines are operated through the SpeedQueen app. Residents receive credit on their app at the beginning of each semester to pay for the laundry. Information on logging into your account is found in the laundry room.

Mail

All mail is delivered to the front office of the Clubhouse. When a student receives mail, an email will be sent to their LSUA email from a staff member. Residents can also sign up to receive texts. Once notified, the student is 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 should follow the format below:

**Student Name
Apartment #
8223 Acorn Drive
Alexandria, LA 71302**

Pool

The Department of Residential Life provides the pool as an amenity to residents. As such, residents using the pool should treat it with respect for others to use in the same manner. Residents are allowed to bring two guests to the pool. Guests must remain with residents at all times. Residents will be held responsible for their guest's behavior, including if items are broken. When leaving the pool, remove all personal belongings. Belongings left overnight will be disposed of.

Residents who jump the fence to the pool area will be fined \$200/incident AND be charged for any damages found to the pool area.

The Following are Rules for the Pool Area:

1. The Pool is available for Oak's residents and accompanied guests only
2. No lifeguard on duty, swim at your own risk
3. No person(s) under the age of 17 are allowed in the pool area
4. Shower before entering the pool
5. Proper swim attire is required at all times
6. Pool furniture must remain on the pool deck. It may not be taken out of the pool area or put in the

- pool.
7. Alcohol, drugs, and smoking are prohibited in the pool and deck area. Persons under the influence are not allowed to use the pool.
 8. No animals, including pets, are allowed in the pool area.
 9. Glass containers, food, and/or gum are not allowed in the pool area.
 10. Do not use the pool in a dangerous manner. Running, horseplay, diving, flips and prolonged breath holding are prohibited.
 11. Exit the pool area immediately if thunder is heard or lightning is seen.
 12. Persons with open wounds are not permitted in the pool.
 13. Persons using the pool are required to follow all other Residential Life policies while doing so.

Rules and Regulations

In signing one's contract, the resident agrees to comply with the rules and regulations of LSUA and the Department of Residential Life during their term of occupancy at the Apartments. General rules and regulations are printed in the LSUA Catalog, the LSUA Code of Conduct, the Community Guide, and the resident's contract. Federal and Louisiana state statutes applies to all students and the University.

The University and/or the Department of Residential Life reserve the right to terminate the contract through written notice if the student fails to comply with the conditions of the contract.

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. When possible, the student will be given a 24-hour notice. While we are committed to communicating with our residents, certain circumstances dictate immediate action where notice is not provided.

Emergency Procedures

Please see LSUA's Emergency Preparedness Plan for more information.

For the safety of our residents, any residents or guests at the Oaks are required to carry their LSUA ID Card on them at all times. For non-residents, a picture identification card should be carried at all times. This ID must be presented upon request of any University staff member. Individuals without identification are not allowed within the residential areas. 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. Individuals under a trespass and/or ban notice from the Oaks found trespassing will be arrested on sight. Residents are not permitted to host these individuals.

Illegal attempts, or successful illegal entry, to any space within the residential community are not permitted. Attempting to enter any space besides your apartment common area and bedroom without permission is considered illegal.

Banned and trespassed individuals include those with verbal or written warning of a ban notice to LSUA or to the Oaks Apartments, individuals found on trespass once before, and anyone

convicted of a sex offense.

Residents are expected to prioritize the safety of themselves, of others, and of University and personal property. Any actions that threaten the safety of others are grounds for criminal prosecution and/or immediate removal from Housing.

Active Shooter

In the event of an active shooter, quickly determine the most reasonable way to protect your own life. Call 911 when possible to do so safely. When encountering an active shooter, your instinct should be to **run, hide, fight**.

Run:

- Getting away from the shooter is top priority.
- Leave your belongings and get away.
- Help others when possible.

Hide:

- If running is not an option, your next step is to hide.
- Get out of the shooter's view and stay quiet. Silence all electronic devices.
- Lock and block doors and windows, close blinds, and turn off lights.
- Don't hide in groups, but spread out along the walls.
- Hide in a spot to provide protection if shots are fired in your direction.
- Stay in place until law enforcement gives the all clear.

Fight:

- Fighting is an absolute last resort.
- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, etc.
- Throw items and improvise weapons to distract and disarm the shooter.

Fire Safety

From 2015-2019, United States Fire Departments responded to an estimated annual average of 3,840 structure fires to on-campus housing properties, causing over \$11 million in property damages and an annual average of 29 injuries. Candles are one of the leading causes of fire in both on- and off- campus housing. (NFPA) Our policies regarding fire safety are in place for the protection of persons and property at the Oaks Apartments.

Removing or interfering with the use of fire safety equipment, including, but not limited to, fire extinguishers, sprinkler systems, and smoke detectors, is prohibited, and is a third-degree felony under Louisiana State Law. Falsely setting off fire alarms is a misdemeanor under Louisiana State Law. Any damage to university property due to resident activating or tampering with a fire alarm may result in restitution fees associated with damage caused. Being found responsible for misuse of fire or fire safety equipment is ground for criminal prosecution and immediate removal from Housing.

Any student who activates a false fire alarm, tampers with fire, and/or tampers with life safety equipment, including, but not limited to, fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers, door alarms, and fire doors, place the lives and safety of fellow students and yourself in danger. For safety, no doors in the Oaks Complex should ever be propped open, especially the fire doors in the breezeways.

All fire is prohibited at the Oaks. This includes setting a fire in general, setting fire to any university or personal property, fireworks, candles, incense, and other open flames, including

cooking devices. The only exception is utilization of the grills provided in the Activity Court of the Oaks apartment, but flammable materials that may be used for the grills are prohibited within the apartments.

Each apartment is equipped with a smoke detector. Please do not place decorations or furniture near these devices, as it can impair the unit's operation. If your smoke detector needs a battery replacement, fill out a Maintenance Request and we will change it for you.

During a fire alarm, students and guests **MUST** leave the building **IMMEDIATELY** and report to the designated safety locations. A map to safety locations can be found attached to your front door. Students are prohibited from re-entering the building until Residential Life staff and/or the University Police Department gives residents permission to re-enter. Students and guests who fail to vacate the Apartment or who re-enter before being cleared are subject to disciplinary action and/or a fine. University staff have the right to enter student rooms to confirm evacuation.

Natural Disasters

In the event of a natural disaster, such as a hurricane or a tornado, there are many things to remember that will help keep you safe. First, it is important to know your evacuation routes. Second, take weather watches and warnings seriously, and exercise caution. A tornado watch is when weather conditions are such that a tornado could occur, a tornado warning is issued when a tornado cloud has actually been seen. Do not take action based on unconfirmed rumors. Make sure you are on the lookout for information from Residential Life and LSUA. When needing to shelter in place, the Clubhouse is our shelter: it provides a first-floor safe area for residents to stay in. Oftentimes, those in first floor bedrooms can shelter in place within their own apartments. Suggested areas of shelter are first floor or basement interior areas away from glass, like a hallway. After a storm, please be cautious. Watch out for leaking gas lines and fallen electrical wires. Please note that fire alarms will never be used under any circumstances to notify residents of an event other than a fire.

For more information on any LSUA or Residential Life safety plans, email reslife@lsua.edu.

Behavioral Expectations

LSUA's Mission Statement says, "[We] are committed to providing students the education, skills, development and other resources needed to establish the foundation for their future success. We create a welcoming environment that includes critical thinking, experiential learning, civic engagement, and community partnerships." This is on the basis of the values of trust, autonomy, community, and perspective.

The Department of Residential Life's mission statement says, "We are committed to helping each resident reach their full potential as a productive citizen and a lifelong learner".

Students of LSUA and residents of the Oaks Apartments are expected to act in collaboration with these two missions as a citizen, or member of the group. This is done by embodying the qualities of critical thinking, lifelong learning, productive civic engagement, and perspective.

This section of the Community Guide covers behaviors that are not in line with this goal.

Disorderly and Disruptive Behavior

Maintaining a community environment that is conducive to learning, academic success, good

citizenship, and positive relationships is dependent on 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 abuse.

Examples of disorderly and disruptive behavior include, but are not limited to, physical, verbal, and/or emotional abuse, intimidation, inappropriate behavior, behavior disregarding the rights of individuals, animals, and groups within the community, and actions causing physical damage to property or which interferes with the normal functioning and/or the safety of the community.

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. Behaviors and actions that intimidate, threaten, or harm the health, safety, and/or welfare of any person, group, or animal, are not permitted. Students and/or guests who intimidate, threaten, or harm the health, safety, and/or welfare of any person, group, or animal will be charged through the University or the Residential Life Conduct system.

Hazing is one such behavior of harassment and endangerment that is prohibited. Hazing is defined as, “Any act that injures, degrades, or disgraces a fellow student or person”. Hazing by any club, group, organization, or individual is strictly forbidden. Pledging activities are also prohibited.

Harassment and endangerment of oneself, such as self-harm, is also not permitted. We value the success of each of our residents. Residents who endanger themselves due to misuse of substances such as alcohol, prescription and/or over the counter medication, and drugs, or due to mistreatment of self, such as self-harming by cutting, burning, or other methods, may require a referral for a mandatory assessment to ensure the student stays safe and receives any help needed. Residents are welcome to come to members of staff if they want connected to campus services for mental health.

Suicidal ideation, suicide planning, and suicide attempts will always be taken seriously by staff members. Proper services will be brought in and utilized for the resident’s safety and wellbeing.

Failure to Comply

Failure to comply is defined as the refusal to cooperate with the request of any University staff member, including both student staff and professional staff. The request may be communicated by word, letter, or through email. Failure to comply includes, but is not limited to:

- Providing false or misleading information, or withholding information, from any University staff.
- Acting on behalf of another person, group, or the University without authorization or prior consent.

Obscene Matter

Public display of obscene matter is prohibited anywhere on campus, including at the Oaks Apartments. The University reserves the right to remove from public view and signs or objects deemed offensive to others or prejudicial to the overall goals of the University. Public display and public view include the outside of apartment doors, bulletin boards, and items hung in windows facing outside.

Cursing, yelling, and/or making obscene gestures toward staff members is considered both obscene matter and failure to comply.

Quiet Hours

The Oaks is a space where academic pursuit is both encouraged and supported. Additionally, we want students to feel safe, secure, and comfortable in their spaces. Disruptive behaviors and activities like yelling, loud music, or excessive noise is not conducive to creating such an environment. As such, we have a 24-hour courtesy hour policy. Noise happening in and around the Oaks should always be kept to an appropriate level as not to disturb others. A resident's right to quiet overrules a resident's right to make noise.

Quiet hours are in place during average sleeping hours to help support student's availability to properly rest. Quiet hours are:

- Sunday - Thursday, 10:00 p.m. to 8:00 a.m.
- Friday – Saturday, Midnight to 10 a.m.

Quiet hours are enforced at all times, including holidays and semester breaks. During exam weeks, quiet hours are set 24-hours to ensure residents are not disturbed while studying.

Making Your Room Home

As a resident of the Oaks, we want you to feel comfortable living here and want you to make your room your home away from home. Below are some rules about things that can or cannot be done with your space.

Appliances

Any electrical outlets in your room should be treated with care. Please ensure outlets are not overloaded. Overloaded outlets include multiple high-voltage devices, including extension cords, plugged into one outlet. Microwaves and fridges are two examples of high-voltage devices that should be plugged into an individual outlet, never an extension cord. Appliances should not be left unattended under any circumstance, but unplugged after use. Please ensure you follow appliance guidelines found on the appliances themselves.

Approved Appliances

- Mini-Fridges, less than 4.5 cubic feet
- Microwaves, less than 1500 watts
 - o 2 Bedroom Apartments are limited to two microwaves total and two minifridges total per unit as one of each is already provided to them.
- Small appliances without exposed heating elements
- Appliances that can only be used in kitchens:
 - o Toaster
 - o Toaster Ovens
 - o George Foreman Grills

Prohibited Appliances

- Anything with an open flame or open heating element, included but not limited to:
 - o Burners
 - o Griddles
 - o Infrared appliances

- Hibachis
- Hot plates
- Space Heaters
- Electric Skillets
- S'more's Makers
- Deep Fat Fryers
- Smoke Machines
- Charcoal and gas grill are not permitted

Please note that cooking food should never be left unattended.

Cleanliness

For both the safety and comfortability of self and others, residents are required to keep their assigned residential space, both bedroom and common areas, in a clean and sanitary condition. Resident rooms will be periodically inspected by Residential Life Staff members. Typically, advanced notice of inspections will be issued through email, 24 hours in advance. However, the Department of Residential Life reserves the right to inspect an apartment with little to no notice.

Damage

Students are responsible for the condition of their apartment. The Apartment Condition Report issued through your Housing Portal should be carefully read and signed before moving in. This form is used to determine damages caused to the room throughout the year. If damage other than normal wear and tear occurs, students will be charged for repairs.

The condition of public areas, including outside areas and apartment common spaces, are the responsibility of all residents assigned to the area. Please help maintain the areas by treating them with care. Damages found in public areas or common spaces **should** be paid for by the person(s) causing the damage. However, if the responsible person(s) is **not** identified, the cost will be divided amongst the residents of the apartment. You can help prevent being charged by encouraging others to respect public areas and assume responsibility for their own actions. When spaces are continually damaged, the inevitable result is that all students suffer.

Decoration Guidelines

Residents are encouraged to decorate their rooms and apartments in a way that is pleasing and comfortable to them. Residents should feel free to express themselves in ways they see fit. Residents are also encouraged to be respectful of roommates and community members when decorating. In the event of a complaint over a decoration, the Department's goal is to help accommodate both parties so that further conflict can be avoided. This could include moving resident(s) from the room.

The Department of Residential Life reserves the right to take down, remove, and hold residents accountable for decorations deemed to be harassing in nature or targeted toward a specific person.

The following guidelines are provided to best help you decorate your space without causing damages, which result in charges:

- Use extreme care when affixing posters or pictures to the wall. Use of 3M command strips and blue painter's tape is encouraged to prevent wall damage.
- Use of paper, paint, chalk, and contract paper is not permitted in the Apartments.
- Staples or nails on doors, walls, ceilings, closets, and other surfaces are not permitted.
- Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans, or room

light fixtures at any time or fashion. This would be a serious fire hazard.

- Carpet may not be affixed to the floor surface, but use of rugs is permitted and encouraged.
- Windows and door exteriors should be kept free of writing, signs, stickers, window clings, and other personal possessions or accessories.
- Items must not be affixed to the floor or ceiling, such as dancer poles.
- No type of room divider that obstructs access or view of a resident's room, or that obstructs access to an entrance or exit, shall be allowed.
- Decoration of public areas, such as the Clubhouse, bulletin boards, or lounge areas, requires prior written approval from Residential Life Staff.

Doors/Locks

For personal and community safety, residents are expected to lock their front doors and bedroom doors upon entering and exiting their assigned space. Attempts to enter rooms without key access is not tolerated in the residential communities and will result in repercussions. If doors are found unlocked by University Staff, they will lock the doors to secure the community. 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 a door.

Blocking exits, including both doors and windows, is not permitted and may result in immediate removal from the Oaks. Locks may not be added, changed, or replaced on any doors in the rooms and apartments. All doors in the complex are prohibited from being propped open, including fire doors, breezeway doors and front doors.

Furniture

Residents are responsible for the furnishings provided in their room and apartments. Furnishings may not be removed from their assigned locations or leave the premises at any time. Furniture should never be placed in the breezeways. Students may bring their own furniture, however, no storage for unwanted or unused furniture is available, so students should be mindful of space limitations and safety concerns. Residents will be responsible for furniture to be returned to its original position prior to checkout.

Lighting

Any lamps or lighting brought into the Oaks Apartments should be UL approved. Halogen lamps, lamps with plastics shades, medusa style lamps, and strobe lights are fire hazards and are not permitted.

Windows

Windows may not be used as an entrance or exit to rooms or apartments. Window screens are not to be removed. Window screens are necessary to keep insects out of rooms, to keep the windows cleaner, to provide security, and to prevent objects from going in and out of windows. Removed window screens will be replaced by maintenance personnel and will result in a \$20 charge per person in the Apartment. Additional damage charges may also be assessed.

Residents are not allowed to display items that can be viewed from the exterior of the window or window sills. Curtains equal to the length and width of the window, attached with a tension rod, are permitted, provided that they are not too long. Lengthy curtains create a fire hazard.

Prohibited Items

Please note that this is not an extensive list, but does include items that are often brought to

campus that are not allowed in the Apartments.

- Highway Signs
 - o 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 the University.
- Live or Cut Trees
- Smoke Machines
- Waterbeds, Pools, or Jacuzzis
- Using any external items to loft beds, including bed risers, wood, cinderblocks, or lofting kits
- Rewiring of student rooms is not permitted
- Permanent installations, such as paint, wallpaper, or carpet, are prohibited.
- Anything highly flammable or a fire hazard, including but not limited to:
 - o Unsafe use of plug adapters and/or extension cords
 - o Lengthy Curtains
 - o Halogen Lamps
 - o Strobe Lights
 - o Lighter Fluid
 - o Lighters
 - o Charcoal
 - o Wood Chips
 - o Candles
 - Candles that have the wicks cut off of them are allowed in the Apartments.
 - o Wax Warmers
 - Wax warmers with a lightbulb heating base are permitted to be used when someone is present in the room to watch it.
 - o Incense

Permitted alternatives to these products include air freshener sprays, portable home fragrances, and plug in scents.

Prohibited and Restricted Items

In order to keep the Oaks safe, certain items are prohibited and restricted. These items may be restricted based on state and/or federal laws, University policies, Apartment policies, and/or safety issues.

Alcohol

In the state of Louisiana, the legal age for possession and consumption of alcohol is 21 years old. Residents and guests who are under the legal age, who consume, possess, buy, serve, and/or sell alcoholic beverages, along with individuals who sell or serve alcohol to minors, are in violation of both state law and University policy, and will be held accountable for such actions.

Disorderly conduct related to the consumption of alcohol impedes efforts to build a strong community within our Apartment Complex and can infringe upon a resident's right to have a quiet, orderly living environment. Consumption of alcohol does not remove or absolve a resident's responsibility to observe Oaks and University regulations.

Residents violating the alcohol policy and/or posing a danger to self, others, or the environment while under the influence of alcohol may result in immediate removal from Housing. As an alternative, sometimes, residents may also be required to stay off of campus until they are sober.

Residents who are of legal drinking age (21+) may possess or consume alcohol in the privacy of their room and/or apartment. In rooms where all residents and guests are of age, alcohol can be stored in the apartment bedrooms or common spaces. In rooms where some, but not all, residents are of age, alcohol must be stored in the bedroom of the residents over 21. Failure to store alcohol properly in this manner may result in being charged as providing alcohol to a minor. Underage residents may not possess or consume alcohol, but are allowed to be present in a room where others are consuming alcohol. Guests of an underage resident may not possess or consume alcohol on the Oaks grounds, regardless of age.

Dry Areas, where no alcohol is permitted at any time, include:

- Oaks Common Areas, including:
 - o Pool
 - o Clubhouse
 - o Laundry Room
 - o Breezeways
 - o Building Courtyard
 - o Vending Room
 - o Parking Lots
 - o Other public spaces at or around the Oaks
- Rooms where **all residents** are under the age of 21
 - o If all residents of a space are under 21, under no circumstances should alcohol be brought in and/or consumed by an individual, including guests who are of age.
- Other alcohol related rules to remember:
 - o Residents are prohibited from storing alcohol that belongs to others
 - o Residents should not possess alcohol in abundance. The amount of alcohol present in a space should be a reasonable amount in relation to the number of 21+ residents in the room.
 - o Alcohol and drinking games, such as beer pong, are prohibited in residential areas.
 - o Devices used to consume alcohol in excessive amounts are prohibited from residential spaces. This includes, but is not limited to, kegs, beer balls, beer taps, alcohol vaporizers, funnels, bongs, etc.
 - o Alcohol related paraphernalia are not permitted in dry areas or common areas. This includes, but is not limited to, alcoholic beverage containers and/or packaging, decorative wine glasses, shot glasses, solo cups, beer caps, etc.

Drugs

Drugs are prohibited by state law and are not permitted on Oaks grounds. As a college campus near a childcare center, we are situated in a drug-free zone. This means that possession of drugs at the Oaks Apartments can result in felony charges.

The possession, distribution, and use of controlled substances, illegal drugs, and prescription drugs without a valid prescription are illegal and grounds for criminal prosecution. Drug paraphernalia, such as hookahs, pipes, bongs, grinders, and rolling papers are not permitted in residential communities. Any medications kept in student's room should be in its original container. Prescription drugs must have an affixed prescription sticker with the resident's name.

Depending on the individual circumstances that constituted 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 removal from housing, expulsion from the University, and legal charges.

Smoking

Smoking and vaping are not permitted by the University as we are a Smoke-Free Campus (effective since August 1, 2014). There is no smoking allowed in any residence hall room, apartments, and facilities, including the Clubhouse, courtyards, breezeways, stairwells, balconies, lounges, and patios.

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

Dangerous Materials and Weapons

Conduct which endangers the safety of the residential community is prohibited. The possession and use of firearms, weapons, and dangerous materials is not permitted anywhere within the residential area. This includes possession for use or for decoration. Violation of this policy may result in immediate removal from housing. 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 the safety of another person.

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

Projectiles are not allowed at the Oaks Apartments. Projectiles are defined as, but not limited to: slingshots, water guns, water balloons, rockets, or other related items. Throwing or dropping objects from windows, balconies, stairways, or other areas, including objects such as water, food, and trash, is prohibited.

Weapons are defined as, but not limited to, guns, explosives, BB guns, air guns, pellet guns, paintball guns, dangerous chemicals, metal knuckles, knives, spring-blade knives, or other dangerous weapons. Look-alike weapons, including toy guns, squirt guns, and other play items, are also prohibited on campus.

Possession of a weapon or a look-alike weapon will result in immediate expulsion from the apartment complex.

Vandalism

Dangerous chemicals of any kind are not to be stored or used at the Oaks apartments.

Spray paint is considered a hazardous item and is thus prohibited from being stored or used at the Oaks. If spray paint is used without following appropriate procedures to get its use approved, the user will be assessed a fine of \$500 plus the cost to remove any paint sprayed or leaked onto the property. Residents using spray paint may also be held personally responsible to clean the mess made.

Vandalism of any kind is prohibited. Vandals will face disciplinary action and will be charged the full cost of any repairs or replacements needed.

Outside Area Policies

Bicycles

Residents are permitted to store their bicycle in their room, or their apartment with roommate consent. For safety concerns, bicycles may not be hung in or around any room, suite, or apartment. Each breezeway contains facilities to lock up bicycles. Bicycles should not be affixed to the stairs or areas other than the provided bike facilities. Bikes improperly stored may be removed from the Oaks, and a \$25 removal fee will be charged to the owner of the bicycle. The Oaks is not liable for damage or loss of any bicycles and recommends that residents use bike chains and get a serial number imprinted into the bicycle as safety precautions.

Motorized Vehicles and (non-service) Mobility Devices

In an effort to promote safety in our community, non-service mobility devices, including but not limited to skateboards, hoverboards, Segway's, balance wheels, rollerblades, bicycles, motorcycles, and scooters, are not to be ridden near the entrance and exit of residential areas.

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

Outdoor Recreational Space

The outdoor recreational space within the housing areas (volleyball and basketball courts) is intended for use by residential students and their guests only. All outdoor equipment should be used as intended without intentional abuse, such as hanging from the net or basketball rim. All outdoor recreational spaces close at 11 p.m. Residents should discontinue use at this time. Athletic activities should be conducted on the athletic fields or in the outdoor recreational space to avoid disturbing residents and causing possible damage. Baseball and catch should not be played near the apartments to prevent accidental window breakage.

Restricted Areas

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

Building Exteriors

Posting of unapproved signs and erecting objects, including antennas, aerials, and satellite dishes, is prohibited. Residents are not allowed to climb up the sides of the buildings or to be on the ledges of the buildings. Nothing is to be placed, stored, affixed, or exhibited from the ledges or windows of the buildings. Nothing is to be thrown, dropped, or spilled from roofs, ledges, windows, or balconies.

Railings, Roofs, and Stairwells

Any form of presence, including sitting, standing, climbing, jumping, or hanging, on railings, the stairwells, or the roof is not permitted. Items may not be hung from or obstruct view or access to the balcony.

Clothes should be dried by a laundry room dryer or on a clothing rack within your room or apartments. Clothing lines are not permitted to be constructed and/or hung outside.

For fire safety reasons, breezeways must remain free of clutter. The following items are not permitted in the breezeways or staircases:

- Electric lights, like holiday lights;
- Housing furniture;

- Anything displaying alcohol logos, drug logos, or that promotes drinking or drug use;
- Shower curtains, blinds, extension rods, or curtains;
- Storage bins and containers;
- Clothing;
- Pets, including fish;
- Trash, garbage cans, cardboard boxes, or recyclable items;
- Appliances, including fridges, microwaves, and grills;
- Tools or automotive supplies, including tires;
- Mops, brooms, or other cleaning supplies;
- Trees and plants, live, cut or dead;
- Wood;
- Exercise Equipment;
- Personal Items;
- Items blocking doors or windows;
- Any other item deemed inappropriate by Residential Life staff.

If items that are not permitted in these areas are found, the resident will be notified. Residents must remove items requested for removal by Residential Life staff immediately. Residential Life staff reserves the right to enter an apartment and remove item(s) in the absence of the resident if necessary.

Loitering

Loitering in and around the Oaks Apartments or parking lots is prohibited. Students should enjoy living in the Oaks, and we encourage residents to hang out together. Loitering as an act causes noise and trash problems. Please ensure when spending time with others, all trash is picked up and properly disposed of, and that noise is kept to a courteous level.

Guest and Visitation Policies

Definitions:

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

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

Guest Conduct

Residents are responsible for the conduct of their guests while on University and Apartment property, in immediately adjacent areas, and at University sponsored activities. This is true when guests are there by resident's explicit invitation and also when guests are within your presence.

Upon request, any guest is required to truthfully identify themselves to any University staff member.

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

The following rules consist our guest policy:

- A roommate's right to privacy, sleep, and study takes precedence over the right of a roommate to host a guest. The host's roommates must verbally agree for a guest to be hosted.
- Guests are only permitted during designated visitation hours. A guest on the premises past visitation hours are considered an overnight guest and must be registered at least one business day in advance through the Housing portal.
 - o Visitation hours are 10 a.m. – 10 p.m. daily, including weekends and breaks.
 - o Guests are permitted to stay any night, but may not stay longer than three consecutive days.
 - o Overnight guests will require explicit permission from each resident within an apartment in order for them to stay. The Department will email roommates to confirm permission.
- Guests must be 18 years of age or older. Guests under the age of 18 will be approved on a case-by-case basis. Residents should fill out the "Overnight Guest" request form one business day in advance from having an underage guest. This includes siblings of a resident.
- Guests must be accompanied by a resident at all times the guest is at the property.
- 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 an immediate room change.

Animal Policies

Service Animals

In alignment with state and federal law, service animals are welcome on campus and at the Oaks provided they meet the requirements. Any service animal at the Oaks must be registered with Disability Services, who will review the request. Residential Life ultimately gives final approval for a service animal on campus based on the ability to reasonably accommodate the animal.

Emotional Support Animals

Emotional Support Animals may be permitted to reside at the Oaks Apartments with a student partner. Residents wanting to have an emotional support animal must submit required forms to LSUA's Disability Services department. Once the resident has received approval from Disability Services and the Department of Residential Life, they are able to then bring their emotional support animal to campus. Animals may not reside with residents until written approval is given.

Process:

The student must complete and submit the ESA/Service Animal Request form in the Housing Portal. Once a completed form is received, it will be sent to Disability Services for approval. If the request is approved, the form will be signed and maintained in Disability Service's files.

Conditions for having an Emotional Support Animal:

- The resident must have a documented disability recognized by the Office of Disability Services; and,
- The emotional support animal must be necessary for the resident to have equal access to housing; and,
- A presence of an identifiable relationship between the disability and the animal's assistance must be identified; and,
- The emotional support animal accommodation must be reasonable.
 - o The ESA must not impose an undue financial or administrative burden

- The ESA must not alter an essential element of University housing policy
- The ESA must not pose a direct threat to the health and safety of other residents
- The ESA must not pose a threat to cause substantial property damage

Reasons that an Emotional Support Animal may not be approved:

- The size of the animal is too large for it to ethically be contained to the housing space
- The animal's presence would evict another individual from their housing assignment
- The animal's presence violates another individual's rights as a resident
- The animal is not housebroken
- The animal cannot live with others in a reasonable manner
- The animal's vaccinations are not up-to-date
- The animal poses or has posed a threat to the owner, other residents, or staff, including signs of aggression or previously injuring others
- The animal causes or will cause damage outside of reasonable wear and tear.

Pets

With the consent of your roommate(s), residents are allowed to have non-aggressive fish in a 10-gallon tank. Fish wars are prohibited. Pets of any other kind are not allowed. Service animals and emotional support animals must meet the specifications above and must be registered and approved by Disability Services and the Department of Residential Life before being brought to campus.

All other pets or unapproved animals may not visit the residential community at any time, including rooms, apartments, and public areas, with the exception of a guest's personal service animal. Any costs associated with an illegal or unapproved pet, including damages to furniture, cleaning services, and pest control, will be charged to the responsible resident.

Wildlife

Residents and visitors to the Oaks are prohibited from touching, feeding, harassing, injuring, or killing wildlife on campus, including squirrels, birds, turtles, fish, ducks, raccoons, snakes, frogs, deer, and other wildlife. Any concerns with wildlife's presence on campus should be reported via the on-call phone.

Other Policies

Running a Business

For safety and liability reasons, residents are not permitted to run a business from their apartment. This includes babysitting minor students on campus, hair, beauty, or makeup services, bake sales, selling art, etc. Students may not engage in any sales or business activities within their room or any public area of the residential community.

Door-to-door solicitation, sales, surveys, canvassing, and distribution of flyers by handing them out or hanging them up, is prohibited within the residential community. Printed materials may not be hung on or shoved under student's doors. Solicitors and salespeople of any kind are not permitted on the Oaks Apartment Grounds without written permission from the Director of Residential Life. Flyers and any other forms of publicity are not permitted at the apartments unless consent is given by Residential Life staff. With permission of staff, students may hang flyers on the laundry room whiteboard.

These policies apply to all individuals, on-campus organizations, and off-campus organizations.

On-campus organizations who break this rule will be reported to the Department of Student Life.

Gambling

Gambling is prohibited in the Oaks Apartments and surrounding areas.

Lockouts

Residents are given one complimentary lockout per semester for apartment or bedroom access. A \$25 lockout fee will be assessed any time locked out after the first time.

Trash

It is the resident's responsibility to dispose of their trash. Residents must dispose of trash using the dumpsters around the Oaks Apartments. Residents who leave trash outside their door, in the breezeways, or around the dumpster will be charged per bag of trash left.

Appendix A: Housing Contract

TBD

Appendix B: Code of Conduct Process

Code of Conduct and Student Responsibilities

Each individual resident is responsible for their own conduct. The ultimate goal for the Department of Residential Life's Student Conduct procedure is to assist students in areas of accountability, development, and self-discipline. Each resident is treated as an individual, and formal disciplinary procedures are instituted only at such times when it becomes apparent that any informal procedures used are not producing desired changes.

Conduct concerns may be handled by the Director of Residential Life or the Community Coordinator. Conduct cases may also be turned over to the Department of Student Engagement and/or the Vice-Chancellor depending on severity of issue or breakage of the LSUA Student Code of Conduct.

In order to achieve the goal of creating an agreeable and positive living and learning environment, it is essential that residents utilize tools of self-discipline and responsible behavior. Both students and staff of the apartment complex share an obligation to ensure that conduct is responsible. Students are expected to consider and advocate for the health, safety, social, and educational welfare of each resident and the reasonable protection of state, University, and personal property.

The following Housing Code of Conduct and Responsibility has been developed:

1. **Civil Authority and Laws are binding at all times. This includes, but is not limited to:**
 - a. Use, possession, or distribution of drugs or illegal substances
 - b. Use, possession, or distribution of alcoholic beverages on the LSUA campus in a prohibited manner
 - c. Gambling for money or property
 - d. Theft
 - e. Tampering with, or misusing the fire alarm system, fire extinguishers, and/or evacuation procedure detection equipment
2. **Students in the Oaks Apartments must respect the property and personal safety rights of the University. In order to ensure this, the following are prohibited:**
 - a. Firearms and ammunition

- b. Use of or unauthorized possession of firecrackers, explosives, and/or dangerous chemicals
- c. Waterbeds
- d. Improper use or duplication of keys
- 3. **To promote fire safety, the following are prohibited:**
 - a. Use of appliances for the preparation of food outside the kitchen area
 - b. Use of flammable cleaning fluids
 - c. Storage of flammable liquids in open and/or unsound containers
 - d. Remaining within the building(s) when the fire alarm sounds
 - e. Decorations involving excessive use of non-fire-resistant materials, attaching paper to light sources, or using decorative lights larger in size than Holiday lights
 - f. Use of open flames under hazardous circumstances
 - g. Incense and candle burning
- 4. **The Oaks Apartments has authority and impact capabilities, which weigh heavily on the personal and group life of residents.** Policies and procedures put in place align with the LSUA Code of Conduct and Oaks Community Guide. Decisions made about the community should support both the common good while protecting the rights and concerns of individuals. Areas of conduct covered by the Oaks include, but is not limited to:
 - a. Noise and Disruptive Conduct
 - b. Responsibility for providing programs and activities meeting the needs and interests of the residents
 - c. Creation of policies regarding posting on and/or the unsightly or disagreeable adornment of property.

Student Conduct Procedures

Violation Processing

Violations committed in the Oaks Apartments that are serious, major, or against the LSUA Student Code of Conduct shall be filed with the Department of Student Engagement and the Department of Residential Life. Offenses regarding campus groups, including Greek Life, Athletic Teams, Student Government, and Clubs & Organizations, are also reported to the appropriate advising individual. Smaller, Community Guide violations will be handled within the Department of Residential Life by the Community Coordinator or Director of Residential Life. In cases where policies are overlapping, students may receive sanctions from the Department of Residential Life, the Department of Student Engagement, and/or other involved parties.

Housing Student Conduct Procedure

1. Reporting
 - a. Alleged violations of the Community Guide or University policy may be reported to any member of Residential Life staff. Any student, faculty, or staff member may file a report of an incident breaking provided guidelines through the Housing Portal. Upon receiving a report, the case will be assigned to an individual to facilitate the conduct process.
2. Notice of Meeting
 - a. Residents who are alleged to have broken our policies and procedures will be provided written electronic notice of the time, date, location, and purpose of the conduct meeting to their LSUA email. Failure to check one's student email is not considered reasonable cause for an individual to miss their conduct meeting. Students may request a date or time change, within reason, based on class, work, or other scheduled activity. The Department will do its best, but is not required to, accommodate a request for changed date or time.

3. Conduct Meeting Procedure
 - a. All Residential Life Conduct meetings shall follow due process.
 - b. Residents shall be notified of the meeting by email prior to the meeting. Residents have the right to:
 - i. Be present at the hearing. If a student fails to appear for their hearing after reasonable notification was given, the hearing will be held in the student's absence and a decision shall be made based on information presented.
 - ii. Present evidence by witness. Witnesses may come in-person or provide a signed, written statement to the Department. It is the responsibility of the resident to coordinate their witness's appearance.
 - iii. Have an advisor present at the meeting. Advisors can include individuals such as parents, professors, staff members, attorneys, or other individuals selected by the student. The advisor may support the student, but is not allowed to speak to the conduct officer or speak on behalf of the resident.
 - iv. Be informed of the conduct meeting outcome. Residents will receive an email to their LSUA email account containing the student conduct decision outcome and sanctions, along with information on the appeal process.
 - c. Student conduct meetings are closed to the public.
 - d. The University conduct procedure can be found in the LSUA Code of Conduct and may vary from Residential Life procedure.
4. Conduct Appeal Process
 - a. The Vice-Chancellor for Student Engagement and Enrollment serves as the reviewer for student conduct appeals.
 - b. Appeals must be submitted to this Vice-Chancellor through the process outlined in the conduct decision letter, often by email.
 - c. An appeal may be submitted for one of the following reasons:
 - i. Student believes they were denied due process, such as conduct procedure not being followed
 - ii. Student believes inadequate information was presented to result in the conduct decision
 - iii. Student believes the sanction given does not fit the conduct situation at hand, such as believing a sanction is too harsh compared to the "charge"
5. Student Conduct Sanctions
 - a. Examples of Student Conduct Sanctions include:
 - i. Warning: A notice, either oral or in writing, that a behavior is unacceptable. Repetition of said behavior will result in a more serious disciplinary action.
 - ii. Probation: A student's participation as a resident of the Department of Residential Life becomes a provisional basis.
 - iii. Removal from Housing: The resident must move off the University Housing premises and is not allowed to become a resident again for a certain amount of time.
 - iv. Ban or Trespass Notice: A resident is banned from all Residential Life facilities. Legal action can be taken if said individual is found within the facilities when a ban or trespass notice is active.
 - v. Parent Notification: The Department of Residential Life may notify the parent or legal guardian of a first-year student about a conduct situation. Additionally, parents of students under the age of 21 may be notified of situations when a resident is found in violation of alcohol or drug policy.
 - vi. Additional Sanctions:
 1. Residents may be assessed a charge based on damage caused.

2. Residents may have to pay a fine based on behavior.
3. Residents may lose certain privileges granted to residents.
4. Residents may be removed from student leadership positions.
5. Residents may be ineligible to pledge or participate in certain organizations and/or activities.
6. Residents may have to periodically interview a staff member.
7. Residents may be required to participate in, plan, or facilitate an educational programming opportunity.
8. Residents may be required to turn in an essay on a topic assigned by the Department of Residential Life.
9. Residents may be required to complete community service hours.
10. Residents may be required to design and complete a personal improvement plan.

Appendix C: Sample Roommate Agreement

TBD

Appendix D: Damage Charge List

- Lockout: First one is free. \$25 per lockout thereafter.
- Trash: Bag left outside apartment door or in the landings:
 - o First offense: \$50/bag
 - o Second offense: \$75/bag
 - o Third offense: \$100
- Loitering: \$50 per incident
- Room Reservation Fee
- Application Fee
- Jumping the Pool Fence: \$200/incident
- Removing a Window Screen: \$20/person in apartment
- Spray Paint: \$500 plus cost to clean
- Bike Removal: \$25
- Smoke Detector Tampering: \$25

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