Welcome to your new home on the beautiful campus of Louisiana State University. It's an exciting time to live on campus, and you're a part of it!

Living on campus lets you focus on what matters as you transition into and through college - academic success and personal development. All of our residential communities are purposefully designed to support you throughout your college career. Whether it's entertaining community programs or engaging study groups, take advantage of all the services and support staff your community provides.

I hope you will get involved, influence your living environment, and truly get connected to LSU. Your involvement is the key to your success and will only enhance your experience at LSU.

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 a Residential Life staff member with any questions or concerns. You can also connect with us on Facebook, Twitter, Instagram, or via email at reslife@lsu.edu.

Again, welcome and best wishes for a successful year!

Geaux Tigers!

Steve Waller
Assistant Vice President
Residential Life

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For the most up-to-date handbook and policies, view the online version at lsu.edu/housing. Updated 6-27-2018
MISSION, VISION & VALUES

Mission
Provide dynamic student-focused learning communities that support development and academic success in clean, safe, and sustainable facilities that meet the needs of the campus community.

Vision
Be a premier residential life program that embodies the highest standards of campus housing.

Values
- Community - Create spaces for residents to be connected, comfortable, and empowered through a transformational experience
- Courage - Exhibit confidence and tenacity to make bold decisions despite challenges or difficulties and accept full responsibility for the outcomes
- Inclusivity - Establish a respectful community that seeks multiple perspectives and embraces individual differences
- Integrity - Abide by the highest standards of our profession to instill trust with community members by creating an environment of mutual respect, openness, and truthfulness
- Stewardship - Utilize resources responsibly and creatively to benefit present and future members of the community
- Teamwork - Collaborate to achieve common goals through communication, commitment, and support

COMMITMENT TO COMMUNITY

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- Accept responsibilities for my actions;
- Hold myself and others to the highest standards of academic, personal, and social integrity;
- Practice justice, equality, and compassion in human relations;
- Respect the dignity of all persons and accept individual differences;
- Respect the environment and the rights and properties of others and the University;
- Contribute positively to the life of the campus and surrounding community;
- And use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

Adopted as a Statement of University Position on behalf of the Louisiana State University and Agricultural and Mechanical College Community on the fifth of May in the year 1995.
COMMUNITY LIVING

Know your responsibilities and rights as a resident in your community.

Being a member of a community brings a set of rights as well as responsibilities. We encourage you to seek active roles in your community as a leader, student, and peer.

Community Standards

LSU’s residence halls and apartments have established community standards, which are intended to promote the well-being and rights of all community members as well as maintain the facilities and physical surroundings in which the community exists. Resident Assistants (RAs) lead their communities in upholding community standards within the residence halls and apartment communities.

E-mail

Residents are responsible for all material sent to their LSU email account by Residential Life, and should check it at least once every 24 hours.

Inclusive Housing

The Department of Residential Life is committed to providing a community that is accepting of students and staff of different backgrounds, racial and ethnic identities, religious beliefs, sexual orientation, gender expression, age, disability, military status, and/or any other category of identity protected by law. We shall serve as an advocate for diverse interactions of our residents, guests, and staff. All members of our community are responsible for supporting an atmosphere that appreciates individual differences and recognizes each person’s unique contribution to the university. We believe that our students can only achieve their full development as citizens with an environment that supports and promotes the ideas of an inclusive community. Residential Life takes a proactive approach to protect our diverse community by providing educational programming that addresses topics of diversity and social justice.

We partner with other campus offices like the Office of Disability Services, the Office of Multicultural Affairs, the Dean of Students, the Student Health Center and more to meet students’ needs and connect them with appropriate resources. Visit www.lsu.edu/housing/accessible-housing/ for more information about inclusive housing.
MEET THE STAFF

There are more than 500 full-time and student employees within Residential Life to assist you with navigating the LSU community. Staff members are available to assist you in finding how to request a work order for your space or how to find your next class, as well as ways to get involved within your community and LSU. The staff directory and organizational chart is available at www.lsu.edu/housing.

**Residence Life Coordinator (RLC)** - RLCs are full-time professionals that reside in each community. The primary responsibility of each RLC is to oversee the day-to-day operations of the community and supervise student staff members. RLCs are available as resources for personal and group concerns RLC office hours are 10:00 a.m. to 4:30 p.m. weekdays.

**Graduate Residence Director (GRD)** - GRDs are graduate students who assist the RLC within the daily operations of the community. GRD office hours vary; contact the front desk to set up an appointment.

RLCs and GRDs can be contact for ongoing or unresolved facilities issues, conflict within the community, room change assignments, information about community council, and ideas for community programming.

**Resident Assistant (RA)** - RAs are upperclassmen students assigned to individual floors or communities. RAs are the primary contact within the community for questions and concerns. RAs serve in an on-call rotation to support residents and address overnight and weekend concerns.

RAs can be contact for academic or personal concerns, facilities needs, roommate/suitmate conflicts, and policy information.

**Desk Assistant (DA)** - DAs are students that operate the community front desks and are available to assist residents 24/7.

DAs can be contact for lock outs and key rentals, placing work orders, contacting on-call staff, and reporting safety concerns.

**Custodian** - Custodians maintain and clean facilities, including the hallways, common areas, and rest rooms.

JOIN OUR TEAM

Work with us! Working on campus is a great way to learn time management, gain valuable skills, expand your resume, and make connections. To learn more about working with us and applying, visit [LSU.edu/reslifejobs](http://LSU.edu/reslifejobs).
Programming
The Department of Residential Life is committed to enhancing your total college experience. The purpose of programming is to promote your personal and academic growth. We provide a variety of opportunities for you to get the most from the time you spend outside the classroom. The overall goal is to help you succeed academically and personally while in college and to prepare you for life after graduation. Check the campus events bulletin board, TigerLink at lsu.collegiatelink.net or follow the Residential Life social media accounts to learn more about programs happening in your community.

Residence Hall Association - rha@lsu.edu - www.lsu.edu/RHA
The Residence Hall Association (RHA) represents all students living in residence halls and on-campus apartments. RHA acts as a governing body by reviewing and recommending changes in regulations, policies, and physical facilities pertinent and beneficial to students living on campus. RHA also organizes and sponsors educational, social, and leadership activities of benefit and interest to on-campus residents.

RHA is composed of student officers elected by on-campus students. The president, vice president, and elections commissioner are elected at the end of the spring semester. The president and vice president appoint an executive staff, which serves a term that spans one calendar year. All on-campus residents are automatically general members of the RHA and are entitled to cast one vote in all general elections.

Community Council - rha@lsu.edu - www.lsu.edu/RHA
Community Councils reflect the interests and concerns of residents by planning and implementing social and educational programs. Each residence hall and apartment complex is represented by a Community Council, which is comprised of representatives from each hall. The officers are elected at the beginning of the fall semester by residents of the community. Any resident, including freshmen, may run for Community Council positions. Community Councils, with assistance by the Residence Hall Association, conduct their annual fundraiser at the beginning of the year with the Activity Card sale. The funds are then used by the Community Council to hold community activities and enhance the living environment.

National Residence Hall Honorary - nrhh@lsu.edu
The National Residence Hall Honorary (NRHH) is an honorary student organization made up of the top 1% of student leaders in the residence halls. NRHH focuses on two main aspects - recognition and service. To be considered for NRHH, a student must have lived on campus for at least one academic year, maintained a 2.5 GPA, and contributed in excellent ways to your residential community. Each semester students are nominated and inducted into NRHH at a special ceremony in their honor.

Of The Month - One of the main recognition programs coordinated by NRHH is the “Of the Month” or “OTM” program. Throughout the year, students, faculty, and staff nominate outstanding programs or individuals for an “Of the Month” award. To submit a nomination, visit http://otms.nrhh.org/. Nominations compete at the campus level and have the opportunity to be considered for both regional and national awards in a variety of categories.
ROOMMATES & SUITEMATES

Making the most of living in your new residence hall or apartment community starts with getting settled in and getting to know your roommate. Living with and among others is one of the most exciting, unique, and potentially stressful aspects of living on campus.

Whether you and your roommate are old friends or matched using the roommate finder portal, developing a healthy relationship will help make living in your new room or apartment comfortable. While you and your roommate are not required to become close friends, sharing a living space will ensure you interact with one another on a daily basis. Great roommates openly communicate, respect one another, and willfully compromise.

Before You Move In

The relationship you have with your roommate should start before move-in day. Prior to arriving on campus, be sure to discuss what each of you plan to bring and what kind of relationship you’re hoping to have with one another.

Forging this new relationship before living together might include getting to know each other’s sleeping habits, cleanliness standards, and pet peeves. It’s likely that you and your roommate will differ, therefore it is crucial to be clear about what you want and what are willing to compromise on.

As excited or nervous as you may be to meet your new roommate, keep in mind that social media may not provide an accurate illustration of others. Grant yourself the opportunity to get to know this new person for who they truly are.

Discussion Topics

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>SPACE</th>
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<tr>
<td>• How early will you be waking up?</td>
<td>• How often will we clean the room/apartment?</td>
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<tr>
<td>• How late will you be staying up?</td>
<td>• Who will clean what?</td>
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<tr>
<td>• How often do you plan to be in the room?</td>
<td>• What items are you willing to share?</td>
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<tr>
<td>• What do you plan to use the room for?</td>
<td>• What items are you not willing to share?</td>
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<tr>
<td>• When and where do you plan to study?</td>
<td>• What is your ideal temperature for the room or apartment?</td>
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<tr>
<th>GUESTS</th>
<th>COMMUNICATION</th>
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<tbody>
<tr>
<td>• How do you feel about having friends and visitors over?</td>
<td>• How should we address conflicts between us?</td>
</tr>
<tr>
<td>• How frequent do you plan to have guests and visitors over?</td>
<td>• How will we confront each other?</td>
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<tr>
<td>• What are your thoughts on having overnight guests?</td>
<td>• Does in-person communication work better for solving problems?</td>
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<td></td>
<td>• How will we involve our RA in working through our conflicts?</td>
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</table>

Living Together

Once you have made it to campus, take time to get to know your roommate – this can be as simple as sharing a meal in the dining hall, attending a campus event together, or spending time with one another in your room or apartment.

In the first weeks of the semester, roommates will be asked to work together with their RA to complete a roommate agreement. The resident assistant will facilitate the conversation, covering topics including ideal room temperature, guest preferences, privacy and more. It is important to take this process seriously, and to be honest and realistic during your roommate agreement. These agreements serve as a conversational starting point and should be revisited frequently as relationships between roommates grow.
The LSU Department of Residential Life is committed to providing students an environment that promotes academic success, personal growth, and connection to community. As a resident in one of our residence halls or apartment community, you have rights. These rights can only be achieved through collective efforts by Residential Life staff, community members, residents, and guests.

- The right to be treated with civility and mutual respect.
- The right to a safe and secure room or apartment, without fear of harm, intimidation, and/or distress.
- The right to sleep without undue disturbance.
- The right to study, read, and learn in your room free of interference.
- The right to adequate privacy.
- The right to respect the property of others and to have your property respected.

Throughout the year, there may be times when you and a roommate or suitemate may come to some sort of conflict. Conflict is normal and part of even the healthiest of relationships. Your success as roommates is not based on whether or not you’ve experienced conflict, but rather how you and your roommate respond to it.

DISCUSS
The first, and most important step to conflict resolution is sharing concern with your roommates; it is possible that your roommate may not be aware that you have this concern. When speaking to your roommate regarding the issue, be sure to keep these tips in mind.

Be Calm – The ways in which you approach the conflict can make the issue easier to address or escalate the conflict. Remaining calm and using appropriate language will help working to solve the issue.

Go to the Source – It’s best to address problems with your roommate, rather than complain to others. Talking to others may only intensify the issue, instead of resolving it.

Use “I” Statements – By using simple “I” statements, you can decrease any implied blame and increase your roommate willingness to talk. “I” statements are simple and convey how you feel about the situation. For example, saying “I feel annoyed when you have guests over at night, because I can’t get enough sleep,” rather than, “You and your guests always wake me up and I can’t get enough sleep, it’s so annoying.”

WORK TOGETHER
Even if you are the one initiating the conversation about a conflict, it is important to realize your role in the situation. Work with your roommate to solve the conflict and make a commitment to listen to one another.

Listen – Even if you are the one bringing up the issue, it is important to listen to what you roommate has to say. Often, conflict is a two-way street, be willing to hear out their concerns, too.

Compromise – More than likely, you and your roommate will not have identical preferences on the room. Be willing to compromise, but stay true to yourself and your preferences.

Think for the Future – Dwelling on a past issue will not help make the relationship with your roommate better. Create a plan to address any conflicts that may arise in the future.

CONSULT
You are not alone when living on campus, your resident assistant and other Residential Life staff are here to support and assist you in resolving roommate conflicts.

Use your Resources – If you have not yet resolved the conflict, your RA can give you helpful techniques to when speaking to your roommate. Additionally, your RA and the other staff in your residence hall or apartment community are able to mediate the conversation among roommates.
The rationale for all policies is that every resident has the opportunity to take advantage of the academic and co-curricular opportunities offered at LSU. In order to ensure that basic right for all residents, we need cooperation. Rules – whether they are state or federal laws, city ordinances, university regulations, or departmental policies – are created for the purpose of clarifying the rights and responsibilities of each individual.

Residents and guests are responsible for becoming familiar with and adhering to policies outlined within the LSU Code of Student Conduct, the Living on Campus Handbook, the housing contract, and Residential Life and LSU policies outlined on the LSU website at lsu.edu/reslife/about/policies.php.

<table>
<thead>
<tr>
<th>Alcohol - Residence Halls</th>
<th>Alcohol - Apartments</th>
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<tr>
<td>Alcohol may be present in residence halls if all of the following conditions are met:</td>
<td>Alcohol may be present in apartments if all of the following conditions are met:</td>
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<tr>
<td>• Only those residents and guests who have attained the legal drinking age of 21 years or older can possess and/or consume alcoholic beverages in the privacy of their own room</td>
<td>• Only those residents and guests who have attained the legal drinking age of 21 years or older can possess and/or consume alcoholic beverages in the privacy of their own apartment</td>
</tr>
<tr>
<td>• All individuals present are 21 years of age or older and must conduct themselves in a respectful manner at all times</td>
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</tr>
<tr>
<td>• Consumption and/or possession of alcoholic beverages is not permitted in/on balconies, stairways, courtyards, parking lots, laundry rooms, or any public area within the residential community</td>
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</tr>
<tr>
<td>• Alcohol containers must be unopen or closed when being transported through the community</td>
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<tr>
<td>• Sale of alcohol is prohibited</td>
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<tr>
<td>• Common source alcohol (such as kegs) is prohibited</td>
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<tr>
<td>• Alcohol may not be stored in a residence hall room if one or more of the residents is under the age of 21 years</td>
<td>• Alcohol may be stored in common areas of an apartment under the following conditions:</td>
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<tr>
<td></td>
<td>• One or more residents of the apartment is 21 years of age or older</td>
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<td></td>
<td>• Alcohol is not common source</td>
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</tbody>
</table>
Animals

**Pets** - Fish in a 20-gallon fish tank or less are allowed within on-campus housing communities. All other pets, including visiting pets, are not permitted within on-campus housing communities. A fee will be assessed to the resident’s University account for cleaning costs associated with unauthorized pets documented within on-campus residential communities.

**Service and Assistance Animals** - In accordance with the Americans with Disabilities Act, service animals are allowed in all parts of residential communities. Assistance animals, in accordance with the Fair Housing Act, are allowed in a student’s room/apartment.

Both service and assistance animals must be registered with the Office of Disability Services and Residential Life; the policy is outlined in RLOP 11 at lsu.edu/reslife/about/policies.php. The Office of Disability Services may be contacted at 225-578-5919 or disability@lsu.edu.

Appliances & Electronics

Appliances and electronics may be present within on-campus communities under the following conditions:

- Appliance does not have an open heating element or flame
- Appliance does not emit grease laden vapors
- Appliance does not override the room/apartment’s electrical outlet
- Appliance does not interfere with LSU’s eduroam Wi-Fi signal
- Appliance does not need to be professionally installed and/or replaces an appliance provided by the Department of Residential Life

The following items are **not allowed** in residence halls and apartments unless provided by the Department of Residential Life:

- 2.4GHz cordless phones
- Air conditioning units
- Candle/wax warmers
- Ceiling fans
- Coffee makers without automatic shut-off
- Dishwashers
- Electronic skateboards, including self-balancing boards/scooters
- Halogen lamps, light bulbs
- Microwaves over 1,000 watts
- Refrigerators larger than 5-cubic feet
- Space heaters
- Toasters, toaster ovens, convection toaster ovens
- Washers and dryers
- Wireless Internet routers
- Wireless printers, televisions or gaming systems (are only allowed if the wireless function is turned off)

The following items are **allowed** in residence halls and apartments as long as they are properly cleaned and stored:

- Beverage and coffee makers, such as Keurig, with an automatic shut-off
- Microwaves under 1,000 watts
- Slow cookers/Crockpot with automatic shut-off
- Rice cookers

Items need to be cleaned in the vicinity of either a kitchen sink or a non-bathroom sink. Food particles, such as noodles, rice, and grease must be disposed of in the garbage and not in a sink.

Residents who are uncertain if an appliance or electronic is allowed on-campus should contact Residential Life regarding the item prior to bringing it to campus.

### Appliances - Apartments

Residents are expected to keep all provided appliances clean and in good condition. If a problem arises at any time with provided appliances, residents should contact their community’s front desk to report the issue. The following items are allowed **ONLY** in the apartment kitchen area:

- Hot plates
- Indoor grills with automatic shut-off
- Toasters, toaster ovens
- Waffle irons

### Balconies & Porches - Apartments

Small plant containers are the only items allowed on balcony and porch areas within the apartments as long as the items do not impede a 36-inch clearance from the doorway, on breezeways and stairs. No other items may be stored on or attached to balconies and porches.

### Bicycles

Baton Rouge city law requires all bicycles be registered, and it is recommended that residents register with the LSU Police Department. Bicycles are to be stored in the resident’s space with roommate’s agreement or properly secured in a bike rack on campus. Bicycles being transported through residential communities must be walked or carried. Bicycles not properly secured in bike racks will be removed and impounded by Parking & Transportation Services.
Bullying
Behaviors with the purpose to bully, intimidate, harass, and/or physically harm any member of the University community either in-person, verbally, or through electronic medium (including, but not limited to, social media websites, text messages, email, and/or instant messaging) is not permitted.

Candles & Incense
Candles, incense, and candle/wax warmers are not permitted in on-campus communities. Potpourri, oil scented reed diffusers, room sprays, and scented electrical plug-ins are permitted within residence halls and apartments.

Cleanliness
Residents are ultimately responsible for maintaining the cleanliness of their room or apartment, including regular vacuuming, sweeping and general cleaning. Residents are asked to not use bleach or wax.

Bathrooms within suites or apartments are cleaned once a week by custodial staff members, provided that the bathroom is maintained in an orderly fashion. If custodians are unable to enter the bathroom due to clutter, the resident will opt out of the provided cleaning for that week.

Cooking
Residents are authorized to cook in the following areas on campus:

- **Residence Halls** – Personal rooms with microwaves, hall kitchenettes, and grilling areas
- **Apartments** – Apartment kitchen, personal rooms with microwaves, and grilling areas

All cooking with grease, such as frying, is not permitted within on-campus residential communities. Residents are responsible for maintaining the appearance and cleanliness of all used cooking areas.

Decorations
Residents are encouraged to decorate their living space by adhering to the following guidelines:

- Decorations may not be permanently affixed to any surface within a residence hall room or apartment
- Decorations hung on walls must not leave marks of any kind including holes or paint chips
- Wall decals may be used within communities as long as no damage occurs to the wall
- Decorations may not be hung from a room's ceiling
- Residents are not allowed to mount electronics to walls
- Empty food containers of any kind must be disposed of and are not to be used as decoration
- Students may possess a maximum of two empty beverage containers (i.e. bottle, can) per resident of the room/apartment for decorative purposes. The containers must be cleaned and repurposed for decoration only. Decoration is defined as the container with items (i.e. flowers, marbles, stones, etc.) on display on the inside of the container. The container must remain consistent throughout the duration of the year.
- Live trees and wreaths are not permitted in or near residential communities
- Door decorations cannot obstruct the room number, peephole, locking mechanism, and/or doorknob
- It is not permissible to hang or place anything in or on windows that may be viewed from the outside of the building other than blinds or curtains
- Decorations on the door of rooms are subject to approval by the Department of Residential Life

Decorations – Apartments

- Items may hung on the walls using push pins
- Command strips may not be used to hang items on the walls
Doors
Tampering with, forcing or disabling a door's locking mechanism, or propping a main entrance or locked door and leaving it unattended, is prohibited.

Drugs
Illegal use, possession, distribution, or manufacture of drugs or controlled substances is not permitted within or near on-campus communities. Possession or use of drug related paraphernalia (including bongs, grinders, and pipes) is also prohibited.

Elevators
Tampering with elevator safety systems, placing furniture in or in front of elevators, or engaging in activities that damage or interfere with the operation and safety of the residence elevators is prohibited.

Evacuation
Residents and guests are required to evacuate a building when an alarm sounds, emergency flashing lights have been activated, or when instructed to do so by LSU staff members or emergency personnel. Re-entry into a building is prohibited until approved by LSU staff members or emergency personnel.

Extension Cords
All extension cords must have the UL label approval, have a minimum conductor size of 16 AWG copper, and be three-pronged (three-conductor). There is a limit of one extension cord per electrical outlet. Extension cords may not be plugged into one another. Residents may not run cords under rugs or mattresses, over sinks, through doorways, or through windows.

Flammable Items
Items with an open flame, heating source and/or flammable items, such as lighters, charcoal, and lighter fluid, are not allowed within or near on-campus residential communities.

Furniture
Residents are responsible for all furniture and its condition upon checkout of their space. All Residential Life provided furniture must remain within the assigned room or apartment.

Furniture in public areas, such as lounges, lobbies, and activity center, is for the use of all community members and may not be removed.

Lofts/Bunking of Beds
Residents wishing to bunk, raise, or lower their beds can contact their community’s front desk for assistance.

Bed Risers
Bed Risers and lofts are not allowed within on-campus communities.

Bed Railings
Bed railings are available upon request. You may put in a request for bed rails with your community’s front desk after arriving on campus. Bed rails cannot be requested prior to Move-In Day.

Garbage Removal
Residents are responsible for placing their garbage in trash barrels available on each floor/stack or in the dumpsters located outside of the residence halls and apartments. Garbage may not be kept in the hallways, stairwells, or balconies.
Grills & Grilling
Grills are required to be used at least 25 feet away from Residential Life buildings/structures. Charcoal grills may be stored within a resident's room or apartment only if it has been properly cleaned and cooled down. Storage of flammable items, including but not limited to, charcoal, lighter fluid, and propane tanks, are not permitted within or near residential communities at any time.

Guests & Guest Visitation – Residence Halls
The presence of a guest in a residence hall or room must not compromise the personal or academic well-being of roommates, suitemates, or other building residents. Guests are welcome in a resident's room, suite or apartment, only upon agreement of all roommates/suitemates. A roommate/suitemate has the right to ask a guest to leave at any time. Guests may be present in common areas within a community as long as they are escorted by a resident of the community and it is within visitation hours.

Guest Visitation Hours in the Residence Halls
When classes are in session:
Sunday - Thursday: 10:00 a.m. - 1:00 a.m.
Friday - Saturday: 10:00 a.m. - 3:00 a.m.

When classes are not in session:
10:00 a.m. – 3:00 a.m.

Guest – A guest is defined as any individual who is not a contracted resident of the specific residence hall, apartment, or room in question. Each guest must have a resident host and be escorted at all times within the residential community. Residents are responsible for notifying guests of university and Residential Life policies and procedures and will be held accountable for the behavior of their guests.

Guests will be asked to leave the building or community by Residential Life staff members if they are found to be disrupting the community or in violation of Residential Life or LSU policy.

LSU Student Guest – LSU students who are guests of a community must be escorted to the room by the resident host. LSU students must provide LSU ID to University staff members upon request of staff member.

Non-LSU Guest – Guests who are not LSU students must be checked in and out at the community’s front desk. The resident host is expected to meet the guest at the community’s front door, escort the guest to the community’s front desk, and check in/check out the guest. The guest will present identification (state or federal ID) to the front desk when checking in and out.

Number of Guests
The total number of people allowed within a residence hall room is limited to double the number of beds assigned to the room.

Overnight Guests
Overnight guests must be registered with the community’s RLC and all roommates/suitemates must consent to the overnight guest prior to the overnight guest’s arrival to the residence hall or room. Overnight guests must be the same gender as the occupants of the room/apartment and 13 years of age or older. Overnight guests are allowed to stay for a maximum of three (3) consecutive nights, limited to five (5) nights per semester within an assigned space.

Escort Policy
All guests are required to adhere to visitation hours and be escorted by their resident hosts at all times within on-campus communities. Guest must use the gender appropriate restrooms in the community. Bathrooms located within suites are designated to the gender of the occupants of the suite. Guests cannot be left in the building, residence hall, or apartment when a resident host is not present.

Cohabitation
Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were living there. Cohabitation is a violation of the housing contract and is not permitted.
Guests & Guest Visitation – Apartments

The presence of a guest in a room or apartment must not compromise the personal or academic well-being of roommates, suitemates, or other building residents. Guests are welcome in a resident's room, suite or apartment, only upon agreement of all roommates/suitemates. A roommate/suitemate has the right to ask a guest to leave at any time. Guests may be present in common areas within a community as long as they are escorted by a resident of the community and it is within visitation hours.

Guests will be asked to leave the building or community by Residential Life staff members if they are found to be disrupting the community or in violation of Residential Life or LSU policy.

Guest Visitation Hours in the Apartments
Guests may be present within communities 24 hours a day, 7 days a week.

Guest – A guest is defined as any individual who is not a contracted resident of the specific residence hall, apartment, or room in question. Each guest must have a resident host and be escorted at all times within the residential community. Residents are responsible for notifying guests of University and Residential Life policies and procedures and will be held accountable for the behavior of their guests. Guests affiliated with LSU must present LSU issued identification upon request by a Residential Life or LSU employee.

Number of Guests
The total number of people allowed within an apartment is limited to the amount of seating provided by Residential Life within the apartment.

Overnight Guests
Overnight guests are permitted with roommate approval. Overnight guests must be 13 years of age or older. Overnight guests must sign in at the front desk when they arrive and sign out when they leave. Overnight guests must use gender appropriate restrooms within the community. Overnight guests are allowed to stay for a maximum of three (3) consecutive nights, limited to five (5) nights per semester within an assigned space.

Escort Policy
All guests are required to adhere to visitation hours and be escorted by their resident hosts at all times within on-campus communities. Guest must use the gender appropriate restrooms in the community. Bathrooms located within suites are designated to the gender of the occupants of the suite. Guests cannot be left in the building, residence hall, or apartment when a resident host is not present.

Cohabitation
Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were living there. Cohabitation is a violation of the housing contract and is not permitted.
Harassment
Activity (verbal, written, graphic, and/or physical) that is threatening in nature or any form of harassment is prohibited.

Keys and Locks
For the safety of all residents and their belongings, residents must lock the doors to their rooms when not present. Students are NOT permitted to install their own locks in their rooms, apartments and bathrooms.

Residents must have their keys and LSU ID card on their person at all times. The key/key card to a resident's room is to be used/possessed only by the resident. Residents are responsible for all keys/key cards issued to them by the Department of Residential Life.

Card Access & Keys
The LSU ID card is used to gain access to residence halls, apartments, activity centers, and living areas.

Copying of Keys
Copying of keys or key cards issued by the Department of Residential Life is prohibited.

Lost or Damaged Keys
Residents must immediately report a lost or damaged key to their community’s front desk for proper replacement. A lock and key replacement charge will be assessed to the resident’s fee bill. Residents are liable for fees to replace any key not returned to the Department of Residential Life upon check-out.

Lock Out Policy
Residential Life staff members at a community’s front desk may assist residents accessing their room, apartment or suite bathroom if they are locked out. Repeated lockouts will result in a charge to a resident’s fee bill.

Littering
Trash left outside of living areas (in hallways, balconies, outside of doors, in stairwells, etc.) is prohibited.

Mattress Pads and Toppers
Mattress pads and/or toppers are allowed to be used within on-campus communities. However, residents are responsible for the cleaning and care of the mattress pad and/or topper, including periodically removing the mattress pad or topper to allow the mattress to air out.

Medical Supplies
Residents are responsible for properly disposing of hypodermic needles, syringes, or other biohazardous materials needed for medical reasons.

Noise & Quiet Hours

Courtesy Hours
Courtesy hours are in effect 24-hours a day within on-campus communities.

Quiet Hours
Quiet hours are observed from 10:00 p.m. to 9:00 a.m. within all on-campus communities. Quiet is defined that sound cannot be heard in another room with the door and windows closed.

Concentrated Study Hours
Quiet hours are observed 24-hours a day within on-campus communities during the University’s Concentrated Study Period.

Personal Safety Items
Residents and guests are allowed to possess items such as pepper spray and mace for personal safety within on-campus residential communities. The use of these items to intimidate or harm another person is prohibited.

Personal Transportation

Skateboards, Skates - Skateboarding and skating is not permitted in and/or around Residential Life property and communities. These items must be stored within a resident’s room or vehicle.

Electronic Skateboards - Electronic skateboard, including self-balancing boards/scooters, and any similar equipment are prohibited from being used, stored and/or charged in any Residential Life building.

Scooters, Motorcycles - Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters and motorcycles are not permitted inside of any Residential Life building. Scooters and motorcycles must be parked in accordance with regulations set forth by Parking & Transportation Services.

Private Enterprise
Residents are not permitted to operate a business from their room, apartment, or on-campus community. Personal solicitation for tickets, apartments, books, etc. is prohibited.

Property Misuse & Damages

Vandalism - Vandalizing university property or another resident’s property is prohibited.

Damages - Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room and apartment. Appropriate damage charges will be assessed to the resident’s fee bill.
Safety Equipment
Safety equipment including sprinklers, smoke detectors, emergency doors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment is necessary to safeguard residents. Activating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited.

Sprinkler System
Residents are prohibited from hanging items from, cover, or otherwise tamper with fire sprinkler devices and emergency doors.

Solicitation
Commercial solicitation is prohibited within on-campus residential communities. More information regarding the advertising policy (RLOP 68) can be found in the Policies section of the LSU Residential Life website, www.lsu.edu/housing.

Subleasing/Extra Residents
Residents are prohibited from subleasing their room/apartment to another person.

Suite & Apartment Bathrooms
Residents are not permitted to enter a bedroom through bathrooms in suite-style rooms and apartments without the permission of the occupants of the room. Residents are not permitted to install locking mechanisms on bathroom doors.

Tobacco
The use and possession of tobacco and tobacco products is prohibited on campus and within residential life communities. Residents may use or store tobacco products within a personal vehicle with closed windows on campus. Residents will be assessed a fee to their University account in incidents where the room or building alarm system is activated due to the use of tobacco products.

Vaporizers/Electronic Cigarettes
The use and possession of vaporizers/vapes and electronic cigarettes is prohibited on campus and within residential life communities. Residents may use or store these items within a personal vehicle with closed windows on campus. Residents will be assessed a fee to their University account in incidents where the room or building alarm system is activated due to the use of these products.

Trespassing
Within each on-campus community, there are areas that residents are not allowed to enter such as the roof and maintenance closets/hallways. Residents are also not allowed to enter another resident's room without permission from that resident. Residents are responsible for contacting a Residential Life staff member to determine the areas that are off limits within their community.

Weapons
Possession and use of firearms (including but not limited to air pistols, BB guns, and paint guns), facsimile weapons, ammunition, explosives, fireworks, knives (other than kitchen utensils), or dangerous weapons is prohibited in or around Residential Life properties.

Windows
Windows may only be opened within the following buildings:

Room/Apartment Window
- Broussard Hall
- East Campus Apartments
- Louise Garig Hall
- West Campus Apartments

Bathroom Window Only
- Beauregard Hall
- Highland Hall
- Jackson Hall
- LeJeune Hall
- Taylor Hall

Residents are not permitted to throw anything from windows within on-campus communities. Screens must remain on windows at all times.
Student Privacy Rights
Information regarding LSU policy about disclosure of student information can be found in Policy Statement 30.

LSU Cares
LSU Cares is a university initiative dedicated to the well-being of students and promotion of a community that cares about each of its members. LSU offers an online reporting system at www.lsu.edu/lsucares to help students, faculty, staff, families, and friends submit reports about:
- Potential violations of the LSU Code of Student Conduct;
- Concerns regarding sexual misconduct and hazing;
- Concerns surrounding acts of bias or discrimination;
- Complaints or grievances; and
- Concerns about students in crisis or distress.

ProcEdures

Reports may be submitted by anyone with a concern about the LSU community. Reports may be submitted either with a person’s contact information or anonymously. When a report is received, staff will review the details using a CARE approach (Communicate, Assess, Refer, Educate) and then determine a response that includes appropriate campus resources. If there is a possibility that a student may harm themself or others, dial 911 immediately. In the event of an emergency, do not use these forms.
Accountability Process
The goal of the Department of Residential Life’s conduct process is:

- To provide an accountability process that holds students accountable for unacceptable behaviors that occur within an on-campus residential community or that involve on-campus residents
- To protect the rights of all members of the university community
- To educate students regarding the responsibilities inherent in an on-campus residential community, including abiding by policies that are established for the safety and welfare of the community

**Documented** is the term used by most people in the university community when they are referring to the process that occurs when a staff member or resident witnesses and reports an alleged violation of university/housing policies, as outlined in the LSU Code of Student Conduct, housing contract, and this handbook. In some instances law enforcement may become involved.

In most cases when a student is observed potentially violating a university policy, a Residential Life staff member will identify themselves, communicate which policy has been violated, and request identification from the student. If you find yourself in such a position, you should remember that the conduct system is part of the total educational process and is protective of your rights. Always cooperate, be honest, and produce your LSU ID immediately upon request.

When writing an incident report, the Residential Life staff member will include every detail that was observed before, during, and after the incident. The incident report is reviewed by staff members and makes the best educational decision as to the next course of action. If it is decided that the incident warrants follow-up, a meeting will be scheduled with you by appropriate university staff. At this meeting, you will be allowed to present your side of the story. You will also be allowed to review the incident report when appropriate.

A copy of the LSU Housing Application and Contract may be obtained either online at lsu.edu/housing or from the receptionist in Grace King Hall, and is also provided in Appendix A of this handbook.

More information regarding the Student Conduct Process (RLOP 69) may be found in the policies section of the LSU Residential Life website, www.lsu.edu/housing. Students with questions about the conduct or contractual process should contact the Residential Life Student Conduct Office, or their RLC.

Title IX and Sexual Misconduct
Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, Louisiana State University (“LSU”) is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.


Contract Appeals
The Department of Residential Life Academic Year Contract states, “The terms of this contract is the academic year.” Exceptions may be made for those students who have a significant and/or documented medical reason. All requests for living off campus for medical or other reasons will be reviewed on a case-by-case basis. Information regarding LSU Residential Life Contract Appeals can be found in Policy Statement 42 at [www.lsu.edu/reslife/policies](http://www.lsu.edu/reslife/policies).
Return to Housing from Medical or Behavioral Treatment or Care
In the event that a student is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the student will be required to provide information to Residential Life in order to return to their on-campus housing assignment.

When a resident’s behavior endangers the life of a person, threatens the functionality of a safe and comfortable community, or a resident has a history of conduct violations, the Department of Residential Life may review the resident’s contract for housing. During this process, a decision to terminate the housing contract, relocate to another on-campus location, or allow the resident to remain in their current location is made.

Room/Apartment Entry by Staff
Authorized personnel may enter a resident’s room or apartment under the following circumstances:

- When occupant in a room/apartment provides permission.
- When there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of residents or property.
- When it is necessary to preserve campus order, security, or discipline.
- By search warrant issued by a university official pursuant to the LSU Code of Student Conduct or agency of the law.
- During fire drills, alarms, or severe weather evacuations for purposes of routine maintenance repairs or inspections.
- To shut off unattended loud stereos, radios, alarm clocks, telephones, or other noise-producing devices, after attempting to contact the residents of the room/apartment.
- To open doors for suite-bathroom lockouts.
- To conduct health and safety inspections after sending at least 24-hour notice.
- To conduct quarterly pest control treatments.
- To clean bathrooms within suites and apartments.
- To change air filters in heating/cooling units once a month.
- To complete maintenance requests or repairs.
- To conduct end of the semester room inspections.
- To conduct room inspection prior to a resident moving out.
- To conduct room inspections after a resident moves out.

Residential Life staff members will lock any unsecured doors found during the room/apartment entry process.
Annual Security and Fire Safety

Emergency Communication
In the event of an emergency, LSU’s Emergency Operations Center (EOC) will be activated. The university has multiple ways of communicating emergency situations to students, faculty, and staff:

**EMERGENCY TEXT MESSAGING SYSTEM**
If you have not already done so, sign up for the university’s emergency text messaging system by visiting www.lsu.edu/etxt.

**BROADCAST VOICE MAIL**
Anyone with voice mail capability on their on-campus phone will receive broadcast voice mails.

**BROADCAST E-MAIL**
Anyone with a university e-mail address will receive broadcast e-mails.

**LSU WEBSITE**
Access the university web site at www.lsu.edu for information.

Emergency Preparation
Save the numbers in the yellow box to the left in your cell phone now in case you ever need them. Also, post them in a convenient and visible location at your residence. By saving a few minutes during an emergency, you could save a life.
Personal Safety
What can you do to protect yourself?
- Avoid walking alone at night unless absolutely necessary. When walking, keep to well-lit, commonly traveled routes.
- Familiarize yourself with campus. Avoid taking shortcuts through dark, isolated areas, especially at night. Walk purposefully, know where you are going, and project a confident image.
- If you feel threatened, contact police via the LSU Shield App, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have your room and car keys ready; carry them in your pockets or have them easily accessible.
- Lock your doors and windows when you are not in your room or are sleeping.
- Do not post personal contact information such as phone numbers or your on-campus address on public web sites or social media.

Don't feel safe walking at night?
Call Campus Transit at 225-578-5555 from 5:30 p.m. to 3:00 a.m. every day. If you are coming in late to your residence and do not want to park in the remote lots and walk by yourself, stop by the Public Safety Building on South Stadium Drive and come inside. A driver will follow you to your lot and pick you up and bring you to your residence hall or apartment. You can also call the LSU Police for an escort after 3:00 a.m.

Community Safety
What can you do to protect our residence hall and apartment communities?
- If you see suspicious persons in or around your residence hall or apartment or feel threatened at any time, contact the LSU Police Department immediately and report it to the front desk of your residence hall or apartment.
- Never prop open a door.
- Never let someone you do not know into a building.
- Observe all policies and procedures.
- Report any security concerns to a Residential Life staff member.

Adopt-A-Hall Program
The Adopt-a-Hall program promotes community policing by partnering LSUPD patrol officers with a residence hall on campus. These officers attend social programs in the building and develop informal relationships with the residents, which enables the residents to feel more comfortable around the officers. The officers are also present in the residence halls during safety week, providing students with helpful information regarding how to stay safe on campus.

LSU Shield App
The LSU Shield App functions as a portable emergency button you can carry with you at all times, and is free to download on all Android and iOS operating systems. Downloading the Shield App allows you to instantly place emergency calls to local police, fire, and EMS, and also includes the ability to submit a Safety Beacon, which pinpoints your location to LSUPD and indicates you are experiencing an emergency. Non-emergency reports can also be filed through the app if you observe concerning behavior on campus. Finally, the app provides a helpful list of what you should do if you are experiencing various emergency situations.

Call Boxes
Emergency telephones have been added to some parking areas and at the entrance of most residence halls. To operate the emergency phone, simply press the red emergency button. It will connect you directly to LSUPD. Speak into the speaker. You may call other on-campus numbers from the phone by pressing the black call button and dialing the telephone number.

Severe Weather Procedures
In case of severe thunderstorms or tornados, you should immediately move to the interior of their residence hall or apartment, away from windows. In the event of a hurricane, the university will provide instructions via the LSU website, emergency text messaging system, and Residential Life staff. In all severe weather situations, be sure to stay in contact with and follow the instructions of Residential Life staff members.

During emergencies, such as severe weather, the Department of Residential Life works with the Emergency Operations Center (EOC) to determine evacuation procedures. Once the EOC has been enacted, all members of the LSU on-campus community are required to abide by EOC directives. Prior to an emergency, such as severe weather, you should determine your personal evacuation plan.
## EVACUATION PROCEDURES

The following locations will be used in the case of an evacuation, such as a fire alarm. Please find the nearest exit and stand at your community’s assigned meeting area and wait for further instructions. If weather or other circumstances are not favorable for assembly outside, residents and staff will go to the indoor location listed. When a fire alarm or evacuation alarm is activated, you are required to immediately evacuate the building.

### APARTMENTS

<table>
<thead>
<tr>
<th>COMMUNITY</th>
<th>OUTDOOR LOCATION</th>
<th>INDOOR LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Campus Apartments</td>
<td>ECA Parking lot</td>
<td>ECA Activity Center</td>
</tr>
<tr>
<td>Nicholson Gateway: Bayou</td>
<td>Coming soon!</td>
<td>Marsh Hall</td>
</tr>
<tr>
<td>Nicholson Gateway: Canal</td>
<td>Coming soon!</td>
<td>Riverbend Hall</td>
</tr>
<tr>
<td>Nicholson Gateway: Delta</td>
<td>Coming soon!</td>
<td>Oxbow Hall</td>
</tr>
<tr>
<td>Nicholson Gateway: Gulf</td>
<td>Coming soon!</td>
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<td>Canal Hall</td>
</tr>
<tr>
<td>West Campus Apartments</td>
<td>WCA north parking lot</td>
<td>WCA Activity Center/Broussard</td>
</tr>
</tbody>
</table>

### RESIDENCE HALLS

<table>
<thead>
<tr>
<th>COMMUNITY</th>
<th>OUTDOOR LOCATION</th>
<th>INDOOR LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadian Hall</td>
<td>Field south of Acadian Hall</td>
<td>Blake Hall</td>
</tr>
<tr>
<td>Annie Boyd Hall</td>
<td>Green space beside Louise Garig &amp; Highland road</td>
<td>Laville Hall</td>
</tr>
<tr>
<td>Blake Hall</td>
<td>Field south of Acadian Hall</td>
<td>Acadian Hall</td>
</tr>
<tr>
<td>Broussard Hall</td>
<td>Pentagon Courtyard</td>
<td>WCA Activity Center</td>
</tr>
<tr>
<td>Cypress Hall</td>
<td>Green space between Cypress &amp; The 5</td>
<td>Spruce Hall</td>
</tr>
<tr>
<td>East Laville</td>
<td>ECA Parking Lot</td>
<td>Blake Hall</td>
</tr>
<tr>
<td>Evangeline</td>
<td>East Laville Lobby</td>
<td>ECA Parking Lot</td>
</tr>
<tr>
<td>Herget Hall</td>
<td>Herget parking lot</td>
<td>Miller Hall</td>
</tr>
<tr>
<td>Highland Hall</td>
<td>Green space beside Louise Garig &amp; Highland Road</td>
<td>Laville Hall</td>
</tr>
<tr>
<td>Kirby Smith Hall</td>
<td>Green space between Kirby Smith &amp; The 5</td>
<td>WCA Activity Center/Cypress</td>
</tr>
<tr>
<td>Louise Garig Hall</td>
<td>Green space beside Louise Garig &amp; Highland Road</td>
<td>Laville Hall</td>
</tr>
<tr>
<td>McVoy Hall</td>
<td>Parking lot west of McVoy Hall</td>
<td>Blake Hall</td>
</tr>
<tr>
<td>Miller Hall</td>
<td>Miller parking lot</td>
<td>Herget Hall</td>
</tr>
<tr>
<td>Pentagon Halls</td>
<td>Pentagon Courtyard</td>
<td>Broussard Hall</td>
</tr>
<tr>
<td>Residential College One - East</td>
<td>Courtyard</td>
<td>Broussard Hall</td>
</tr>
<tr>
<td>Residential College One - North</td>
<td>Courtyard</td>
<td>Broussard Hall</td>
</tr>
<tr>
<td>Residential College One - South</td>
<td>Courtyard</td>
<td>Broussard Hall</td>
</tr>
<tr>
<td>Residential College One - West</td>
<td>Courtyard</td>
<td>Broussard Hall</td>
</tr>
<tr>
<td>Spruce Hall</td>
<td>Green space between Kirby Smith &amp; The 5</td>
<td>Cypress Hall</td>
</tr>
<tr>
<td>West Laville</td>
<td>ECA parking lot</td>
<td>Acadian Hall</td>
</tr>
</tbody>
</table>
Cable Television Services
Standard digital cable service, provided by Cox Communications, is included in the room rates of all Residential Life communities. Standard service includes 75 Cox programming channels and six LSU channels. The standard service will be activated before you arrive. You will be responsible for providing the cable cord to connecting the incoming line to your television set. A converter must be provided by the resident if their television is not digital compatible.

Cox expanded service cable is available at an additional cost. To order Cox expanded service cable or to report any cable-related problems, call 225-615-2005, or visit the Cox representatives stationed on the first floor of the LSU Student Union.

Computers & Internet
Computer labs are available in all on-campus communities. As an on-campus resident, you may use the computer lab by logging in with your PAWS ID. Most labs are open 24 hours. Laser printing is free, but residents must supply their own paper. E-mail stations are available in the lobbies of most residence halls. This allows priority to be given to students using the computer labs for academic purposes.

Ethernet data ports are available in each room for you to connect a personal computer directly to the campus network. Additionally, all residence halls and apartments have high-speed wireless Internet connectivity. High-speed data connections, both wired and wireless are included in the room rate.

For problems related to computer labs/e-mail stations in Residential Life areas or any personal computer, contact the Residential Life Computer IT Support Office at 225-578-0560 or www.lsu.edu/reslifetech.

Dining Services
All first and second-year students living in on-campus residence halls are required to participate in one of the university meal plans offered by LSU Dining. LSU Dining’s flexible meal plans offer a combination of meals which are served in the all-you-care-to-eat dining halls and Paw Points which can be used like dining dollars at any retail LSU Dining location around campus. There are two dining halls on campus, one located on the east side of campus and one located on the west side of campus. For more information regarding meal plans, visit www.lsudining.com or call LSU Dining at 225-578-4300.

Distribution of Advertisement
LSU departments and registered student organizations may present items to be posted within on-campus communities by taking the items to 210 Grace King Hall for approval and distribution. The name of the department or student organization must be on the advertisement to be posted. Advertisements that are meant to solicit business will not be approved for posting within on-campus communities. More information regarding the advertising policy (RLOP 68) can be found in the Policies section of the LSU Residential Life website, www.lsu.edu/housing.

Facility Reservation
Residents may reserve space within or near a residential community by completing the process outlined in RLOP 67, found in the Policies section of the LSU Residential Life website, www.lsu.edu/housing. Use of Residential...
Life facilities is limited to residents and the Department of Residential Life.

Front Desk
A front desk services all residence halls and apartment communities, although some may be housed in a building other than your own. Front desk locations are noted in the “Important Numbers” section at the end of this publication. Your community’s front desk can assist you in placing maintenance requests, issuing a temporary key to your room or apartment, and locating other on-campus resources. All desks are staffed 24-hours a day.

Heating & Cooling
Heating and cooling equipment operate on a system of heated and chilled water. Because the system cannot be switched back and forth quickly, LSU Facility Services evaluates the weather patterns to determine when to switch on and off heating and cooling systems. Residents who have university installed window units are required to keep the air-conditioner plugged into the proper electrical outlet. Personal and/or privately owned air-conditioning units are not allowed in the residence halls and apartments.

Insurance—Property
LSU assumes no responsibility for any loss or damage to your personal property. If your belongings at school are not covered by a parent’s homeowner’s policy, you may obtain personal effects coverage through a university-approved company. Information on this topic is available on the Residential Life website.

Laundry Facilities
You are responsible for your own laundry items and for following the proper procedures in washing and drying. The university does not offer a linen service. It is your responsibility to learn the proper operation and care of the items by reading the appliance guidelines.

Laundry in the Residence Halls
Washers and dryers can be found in residence hall laundry rooms. All laundry facilities are equipped to accept either coins or TigerCash. You can check the availability and status of washers and dryers by logging on to www.laundryalert.com and entering the password LSU3733. You can also have an e-mail sent telling you when the laundry cycle is complete or when a machine becomes available.

Adding and Tracking Funds:
Tracking your funds for laundry could be done online at https://tcard.lsu.edu. Here you would be able to add funds via credit/debit card and/or check and manage your account.

Laundry in the Apartments
A washer and dryer are included in each apartment.

Mail Delivery
For the most up to date information on mailing procedures, refer to the University Auxiliary Services website at www.uas.lsu.edu.

All on-campus residents will be assigned an LSU Box at the mail center in the LSU Student Union, and the charge is posted on the student fee bill.

To claim a box and key, visit the mail center in room 101 in the LSU Student Union. This box will be able to receive both regular mail and packages. Your name and mailbox number must be on all mail and packages. You will receive a pick up notification via e-mail when a package arrives and should bring a picture ID to claim packages.

To send mail and packages to an LSU Box, please follow this address format:
Student’s Name
101 LSU Student Union Bldg.
LSU Box # _ _ _ _
Baton Rouge, LA 70803

Residential communities will accept deliveries (from local businesses only) of flowers, cut fruit bouquets, or cookie bouquets. For the safety and security of residents, the residential front desk staff is unable to verify, identify, or disseminate the contact information (including phone numbers) of specific residents. If the delivery agency requires a signature or direct contact with the receiving resident, the aforementioned student’s phone number must have already been provided with the order by the ordering party. After receiving delivery, the front desk worker will notify the resident through their LSU e-mail that they have a package to pick up. The Department of Residential Life is not responsible for lost packages.

Use the following address format when receiving perishables (ONLY those mentioned above):
Student’s name
Room number and building name
Louisiana State University
Baton Rouge, LA 70803

All students living on campus are charged a mailbox fee each semester. This charge is incorporated into the residence hall rent charge on the fee bill. This applies to all the residence halls, residential colleges, the Laville Honors House, and apartment communities (with the exception of Edward Gay Apartments). Students who officially resign from the University or move off campus before the 14th day of class can get their mailbox fee refunded. After the 14th day of class there is no refund of the mailbox fee.
Maintenance
The Department of Residential Life staff provides safety equipment inspections, general maintenance (painting, plumbing, electrical maintenance, and carpentry), and custodial services. Residential Life custodians clean all public areas of residence halls and apartments, including lobbies, hall and suite bathrooms, corridors, study rooms, kitchens, and laundry rooms. However, you are responsible for cleaning your own room.

If you have maintenance needs or damages, report them to the front desk or online. If the problem is not resolved, the RLC should be contacted. Maintenance personnel are on duty from 7:30 a.m. – 4:00 p.m. weekdays. If emergency repair work is needed after 4:00 p.m. on weekdays or anytime on weekends, consult the front desk.

Parking
Selection of your parking tag occurs when you register for classes. You are responsible for following all university parking regulations. A copy of these regulations may be obtained from Parking & Transportation Services, located in the Public Safety Building or by calling 225-578-5000.

Pest Management
The Department of Residential Life manages a proactive program to eliminate pests (roaches, ants, spiders, etc.). All residence halls and apartments are treated quarterly. Additionally, there are perimeter treatments designed to eliminate unwanted pests from our residence halls and apartments. However, poor housekeeping in your room can be an attraction for a pest looking for a new home or for food. A pile of clothes and food crumbs on the floor offers a home and a meal for an unwanted guest. If you discover a pest in your room, notify the front desk immediately.

Telephones
Local phone service is not automatically provided in student residence hall rooms or in apartments. If you want local phone service in your room, you will still be able to do so at a monthly rate. You will need to contract directly with the LSU Information Technology Services (ITS) department. You can use your myLSU account to activate the local service, or go to the ITS offices in the Fred Frey Computing Services Center. Once you have contracted for the service, it will be added to your fee bill, and the phone jack located in your room will be activated.

Vending / Ice
For your convenience, there are vending and ice machines located in most residence halls. Please see your RA for location.

Vending machines are also located in the ECA and WCA activity centers. There are not ice machines located at the apartment communities.
IMPORTANT NUMBERS

All numbers listed below begin with area code 225.
Numbers with an * denotes numbers managed 24 hours, 7 days per week

Department of Residential Life.............................................................578-8663
Residence Hall Association (RHA).......................................................578-8420

Front Desk Numbers for LSU Residential Communities
*Acadian Hall..........................................................................................334-2277
*Annie Boyd/Evangeline/Highland/Louise Garig Halls........................334-2645
  (desk located in Annie Boyd Hall fall 2018)
  (desk located in Evangeline Hall spring 2019)
*Blake Hall.............................................................................................578-3336
*Broussard Hall...................................................................................578-8639
*Cypress Hall.......................................................................................578-3435
*East Campus Apartments.................................................................334-4248
Edward Gay Apartments.....................................................................334-5194
*Herget Hall..........................................................................................334-5510
*Jackson/Taylor/Beauregard/LeJeune Halls.......................................578-0041
  (desk located in The Pentagon Community Activity Center)
*Kirby Smith Hall..................................................................................578-6881
*McVoy Hall .......................................................................................334-2764
*Miller Hall .......................................................................................334-1134
*Nicholson Gateway - Riverbend & Canal (front desk located in Riverbend) ...........................578-0076
*Nicholson Gateway - Bayou & Marsh (front desk located in Bayou) ........................................578-0087
*Nicholson Gateway - Oxbow, Delta & Gulf (front desk located in Gulf) .................................578-0085
*Residential College One - South & West Hall (front desk located in East Hall)..............334-1084
*Residential College One - North Hall (front desk located in Broussard Hall)......................578-8639
*Spruce Hall........................................................................................578-0002
*West Campus Apartments.................................................................334-3600
*East & West Laville Halls.................................................................578-8171

• lsu.edu/housing
• lsu.edu/rha
• rlbam@lsu.edu
• rlhorseshoe@lsu.edu
• rlbam@lsu.edu
• rlrcnorth@lsu.edu
• rlcyypress@lsu.edu
• rleca@lsu.edu
• rledgay@lsu.edu
• rlherget@lsu.edu
• rlpentagon@lsu.edu
• rlkirsby@lsu.edu
• rlbam@lsu.edu
• rtmiller@lsu.edu
• rtnicholson@lsu.edu
• rtnicholson@lsu.edu
• rlrcsouth@lsu.edu
• rltc@lsu.edu
• rlspence@lsu.edu
• rlwca@lsu.edu
• rlnhonors@lsu.edu
Emergency Numbers
*Emergency.................................................................911
*LSU Police Department..............................................578-3231
*Baton Rouge Police Department.................................389-2000
*Crime Stoppers.........................................................344-7867
*Crisis Intervention Center (24-hour crisis line—The Phone)....924-3900
The Lighthouse Program (Sexual Assault Support and Services) 578-5718
*Sexual Trauma Awareness & Response Center (STAR).........383-7273

Academic Support
Office of Undergraduate Admissions..........................578-1175
Center for Academic Success..............................578-2872
First Year Experience...........................................578-1188
LSU Libraries.............................................................578-5652
Olinde Career Center..............................................578-2162
University College (UCFY)..........................................578-6822

Campus Services
Campus Information.............................................578-3202
Campus Transit.......................................................578-5555
Cable TV (Cox Communications)............................578-5141
Computing Services Help Desk...........................578-3375
Computing Support Office (Residential Life Labs).........578-0560
LSU Dining Services.................................................578-6642
Parking & Transportation Services.........................578-5000
Student Union.........................................................578-5141
University Auxiliary Services...............................578-5141
United States Postal Service (USPS)..........................578-6756

Student Services
Campus Life (Leadership, Student Organizations, Programs & Volunteerism)........578-5160
Dean of Students.................................................578-9442
Division of Student Affairs.................................578-8607
Office of Disability Services..................................578-5919
Mental Health Services..........................................578-8774
Office of Multicultural Affairs...............................578-4339
Records and Registration....................................578-1686
Residential Life Conduct Office..............................578-5387
Office of Student Advocacy & Accountability............578-4307
Student Aid & Scholarships...................................578-3103
Student Health Center...........................................578-6271
Appointment Desk...............................................578-6716
The Lighthouse Program (Sexual Assault Support and Services)...........578-5718
University Recreation.............................................578-8601
Office of Health Promotion....................................578-5718

- lsu.edu/police
- brgov.com/dept/brpd
- crimestoppersbr.com
- brcic.org
- lsu.edu/lighthouse
- brstar.org
- lsu.edu/admissions
- cas.lsu.edu
- lsu.edu/fye
- lib.lsu.edu
- careercenter.lsu.edu
- lsu.edu/freshman
- lsu.edu/students
- studentlife.lsu.edu
- deanofstudents.lsu.edu
- disability.lsu.edu
- shc.lsu.edu
- lsu.edu/oma
- lsu.edu/registrar
- lsu.edu/housing
- saa.lsu.edu
- lsu.edu/financialaid
- shc.lsu.edu
- lsu.edu/lighthouse
- lsu.edu/urec
- shc.lsu.edu
1. **ACCEPTANCE OF CONTRACT:** Provide your signature, age, and date in the designated blanks at the end of this contract. If you are less than 18 years of age, your parent or guardian must also sign and date the form. 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, East/West Campus Apartments and Nicholson Gateway Apartments.
   b. The term “residence halls,” “building” or “room” applies to East/West Campus Apartments and Nicholson Gateway Apartments as well.
   c. The term “Academic Year” is based on the LSU regular academic calendar published in the LSU General Catalog.

3. **CONTRACT PERIOD AND ELIGIBILITY**
   a. You must be a full-time LSU student or participant in an LSU approved program to live in an LSU 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 LSU student to live in a residence hall.
   b. Length of Contract:
      i. Students living in residence halls, except East and West Campus Apartments and Nicholson Gateway Apartments, have a 9 month contract. Residence halls will close for the break between the fall and spring semesters when classes are not in session. LSU does not guarantee temporary or interim housing during breaks between semesters for students in residence halls closed during these periods.
      ii. Students living in East Campus Apartments have a 9 month contract and may remain between the fall and spring semesters when classes are not in session. Students requiring summer school housing will be required to relocate out of East Campus Apartments.
      iii. Students living in West Campus Apartments have a 9 month contract and may remain between the fall and spring semesters when classes are not in session. Students in WCA registered for summer classes may extend their contract to 12 months, LSU does not guarantee summer placement in the student’s same spring or fall apartment. Student must have a future fall booking in a residence hall or apartment to be eligible for summer school housing in West Campus Apartments.
      iv. Students living in Nicholson Gateway Apartments have the option of a 9.5 month or 12 month contract. A 12 month contract is available at the time of application or student may opt-in at a later date. Registration for summer classes is not required to occupy a Nicholson Gateway Apartment during summer months; however, student must have a future fall reservation in Nicholson Gateway Apartments to be eligible for housing during summer months. Students wishing to live in Nicholson Gateway Apartments for summer only must be registered for summer school classes and have a future fall booking in a residence hall or East/West Campus Apartments.
   c. Occupancy Dates:
      i. Residence halls typically open in August the week before classes start and close on the last day of finals for each semester.
      ii. East and West Campus Apartments typically open the week before classes start and close the last day of spring finals. Exception: special condition apartments in WCA that have a later move-in date than the remainder of WCA. Students in special condition apartments are notified of restriction at the time room assignment is made.
      iii. Nicholson Gateway Apartments open on August 15 and close on May 31. Dates of summer occupancy are June 1 to July 31.
   d. If your academic program operates on a different calendar from that of the regular Baton Rouge campus (such as programs offered through the Paul M. Hebert Law Center), be aware that East Campus Apartments and the residence halls (excluding West Campus Apartments) 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 shall pay charges and penalties as outlined in section 7 below.
4. ASSIGNMENTS
   a. Assignment and Sublease: 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. LSU 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). If for any reason you are required or allowed to move to an Edward Gay apartment as the renting student, the remaining prorated portion of your residence hall rent will be credited toward your apartment rent. If for any reason you are required or allowed to move to an Edward Gay apartment but not as the renting student, charges related to the application fee, advance rent and rent shall be as outlined in paragraphs 6 and 7 below.
   c. Partial Occupancy: Residence hall rental rates are based on your room being occupied at its normal capacity. During fall and spring semesters, if your room becomes occupied at less than normal capacity, you may be contacted by Residential Life to exercise one of the following choices:
      i. Pay the additional rent for a private room.
      ii. Request assignment to another room or to pull in a desired roommate into the unoccupied space.
      iii. Identify that you are willing to accept a roommate at any time as directed by Residential Life, which includes leaving the open space available for move-in at all times.
   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; refer to Living on Campus Handbook for conditions and approval process.
   e. Online Renewal: You may be given the opportunity to renew this contract via the Internet to live in the residence halls, East or West Campus Apartments or Nicholson Gateway Apartments. 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. A non-refundable $250 advance rent payment is required for renewals.
   f. Housing Cancellation/Withdrawal: You must submit any housing cancellation at lsu.edu/cancelhousing. Charges for cancellation/withdrawal and any refund shall be determined as outlined in sections 6 and 7 below.
   g. Room assignments and inspections: LSU reserves all rights in connection with assignment of rooms. LSU shall have the right to inspect rooms.

5. RENTAL RATES:
   a. The amount will be as 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 99 Grace King Hall, Baton Rouge, Louisiana 70803.
   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. Additional cable services are obtained by contacting Cox Communications. A high-speed data connection and wireless high speed internet are included for each student in his/her room.
   d. Rental rates are subject to change at the beginning of any academic term.

6. ADVANCE RENT/APPLICATION FEE:
   a. A $250.00 advance rent payment and $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. The amount of an advance rent refund, if any, shall be determined as of the date the Department of Residential Life receives cancellation notice at lsu.edu/cancelhousing according to the following schedule:
      i. New contracts:
         1. Before May 1: $250.00 refund
         2. Before June 1: $125.00 refunded
         3. June 1 or after: entire advance rent payment is forfeited
      ii. Renewed contracts: cancellation at any time after renewal forfeits entire advance rent payment

7. 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:
   a. Cancellations received after July 1 but before August 1: a $175 cancellation fee will be charged.
   b. Cancellations received after July 31 but before fall classes begin: you are responsible for 25 percent of the fall rent of the lowest priced room offered for the fall term.
   c. If you check into your room and cancel before fall classes begin, charges will be calculated as in sections 6.a. or 6.b.
   d. Cancellations received on or after classes begin for the fall semester but during the fall semester:
      i. If you resign from LSU, you are responsible for 25 percent of the remaining rent for your room for the fall semester and will be charged a rent penalty for the spring semester (75 percent of the lowest priced room offered). After the 14th class day of the spring semester, if you have not registered for classes at LSU, the rent penalty will be charged retroactively. If you are not registered for classes at LSU, you will be charged the full rent for the spring semester.
penalty for the spring semester will be reversed.
ii. If you move out without resigning from LSU, you are responsible for 75 percent of the remaining fall rent for the lowest priced room offered and will be charged the rent penalty for the spring semester. After the 14th class day for the spring semester, if you have not registered for classes at LSU, the spring rent penalty will be reversed.
iii. If you apply for housing and do not check in (no show) and resign from LSU, you are responsible for 25 percent of the rent for your assigned space for the fall semester.
iv. If you apply for housing and do not check in (no show) and do not resign from LSU, you are responsible for 75 percent of the remaining fall rent for the lowest priced room offered.

e. If you graduate in the fall semester or are academically ineligilble to return for the spring semester, you will not be charged the rent penalty or rent for the spring semester.
f. If you lived in a residence hall for the fall and are eligible to return to LSU but do not live in a residence hall for the spring semester, you will be charged the rent penalty (75 percent of the lowest priced room offered) for the spring. After the 14th class day of the spring semester, if you have not registered for classes at LSU, the rent penalty for spring will be reversed.
g. If you did not live in a residence hall for the fall semester and cancel a housing application before classes begin for the spring, your rent will be refunded.
h. Cancellations received on or after classes begin for spring or summer, but during the spring or summer semester:
   i. If you resign from LSU, you are responsible for 25 percent of the remaining spring or summer rent for your room.
   ii. If you move out without resigning from LSU, you are responsible for 75 percent of the remaining spring or summer rent for the lowest priced room offered.
   iii. If you are a new applicant for housing and do not check in (no show) and resign from LSU, you are responsible for 25 percent of the spring or summer rent for your assigned space for the spring or summer semester.
   iv. If you are a new applicant for housing and do not check in (no show) and do not resign from LSU, you are responsible for 75 percent of the remaining spring or summer rent for the lowest priced room offered.
   i. If you are required to move out of the residence halls as a result of disciplinary action, your charges will be calculated as in 7.d. or 7.h. above.
   j. If you are required to move out of the residence halls for the convenience of the university, you will be refunded all of the remaining rent for the current semester and shall not be charged rent for any future term so long as you do not live in the residence halls.

8. 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 and LSU.
   b. Termination of Contract: LSU, at its sole option, may terminate this contract for violation of the terms and conditions of this contract or for any violation of LSU policies, regulations, Living on Campus 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 LSU shall not operate as a waiver of any of LSU’s rights as provided herein. You must advise LSU 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. LSU, at its sole option, may terminate this contract if you complete, withdraw, or are removed from the approved LSU program which enables you to live in LSU housing.
   c. Safety Hazard: LSU, 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. All halls 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.
   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 LSU residence halls and/or apartments 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 advance rent or application fee.
   f. Alcoholic beverages: Possession and consumption of alcoholic beverages in LSU residence halls shall be in accordance with Residential Life, LSU, state, and federal regulations, statutes, and policies.

9. 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. LSU assumes no responsibility and shall not be liable for any loss of or damage to your personal property and you agree to hold LSU harmless for any such loss or damage.

10. 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.

11. 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 excepted.
   b. If you fail to follow the proper procedure to check out of your room, you will be assessed a service charge of $50. 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 $25 for each hour 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 and refuse belonging to you or others must be removed from LSU property. If you fail to do so, you will be charged $300 for removal and disposal of any such property or refuse.

12. PROPERTY: You hereby agree to hold the university, its agents, employees and contractors harmless for any loss or damage of personal property remaining on LSU property after termination of this contract. Further, 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.

13. PHOTO/VIDEO DISCLOSURE & RELEASE: 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 LSU Division of Strategic Communications and/or the Department of Residential Life.

Student Name (Print):
I agree to abide by the contract terms listed above.

Student ID Number: _______ – _______ – _________

Student Signature: ____________________________
Age: __________
Date: __________

Parent/Guardian Signature: ____________________________
Date: __________

(If applicant is under 18 years of age)

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

______________________________
Steven D. Waller, Assistant Vice President, Residential Life & Housing
LSU Residential Life

99 Grace King Hall
Baton Rouge, LA 70803
Phone 225-578-8663
Fax 225-578-5576
reslife@lsu.edu
LSU.edu/housing

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