LSU Residential Life
2018-19 HANDBOOK
EDWARD GAY APARTMENTS
Welcome to Edward Gay Apartments at Louisiana State University!

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 www.lsu.edu/housing.
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.*
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 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 lead the community in upholding community standards within the apartment communities.

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, physical abilities or other aspects of identity. 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 you and 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.

Apartment Office
The front desk for Edward Gay Apartments is located in the Apartment Office Building. The desk is open from 8:00 a.m. – 6:00 p.m., 7 days a week.

Communication
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. Residents are also expected to adhere to any notices posted on the front door of the apartment by the Department of Residential Life and/or LSU.
The Department of Residential Life employs over 500 full-time and student employees. Staff members help you in your personal and academic endeavors by providing opportunities for growth and development, mentoring, and support. The staff directory and organizational chart may be viewed at www.lsu.edu/housing.

**Graduate Residence Director (GRD)** - GRDs are graduate students who manage the daily operations of the community and supervise student staff members. GRDs are available as resources for personal and group concerns. GRD office hours vary; contact the front desk to set up an appointment.

GRDs can be contacted for:
- Ongoing or unresolved facilities issues
- Conflict within the community
- Room change and assignments
- Information about community council
- Ideas for community programming

**Resident Assistant (RA)** - RAs are upperclassmen students assigned to individual floors or communities. RAs are the primary contact for discussing resident questions and concerns, addressing problem resolutions, and establishing community atmospheres. RAs hold floor/building meetings, distribute information, plan programs, and enforce policies. In each community, RAs serve in an on-call rotation to support residents and address overnight and weekend concerns. Contact the front desk to speak to the RA on call.

RAs can be contacted for:
- Academic or personal concerns
- Facilities needs
- Roommate/suitmate conflicts
- Policy information

**Desk Assistant (DA)** - DAs are students that operate the community front desks and are available to assist residents 24/7. DAs provide customer service to residents through general desk duties, such as entering work orders. Desk assistants are co-supervised by the GRD or RLC of the community and the coordinator for front desk operations.

DAs can be contacted for:
- Temporary key rentals
- Placing work orders
- Contacting on-call staff
- Reporting safety concerns

**Custodians** - Custodians maintain the clean facilities including the hallways, common areas, and restrooms. Custodial supervisors supervise building custodial staff and coordinate maintenance and repairs.
GETTING INVOLVED

Getting involved in your community is a great way to meet new friends, learn valuable skills, and contribute positively to your living environment. If you have questions about how to get involved, speak with your GRD or RA.

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.
Conditions for occupancy are outlined within the Louisiana State University Academic Year Contract, located in Appendix A of this handbook.

**Conditions of Occupancy**
A student is eligible to apply for an apartment in the Edward Gay Apartments if one of the following conditions is met at the time of move in:

- A single upper-class or graduate student 21 years or older.
- A single upper-class or graduate student 21 years or older without children, may have up to three roommates of their choosing without children, who are 21 years or older and are full-time registered upper-class or graduate students at LSU.
- A single upper-class or graduate student 21 years or older with children, may have one roommate of their choosing without children, who is 21 years or older and is a full-time registered upper-class or graduate student at LSU.
- Married and living with spouse and children, if any.
- A parent with legal and physical custody of one or more dependent children, or children under the age of 21 years who are regularly enrolled LSU students.
- Priority for apartment placement goes to full-time students before post-doctoral students or research associates.

Once assigned an apartment, the occupant must agree to abide by the terms put forth in the rental agreement. The occupant further agrees to comply with all federal and state laws, and all other Louisiana State University and Residential Life rules and regulations.

The Department of Residential Life reserve the right to make other regulations, as deemed necessary, for securing the maximum comfort, convenience, educational environment, and safety of the apartment community. Residents are also responsible for complying with other regulations promoted through official bulletins and other literature, publications, and communications. Broadcast e-mails will be sent to residents’ LSU e-mail addresses and residents are responsible for the information contained therein. Residents are responsible for notifying the Apartment Office when any changes occur in the family unit and roommate status.

**Roommate Registration Process**
All roommates need to be registered with the Department of Residential Life prior to the roommate moving into the apartment. To register a roommate, the following process must be completed:

- Resident and roommate(s) go to the Edward Gay Apartment Office
- Resident and roommate(s) complete appropriate paperwork, including key card

This process needs to be completed every time a roommate moves into an apartment, regardless if the roommate has previously been a resident of Edward Gay Apartments.
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 Edward Gay Apartment Handbook, the housing contract, and Residential Life and LSU policies outlined on the LSU website.

**Air Conditioners/Heating Units**
Heating and cooling units within the apartments must be accessible by Residential Life staff members at all times. Residents are to set the thermostat to 70 degrees Fahrenheit and the air conditioner to medium within the apartment to prevent condensation and mildew growth.

Items must not block the heating and cooling unit at any time, including air vents.

**Alcohol**
Alcohol may only be present in on-campus communities if all of the following conditions are met:

- Only those residents who have attained the legal drinking age of 21 can possess and/or consume alcoholic beverages in the privacy of their own apartment
- All individuals present are 21 years of age or older. The only exception is if persons under 21 years of age that are in the presence of their legal guardian.
- Consumption and/or possession of alcoholic beverages is limited to apartments and not permitted in/on balconies, stairways, courtyards, parking lots, laundry rooms, or any public areas within the complex
- Alcohol containers must be unopened or closed while being transported through the community
- Common source alcohol containers (such as kegs) are not allowed

**Alterations to Apartments**
Residents may not alter, repair, remodel, or paint any apartment. Appropriate maintenance requests may be submitted with the front desk within the apartment office.

**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
Personal appliances 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 need to be professionally installed and/or replaces an appliance provided by the Department of Residential Life

Residents are expected to keep all provided appliances clean and in good condition. If a problem arises at any time with provided appliances, please contact the front desk to report the issue.

The following items are not allowed in the apartments:

- 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
- Washers and dryers

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

Balconies & Porches
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.

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 the apartments.

Cleanliness
Residents are ultimately responsible for maintaining the cleanliness of their room or apartment. Regular vacuuming, sweeping and general cleaning is required of all residents to maintain their space. Residents are asked to not use bleach or wax.

Kitchen
The kitchen must be well maintained, including washing and storing dishes in a timely fashion, keeping food sealed and stored in appropriate locations, cleaning surfaces and stovetops of grease and debris, and the timely removal of trash.

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.

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 nail holes or paint chips
- Decorations may not be hung from a room’s ceiling
- Residents are not allowed to mount electronics to walls
- Empty food and beverage containers of any kind must be disposed of and are not to be used as decoration
- 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
- Only curtains or blinds provided by Residential Life may be displayed within a room’s window
- Decorations on the exterior of apartments are subject to approval by the Department of Residential Life

Contact or Affixed Paper
The use of contact/shelf paper that is adhered is prohibited within apartments.

The use of contact/shelf paper that is not adhered is allowed as long as the resident regularly cleans beneath the paper and the paper does not cause damage to the drawer or shelf.
Doors
Tampering with, forcing or disabling a door’s locking mechanism, or propping a main entrance door 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.

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.

Garbage Removal
Residents are responsible for placing their garbage in the dumpsters located outside of the apartments. Garbage may not be kept in the hallways, stairwells, balconies, or other areas within the community.

Grills & Grilling
Residents may grill on university grounds outside apartment areas. When grilling, please make sure to be at least 25 feet away from the building, and to clean and clear all debris and trash utilized for grilling, ensuring that flames and embers are extinguished completely. Do not dispose of grilling related items until they are fully extinguished. Storage of flammable materials (including charcoal and lighter fluid) is not permitted within Residential Life communities. Charcoal grills may be stored inside of your apartment only if they have been properly cleaned and cooled down. It is recommended to purchase and use single-use grilling materials.

Guests, Visitors & Babysitters
There are two categories of guests within Edward Gay Apartments:

Guest – Individual not assigned to the apartment as a resident or roommate who is visiting for up to two weeks.

Babysitter – Individual who is not assigned to the apartment as a resident or roommate who is present in the apartment for 8 hours or less a day for the purpose of watching children while the resident is away.

For the purposes of this policy, the term “guest” encompasses all categories outlined above.

Guest Expectations
Residents and guests are responsible for the following expectations:

- Overnight guests must be registered with the front desk.
- Residents are responsible for their guest’s behavior while within Residential Life communities.
- Guests will be asked to leave the community by Residential Life staff members if they are found to be disrupting the community or in violation of Residential Life or LSU policy.
- Maximum occupancy for an apartment is two people per bedroom.
- Guests will not be issued keys to the apartment.

Harassment
Activity (verbal, written, graphic, and/or physical) that is threatening in nature or any form of harassment is prohibited.
Keys and Locks
Keys will be issued only to the renting student. The renting student is responsible for lock change requests.

For the safety of all residents and their belongings, residents must lock the doors to their rooms when not present. Residents 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 to a resident’s room is to be used/possessed only by the resident and approved roommates. Residents are responsible for all keys issued to them by the Department of Residential Life.

Roommates
Roommates are required to come with the renting student to the Apartment Office to sign out their key.

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 or apartment if they are locked out. Residents must provide photo ID, such as LSU ID card, to gain access to their room. If the community’s front desk is closed, residents must contact the RA on-call to gain access to their room. Repeated lockouts will result in a charge to a resident’s fee bill.

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

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.

Yard Sales
Yard sales are not permitted on University property.

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

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. Quiet is defined that sound cannot be heard in another room with the door and windows closed.

Safety Equipment
Safety equipment including sprinklers, smoke detectors, 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.
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.

Storage & Moving Vehicles
Exterior storage devices, such as PODS or any non-registered moving vehicle, are limited to a stay of no more than 48 hours in the apartment parking lots. Contact the Office of Parking & Transportation Services for information on where to place non-moving trailers / PODS. After this period, unregistered vehicles or storage devices will be reported to the Office of Parking & Transportation Services for ticketing or removal at the owner’s expense.

Stoves
Each apartment has a gas stove installed. If you are not familiar with this type of stove, contact the front desk and/or your graduate residence director for information on how to operate and clean the appliance. Gas stoves can easily malfunction and fail to light if they are not kept clean and free of grease. Placing aluminum foil around your stove top is not permitted.

If you smell gas in your apartment, contact the front desk or the on-call resident assistant as soon as possible.

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 responsible for contacting a Residential Life staff member to determine the areas that are off limits within their community.

Unsupervised Children
Children under 12 years of age should not be left unsupervised in any area, including apartments, playgrounds, and laundry facilities. Any child left unattended will be reported to the LSU Police Department.

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
Residents are not permitted to throw anything from windows within on-campus communities. Screens must remain on windows at all times. Windows may not be open when residents are not present.
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.

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.

Visit http://students.lsu.edu/deanofstudents/title-ix/ for more information about reporting a violation.

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 his/her 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 his/her current location is made.

Residential Life reserves the right to deny permission to return to campus housing at the sole discretion of the department. The student will be fully responsible for his/her own living arrangements and expenses off-campus, including all financial obligations, until all review actions are completed by LSU and the student is approved by LSU to return to on-campus housing.

Contact Information Update

Each semester all Edward Gay residents are to come to the front desk during office hours to update key cards and roommate registration. If the renting student has new or returning roommates, those roommates must also come to the front desk with the renting student to register and ensure apartment availability.

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.
Apartment Inspections
Residential Life staff members conduct routine inspections of the Edward Gay Apartments. Residents will be informed of inspections by Residential Life either within this Handbook or via broadcast email.

Health & Safety Inspections
Residential Assistants (RAs) conduct a health and safety inspection each semester to ensure that the apartment is in compliance with all policies set forth by permanently removing any violations. This action will prevent any disciplinary response by our staff including, but not limited to: confiscation of contraband or illegal items, as well as documentation and subsequent sanctions through the student accountability process.

Fire Safety Inspections
Residential Life is mandated by law to complete monthly smoke alarm inspections within Edward Gay Apartments. During the inspection, staff members will inspect all safety equipment within the apartment. Fire safety inspections occur on the fourth Thursday of each month.

Cleanliness Inspections
Residential Life staff members will inspect apartments for cleanliness while completing the aforementioned inspections, along when staff members are present in the apartment due to complete a maintenance request or to investigate a maintenance issue, such as pests.

Cleanliness inspections are an effort to minimize pest infestations that are drawn to garbage, open food containers, dirty dishes, and excessive grease/oil buildup on stoves and surrounding areas.

Residents will be informed of violations or issues observed by Residential Life staff members during apartment inspections via email correspondence.

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 conduct health and safety inspections after sending at least 24-hour notice.
- To conduct quarterly pest control treatments.
- To change air filters in heating/cooling units once a month.
- To complete maintenance requests or repairs when needed.
- To conduct end of the semester room inspections.
- To conduct a pre-move out walkthrough inspection.
- 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.

Petitioning a Charge
Residents are still responsible for paying all charges even if they are in the process of petitioning a charge. When a resident sends in a payment, if the petitioned charge is the earliest dated charge on the account, it will be the first to be paid. If the petition is approved and a resident has already sent in a payment, the account will be credited for the appropriate amount.
SAFETY: A SHARED RESPONSIBILITY

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 circle below 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?

- 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 apartment. You can also call the LSU Police for an escort after 3:00 a.m.

- 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.

Community Safety
What can you do to protect our residence hall and apartment communities?

- If you see suspicious persons in or around your apartment or feel threatened at any time, contact the LSU Police Department immediately and report it to the front desk or the RA.

- 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 an apartment staff member.
**Call Boxes**
Emergency telephones are located on the Edward Gay laundry room wall. To operate the emergency phone, simply dial 9-1-1, and inform the operator of the emergency. You may call other on-campus numbers from the phone by pressing the black call button and dialing the telephone number.

**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. Outside evacuation locations are also listed. If weather or other circumstances are not favorable for assembly outside, residents and staff will go to the indoor location listed.

- **Indoor Location:** Spruce Hall
- **Outdoor Location:** Edward Gay Playground

When a fire alarm or evacuation alarm is activated, you are required to immediately evacuate the building.

**Severe Weather Procedures**
In case of severe thunderstorms or tornados, you should immediately move to the interior of their apartment, away from windows. In the event of a hurricane, the university will provide instructions via the LSU website, emergency text messaging system, and the 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 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.

**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.

**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.
SERVICES

Cable
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 his/her 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.

Data Ports
Ethernet data ports are available in each apartment for you to connect a personal computer directly to the campus network.

For problems related to Internet access in Residential Life areas, contact the Residential Life Computer IT Support Office at 225-578-0560 or www.lsu.edu/reslifetech.

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.

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.

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.

Laundry Rooms
Laundry facilities are provided for all residents of the Edward Gay Apartments. One laundromat is located between the Edward Gay buildings.

The laundry facilities are programmed to accept quarters or Tiger Cash. Access to laundry rooms is gained by using your Tiger Card. At no time should doors be propped open as this creates a safety issue. Laundry facilities are for resident use only. Residents are responsible for all belongings or clothing left in the laundry room unsupervised for any length of time. There is a limited number of machines, so please try to remove finished laundry as soon as possible from washers or dryers. Please report any machine problems or maintenance issues to the front desk at 225-334-5194.

Mail
The U.S. Post Office will deliver mail to mailboxes located within the apartment complexes. Residents are advised to notify all correspondents of their correct address as soon as possible after they move into their apartment. Residents should be aware that under no circumstances can Apartment Office staff sign for or accept any parcels, packages or mail in the event that a resident is not available to accept delivery. This includes the U.S. Postal Service, UPS, FedEx and other package carriers. Some carriers have chosen not to purchase the pass that permits them access through the gates, so it is advised to check with the carrier to see if they will deliver directly to an apartment. It may be necessary to go pick up packages if the package carrier service doesn’t deliver.

• Check your mail at least once every week.

• If you will be away from your apartment for more than a week, get a ‘hold’ card from the Post Office and leave it in your mailbox for the mail carrier.

• If you are going away from your apartment for an extended period of time (over a month) your mail can be forwarded to another address for a specific period.

• Complete a change of address form before you move so that your mail can be properly forwarded to your new address. Change of address forms can be obtained from the U. S. Post Office or the Apartment Office.

• Once you move out of the apartment, you will not be reissued your mailbox key under any circumstances. Apartment staff will not open your old mailbox. Be sure to forward your mail to your new address on or before the day you leave. U.S. Post Office provides forms for this purpose, or you may do it online.
Maintenance
Residents are responsible for proper care of their apartment and will be charged for any damage. In order to maintain a healthy environment, residents should regularly clean their apartments. When maintenance is required, the resident should contact the front desk at 225-334-5194. Maintenance requests will be attended to in a timely manner. Maintenance requests called in after 3:00 p.m. Monday - Friday will get turned in the following business morning.

Residents should not attempt to adjust or tamper with any mechanical, electrical, or gas-fired equipment that is furnished by the university. The alteration of existing plumbing, electrical wires, or cable television wiring is prohibited.

Emergency Maintenance
An emergency maintenance problem is defined as “A situation where a maintenance repair or some attention is essential in order to maintain the health and safety of the resident, as well as to protect the building and its property.” Below is a list of examples of situations that are considered emergencies:

- No water (hot or cold)
- Overflowing plumbing fixtures
- No electricity
- No heat (only when temperature is below 55 degrees)
- Broken water pipe
- Major roof leaks
- A door that will not open or lock
- A gas leak or smell of gas

If an emergency situation arises after office hours or on weekends, residents should call the emergency cell phone number to contact the resident assistant on call. Always call the emergency cell phone at 225-663-0292.

Pests
The Department of Residential Life manages a proactive program to eliminate pests (roaches, ants, spiders, etc.). All apartments are treated quarterly. Additionally, there are perimeter treatments designed to eliminate unwanted pests from the apartments. However, poor housekeeping in your apartment 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. If a resident has a particularly bad pest problem please call the Maintenance Office at 225-334-5194. Residents are asked not to provide additional treatment.

Cleanliness & Sanitation
Sanitation is a major factor in pest control. Pests need hiding places and food sources to breed and to survive. Elimination of these sources can help to decrease the pest population.

Food sources for pests include such unlikely things as standing water, greasy stove burners, stacked newspapers, paper bags, dirty laundry, etc. Proper use of disinfectants and a clean environment will help to decrease pest problems. Simple cleaning of kitchen and bathroom surfaces regularly and removal of grease remain the most effective methods of pest control.

Telephones
Edward Gay Apartments’ telephone service is provided by the LSU Department of Telecommunications. Telephone numbers are issued to residents at the same time students check-in. Edward Gay telephone lines are campus lines, so you must first dial 9 to call off campus. Edward Gay residents have limits on the long distance services they may choose. Direct questions about long distance service to the ITS help desk at 225-578-5294.

Parking
A parking decal must be purchased to park in all apartment areas. Residents, registered roommates, and spouses must go to the Office of Parking & Transportation Services to purchase a gate device to allow entrance to the communities. Only vehicles with the appropriate permit may park in the parking lots. All others will be ticketed and towed. Visitors and guests may park in the designated visitors’ parking spaces outside of the complex gates.

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.
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’s 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

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

Graduate School......................................................................................................578-2311
Center for Academic Success..................................................................................578-2872
First Year Experience..............................................................................................578-1188
LSU Libraries...........................................................................................................578-5652
Olind Career Center.................................................................................................578-2162
University College (UCFY)....................................................................................578-6822

•   lsu.edu/housing
•   lsu.edu/rha
•   rlbam@lsu.edu
•   rlhorseshoe@lsu.edu
•   rlbam@lsu.edu
•   rlrcnorth@lsu.edu
•   rlcyypress@lsu.edu
•   rlca@lsu.edu
•   rledgay@lsu.edu
•   rtherget@lsu.edu
•   rlpentagon@lsu.edu
•   rkirby@lsu.edu
•   rlbam@lsu.edu
•   rlmiller@lsu.edu
•   rlnicholson@lsu.edu
•   rlnicholson@lsu.edu
•   rlnicholson@lsu.edu
•   rtrcsouth@lsu.edu
•   rtlnorth@lsu.edu
•   rlspruce@lsu.edu
•   rlwca@lsu.edu
•   rlhonors@lsu.edu
•   lsu.edu/police
•   bgrov.gov/dept/brpd
•   crimestoppersbr.com
•   brcic.org
•   lsu.edu/lighthouse
•   brstar.org
•   lsu.edu/graduateschool
•   cas.lsu.edu
•   lsu.edu/fye
•   lib.lsu.edu
•   careercenter.lsu.edu
•   lsu.edu/freshman
IMPORTANT NUMBERS

All numbers listed below begin with area code 225.

**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

- **Website Links:**
  - lsu.edu/visitors
  - lsu.edu/parking
  - as.lsu.edu
  - lsu.edu/helpdesk
  - lsu.edu/reslife
  - lsudining.com
  - lsu.edu/parking
  - as.lsu.edu
  - as.lsu.edu
  - lsu.edu/campuslife
  - deansofstudents.lsu.edu
  - studentlife.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
APPENDIX A - CONTRACT

Louisiana State University
Department of Residential Life
Academic-Year Contract

CONTRACT TERMS
This contract governs Ed Gay Apartments.
Dates are based on the LSU regular academic calendar published in the LSU General Catalog.

These Terms and Conditions are made and entered into with the Department of Residential Life of Louisiana State University for the rental of an apartment, subject to other University rules and policies which apply to students of Louisiana State University.

1. Eligibility for Residence
Renting Students must be full-time LSU students, who meet at least one of the following criteria:
   a. A single upper-class or graduate student 21 years or older.
      i. A single upper-class or graduate student 21 years or older without children, may have up to three roommates of their choosing without children, who are 21 years or older and are full-time registered upper-class or graduate students at LSU.
      ii. A single upper-class or graduate student 21 years or older with children, may have one roommate of their choosing without children, who is 21 years or older and is a full-time registered upper-class or graduate student at LSU.
   b. Married and living with spouse and children, if any.
   c. A parent with legal and physical custody of one or more dependent children, or children under the age of 21 years who are regularly enrolled LSU students.
   d. A post-doctoral student or Research Associate who provides departmental verification of such appointment. However, priority goes to full time students.
   e. No other adults or children, related or unrelated, are eligible to reside with you except for preapproved childcare arrangements as is provided by the Guest Policy referred to in the Family & Graduate Apartment Handbook. Any fees or penalties which are due pursuant to that policy shall be payable to LSU as additional rent. Visitors are limited to two weeks and must be registered with the Apartment Office.
   f. A parent with legal and physical custody of one or more dependent children, or children under the age of 21 years who are regularly enrolled LSU students.
   g. A single upper-class or graduate student 21 years or older without children, may have up to three roommates of their choosing without children, who are 21 years or older and are full-time registered upper-class or graduate students at LSU.
   h. A single upper-class or graduate student 21 years or older with children, may have one roommate of their choosing without children, who is 21 years or older and is a full-time registered upper-class or graduate student at LSU.

2. Duration, Renewal and Termination
   a. These Terms and Conditions are for an entire Academic Year, August 1 through May 31.
   b. Cancellation of an application must be made by the applicant in writing to the apartment assignments office by July 1 for the fall semester.
   c. Keys to the apartment will be issued to the Renting Student and the number of keys will be equal to the number of registered roommate or spouse occupants.
   d. Renting Students returning for the fall semester must submit a signed contract for the fall by May 1. Renting Students who do not submit a signed summer or fall contract by May 1 will be required to vacate on May 31.
   e. Occupancy of the apartment may be terminated by the University by reason of conditions rendering the apartment uninhabitable, loss of eligibility for residence, occupancy by ineligible persons, delinquency in payment of rent, or failure by any occupant to comply with the provisions of the Terms and Conditions.
   f. Occupancy of an apartment after the expiration of the Terms and Conditions, or after the effective date of a notice to terminate occupancy, will not automatically extend the Terms and Conditions.
   g. If the occupants fail to check-out of the apartment properly, the following charges will be assessed: $45 per mailbox and door lock change if key(s) are not returned, $50 per day for belongings not removed, and/or $10 for failure to obtain clearance slip from the apartment staff.
   h. If the Renting Student is physically absent from the apartment and owes unpaid rent, and if the University has reason to believe in good faith that Renting Student has permanently vacated or abandoned the apartment, or Renting Student has failed to respond in writing within five (5) days to a notice posted on the apartment door, then the apartment will be deemed permanently abandoned by Renting Student, and the Lease shall terminate without further notice or process. In addition to any other of its remedies, the University may enter into abandoned premises to perform repairs and may relet the apartment. Any abandoned personal property shall be removed and destroyed, or may be seized and sold pursuant to the lien and privilege granted to the University, pursuant to Louisiana law. If Renting Student intends to be absent from the apartment for a period greater than five (5) days, the apartment staff must be notified in writing, in advance.

3. Advance Rent, Application Fee, Rent, Payment and Penalties
   a. A $100.00 non-refundable 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. Rent is to be paid to the Bursar’s Office, 125 Thomas Boyd Hall, on the first day of each month or no later than the tenth day of each month. Collection of rent from roommates is the sole responsibility of the Renting Student. Rent not paid by the tenth day of each month is delinquent and such delinquency will be cause for termination of occupancy. Rent may be paid for an entire semester at registration and placed on the renting student’s fee bill.
   c. Upon termination of occupancy, the apartment will be inspected for damages and cleanliness of apartment and University furnishings.
4. Use of University Property by Occupants
   a. The Renting Student is liable for any damages to University Property.
   b. Renting Student will be responsible for the observance of all rules and regulations by all occupants of, and visitors to, the apartment. The parties agree that the application for this Lease, including all statements and promises contained in it, is a part of this Lease.
   c. Alterations may not be made to the structure of the apartment, its furnishings or its surroundings, e.g. digging, planting, fencing or interior painting; erecting outside radio, television antennas or satellite dishes; modifying or tampering with electrical outlets, plumbing, heater, stove, refrigerator and the air conditioner.
   d. No pets are allowed in the apartments with the exception of fish in a tank not to exceed thirty (30) gallons. This includes visitor’s pets.
   e. Occupants may not store gasoline motors, gasoline, oil paints, varnishes or any other explosive or flammable materials in or around the apartments.
   f. Certain electrical appliances including electrical heaters, commercial deep freezers (over 1hp motor), clothes dryers, washing machines, or dishwashers may not be operated or stored in the apartment.
   g. Personal belongings may not be stored in walkways, landings, or other public areas. Areas in front of apartments must have a 36” clear route of egress and fire escape. Clothing, rugs, or other items shall not be hung on the balconies, fences or trees. Bicycles or toys may not be chained to balconies or trees. Mops, brooms, indoor furniture (bed frames, mattresses, couches, desks, chairs, and bookcases), trash or other unsightly items may not be stored outside the apartment. Under no circumstances shall food be left outside the apartments.
   h. Garbage or trash is to be disposed of only in the containers provided by the University. A $25.00 fee will be assessed to the Renting Student for trash violations.
   i. All self-propelled vehicles must be properly registered with Parking & Transportation Services or will be ticketed and towed. Cars, trucks, vans and motorcycles are not permitted on lawns, walkways or stairwells. A $75.00 fee will be assessed to the Renting Student for grounds repair if their self-propelled vehicles are seen on lawns, walkways or stairwells.
   j. The apartments and University supplied furnishings are to be kept clean and are the responsibility of the Renting Student if damaged other than normal wear and tear. Damages will be charged if not noted/corrected on the apartment inventory and charges will be made for any cleaning or repairs that must be done by the University.
   k. The University assumes no responsibility for the loss of personal property by students. It is the responsibility of all occupants to procure insurance. Renting Student agrees to hold the University harmless for any such loss or damage.
   l. The University assumes no responsibility for any personal injury caused in whole or in part by any negligent, grossly negligent, reckless, or intentional actions of Renting Student or any occupant residing with Renting Student. Renting Student hereby agrees to hold the University harmless for any such loss or damage.
   m. Tobacco Free: The use and possession of tobacco and tobacco products is prohibited on campus. All apartments are tobacco free. Use of any tobacco product or electronic cigarette is not permitted inside any apartment, lobbies, hallways, bathrooms, or any other area inside or around the apartments.
   n. 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 apartments under any circumstances. Any violation of this provision may result in immediate termination of this Lease, and you shall not be entitled to any refund for rent or advance rent or application fee.
   o. Alcoholic beverages: Possession and consumption of alcoholic beverages in the apartments shall be in accordance with Residential Life, LSU, state, and federal regulations, statutes, and policies.

5. Rights of the University
   a. The University reserves the right of entry to any apartment at any reasonable time for the purpose of inspection, emergencies, repairs and pest control. Apartments occupied for more than 9 months will be subject to an announced annual inspection for repairs.
   b. The University reserves the right to automatically adjust apartment rates annually based on escalation of operating costs.
   c. The University reserves the right to modify the Terms and Conditions at the beginning of any regular semester or summer term.
   d. The University reserves the right to reassign an occupant to another apartment.
   e. In the event that the rent is increased or the Terms and Conditions modified, and in addition to other termination rights hereunder, the Renting Student shall have the right to terminate this agreement by giving written notice to the Department of Residential Life within five (5) days of notification to increase rent.
e. The University shall have the option to terminate the Contract upon a five (5) day notice posted to the door of the apartment if, in the sole discretion of the University:
   i. The conduct of the Student or of an occupant or visitor of their household is found to be detrimental to another, or to the complex living group;
   ii. The physical condition of the Student or his/her household renders continued occupancy of University housing unacceptable;
   iii. The Renting Student causes, allows or fails to correct a serious and continuing health hazard or dangerous conditions or causes or allows to be caused extensive and continuing physical injury or property damage or imminent danger thereof;
   iv. The Renting Student, a member of Renting Student’s household, or invitee unlawfully manufactures, delivers, possesses with intent to deliver, or possesses a controlled substance or illegal drug in the apartment in violation of federal, state or local law, the University may terminate the Lease, entitling it to possession of the premises after twenty-four (24) hours written notice to Renting Student; or
   v. The Renting Student defaults in the payment of any single installation of rent or in the payment of any other sum required to be paid under this Lease or under the terms of any other agreement between Renting Student and the University, and if such default is not cured within five (5) days of written notice to Renting Student and any future delinquencies will be cause for immediate termination of contract; or
   vi. The Renting Student defaults in the performance of any other covenant or agreement hereof, and such default is not corrected by Renting Student within five (5) days after written notice to Renting Student (unless the default involves a hazardous condition which shall be cured forthwith upon written notice), the University may treat such event as a breach of this lease and, in addition to all other rights and remedies provided at law or in equity, may terminate this lease and the term created hereby, in which event the University may forthwith evict the Renting Student from the apartment in accordance with Louisiana law;
   vii. The Renting Student fails to adequately supervise their children or any children under their care.
   viii. It is determined that any information contained in the Renting Student’s application is false.

f. The University reserves the right to demand that Renting Student shall reimburse the University for all Legal Fees, costs and expenses legally recoverable that arise out of Renting Student’s breach of this Lease.

g. The Terms and Conditions contained herein, along with the contents of Family & Graduate Apartment Handbook, constitute the entire agreement between Renting Student and the University, and no modification, waiver or amendment of the Lease or any of its terms, conditions or covenants shall be binding upon the parties unless made in writing and signed by Renting Student and the University. However, Renting Student also agrees to keep and observe such further reasonable rules and regulations as may later be promulgated by the University for the necessary, proper and orderly care of the premises.

h. Any notice, written or otherwise, required by this lease may be accomplished by written notice posted on the door of the apartment or through departmental broadcast email sent to occupant’s University email account.

All occupants of the apartment other than the Renting Student shall agree and do hereby agree to abide by the terms and conditions set forth hereinabove, but shall not have any property rights in this lease.

Have you ever been convicted of, plead guilty or no contest to a crime other than minor traffic offenses? Yes _____ No_______

Is any such criminal action currently pending or expected to be brought against you? Yes_____ No_______

If your answer to either of the previous questions is yes, please explain:

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

STUDENT NAME (PRINT): ________________________________ STUDENT ID NUMBER: _______–_______–_________

I agree to abide by the contract terms listed above.

_____________________________________________________________________________________________________________________

STUDENT SIGNATURE __________________AGE ________ DATE ______

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
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