SPECIAL REQUESTS

Scope: Residential Life

Issued: June 1, 2012

Revised: June 25, 2018

I. Policy

Process Name: Special Requests

Process Owner: Residential Life & Education

Functional Areas Involved in Administering Process:
- Residential Life & Education
- Communications
- Associate Director for Staffing and Operations

Process Customers:
- Residents
- LSU Organizations and Departments

Process Goals:
- To provide a clear, standard process for approving special requests in the residence halls and apartments
- To minimize amount of charitable drives in the halls to provide uncluttered, clean space in the halls for residents
**Process Map:**

**Donation Drives:**

1. Any group wishing to host a drive in Residential Life Communities must complete the “Residential Life Donation Drive Request Form”.
   a) Requests must be submitted to the Associate Director of Residential Life and Education for Staffing and Operations no fewer than three (3) weeks prior to the scheduled drive start. This includes all internal drives.

   b) Emergency drives (those which represent and express need, requires less than 3 week notice) require increased Residential Life coordination at the discretion of the Director of Residential Life and Education.

   c) Entities outside of Residential Life are not given preference for a drive if the staff or Community Council are conducting a drive at the same time and of the same nature.

   d) For those groups/individuals granted permission to conduct a drive, card access will not be granted, the group/individual must contact the RLC(s) to arrange time to drop off donation bins/boxes.

   e) Groups/individuals must conduct regular pick-ups of donated items. Frequency of pick-ups is determined by the nature of the drive and will be dictated by the Associate Director of Residential Life and Education for Staffing and Operations. Failure to meet pick-up schedules will result in the immediate termination of the drive and disposal of any remaining items.

   f) Drives are approved on a first come, first serve basis, and the Department of Residential Life will look to avoid duplication of drives asking for similar items in a single semester.

**Table Sits within Residential Communities:**

1. Any group wishing to host a table sit in the residence halls must complete the “Residential Life Table Sit Request Form”.
   a. Requests for campus wide table sits must be submitted to the Associate Director of Residential Life and Education for Staffing and Operations no fewer than two (2) weeks prior to the scheduled table sit. If a table sit is only occurring in one Residential Life Community, the form must be submitted to the Residence Life Coordinator for that area no fewer than two (2) weeks prior.

   b. Residential Life will provide one (1) table and two (2) chairs to be utilized during a table sit which will be organized by the Residence Life Coordinator of the area.

   c. Table sits may be reserved by university departments and registered student organizations, outside businesses are not permitted to reserve tables in our residential communities.
d. Table sits are utilized to raise awareness, promote events, and engage students; solicitation of residential students is never permitted.

e. Residential Life reserves the right to end any table sits where there is a disruption to the community.

Advertisements:

1. Requests by a student organizations/departments to post advertisements/announcements must be referred to the Associate Director for Staffing and Operations in 210 Grace King Hall.

2. Any request to leave business or restaurant menus, business cards, or other materials can be denied at the hall level (see *Living on Campus Handbook* for non-solicitation policy).

3. Should a staff member encounter an individual distributing fliers/menus/other material, the staff member should request that the individual leave the building. If the individual fails to comply with the request or is argumentative, LSU PD can be called for assistance.

4. Should a staff member find unsanctioned fliers/menus/other materials, the supervisor should bring a sample of the material to the Associate Director for Communications & Development. The Associate Director will then communicate with Finance and Administrative Services about the unsanctioned material.