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

Close to 8,000 students live in on-campus communities that are intentionally designed to support your transition into and through college, your academic success and holistic personal development. I hope you will get involved, influence your living environment, and truly experience the best of LSU.

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

This handbook presents important information you need to know about the services, policies, and procedures for the Edward Gay Apartments residential communities at LSU.

Familiarize yourself with the information in this handbook and contact a Residential Life staff member with any questions or concerns. Your live-in community staff members are a great resource.

Again, welcome and best wishes for a successful year!

Geaux Tigers!
Pete

Peter Trentacoste
Executive Director
Residential Life

For the most up-to-date handbook and policies, view the online version at [lsu.edu/housing](http://lsu.edu/housing).
Updated 11-16-2021
CORONAVIRUS COMMUNITY STANDARDS

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

PREVENTION

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

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

COMMUNITY LIVING STANDARDS

No more than three (3) people are allowed in an elevator at one time.

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

Residents must follow all policies set forth by the LSU EOC, lsu.edu/coronavirus.

The campus-wide mask mandate was lifted by the university on November 16, 2021.

ISOLATION AND QUARANTINE

Isolation due to asymptomatic or symptomatic infection:
Isolate for at least 10 days from the date of the positive test. Return to campus can occur on day 11.

Quarantine Protocol:
Unvaccinated individuals will quarantine for 10 days unless they receive a positive test, at which point they will move to isolation.

Vaccinated individuals should physically distance, mask, and test at the time of notification of exposure and 5-7 days later, as per the recommendations of LDH. If testing is not done, individuals must quarantine for 10 days.

Residential students that need to quarantine or isolate may:
- Return home for the quarantine or isolation period
- Request isolation or quarantine housing from LSU Residential Life*

*Subject to availability: Residential Life has limited quarantine and isolation housing available which is intended for those individuals that live an extended distance from campus.
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.

Diversity Statement
Residential Life at Louisiana State University is committed to creating an inclusive and respectful home for all members within our community. We hold ourselves responsible for cultivating and sustaining inclusive environments for our students, staff, and faculty; with intentional effort to honor and respect all identities including but not limited to: age, ability, color, creed, cultural background, ethnicity, family status, gender identity/expression, marital status, national origin, race, religious affiliation/spiritual affinity, sex, sexual orientation, socio-economic status, or veteran status. Through our Commitment to Community, we will mobilize to focus on equity and inclusion to enrich and enhance the educational, social, and emotional experiences of the members of our community.

We believe that bigotry and harassment in all its forms have no place in our communities, and there is no excuse – not fear, ignorance, religious bias, anger, humor, alcohol or substance abuse – that excuses or rationalizes oppressive behavior.

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 and partners’ contact information.

Bias Related Incidents
Behaviors that result in bullying, harassing, intimidating, or harming another person or group of people based on their identities as outlined in the LSU Residential Life Diversity Statement is prohibited.

If you witness or experience conduct that discriminates, stereotypes, marginalizes, excludes, harasses or harms anyone in our community based on their identity (such as race, color, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability, age or religion) please report it to the university. The elimination of discrimination on our campus begins with reporting. Submit a bias related incident report at lsu.edu/lsucares.

Reporting & Resources
Report bias or discriminatory behaviors at lsu.edu/lsucares.
View the university’s anti-discrimination policy, PS1, at lsu.edu/policies.

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 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.

Residential Life staff members will lead the response for concerns that either involve a student living within a Residential Life community or that occurred within a Residential Life community.
The Office of the Title IX Coordinator exists to:
  • Enforce the university’s sex-based discrimination policies
  • Educate the community about our policies and practices
  • Connect people to resources that can support them if they experience discrimination or retaliation
  • Listens to the concerns of the campus community

The Office of the Title IX Coordinator also addresses concerns related to PM-73, Louisiana State University’s policy on sexual misconduct. This policy includes:
  • Sexual assault
  • Sexual harassment
  • Dating and interpersonal violence
  • Domestic violence
  • Stalking
  • Retaliation

In addition, the Office of the Title IX Coordinator responds to Title IX matters that are not included in PM-73 such as pregnancy or parenting, access and participation, and biological sex. Visit lsu.edu/titleix/index.php for policy and procedure overviews, resources for all parties involved in Title IX cases, and pregnancy and parenting resources.

**ON-CAMPUS SUPPORT - LSU.EDU/SUPPORT**

**Survivor Support (Lighthouse)**
Housed in the Student Health Center, The Lighthouse Program provides free and confidential interpersonal violence prevention, support, and advocacy to the LSU campus community. The program assists student-survivors of sexual assault, interpersonal violence, stalking, and harassment. Visit lsu.edu/lighthouse to learn more or to request support.

**Mental Health Services**
Mental Health Service (MHS) provides clinical services that enhance LSU students’ personal growth and development, address psychological needs, and support the pursuit of academic goals.

Located within the Student Health Center, MHS seeks to collaborate with campus partners and community resources to enhance the overall well-being of LSU students. Staff includes licensed professionals and graduate students from the fields of clinical psychology, clinical social work, professional counseling and psychiatry. You can contact MHS directly at 225-578-8774 or visit lsu.edu/shc to learn more about MHS services.

**Medical Clinic**
The LSU Student Health Center is open and committed to meeting the health and wellness needs of students with tele-health visits in the Medical Clinic, Mental Health Service, and Wellness and Health Promotion. In addition, onsite Medical Clinic visits are available, by appointment only and on site priority visits are available in Mental Health Service and Wellness and Health Promotion. Visit lsu.edu/shc to view the complete list of services and resources offered.

**Student Health Center**
The Student Health Center is dedicated to creating a healthier campus community. Comprised of the Medical Clinics, Mental Health Service and Wellness and Health Promotion, the Student Health Center offers collaborative care to support student health and wellness. To schedule an appointment or to learn more about available services, call 225-578-6271 or visit www.lsu.edu/shc

**The Phone**
Call, text, or chat with The Phone at 225-924-LSU1 (5781), a 24/7 crisis intervention service providing emotional support and referral services. In an emergency, call LSU Police at 225-578-3231 or dial 911 (not confidential).

**Residential Life Staff Members**
Residential Life staff members are mandatory reporters. As such, they are required to report all incidents where a potential violation of Title IX or PM-73 has occurred.
LSU's Department of Residential Life is committed to providing students with an inclusive and welcoming environment that promotes academic success, personal growth, and connection to community. As a member of one of our residence hall or apartment communities, you have rights and expectations related to your interactions with other members of our residential community.

- The right and responsibility to be treated and also to treat others with fairness, civility, and mutual respect;
- The right to a safe and secure room or apartment, free from instances of harassment, bias, prejudice, or discrimination, and without reasonable fear of harm, intimidation, or distress;
- The right to report instances of harassment, bias, prejudice, or discrimination;
- The right to exercise individual freedoms regardless of ability, age, race, sex, national origin, religious affiliation, gender identity/expression, sexual orientation, or political affiliation;
- The right to learn, study, and sleep in your room free of interference;
- The right to adequate privacy and the responsibility to respect the privacy of others;
- The right to have your property respected, and the responsibility to respect and maintain the condition of the physical facilities, equipment, and property of others;
- The right to have direct access to Residence Coordinators (RCs), Graduate Residence Coordinators (GRCs), and Resident Assistants (RAs) who can provide assistance, guidance, and support as needed, and to utilize those staff should violations of the roommate agreement, Living On Campus Handbook, or Code of Student Conduct occur in order to seek options for a timely resolution;
- The right to have living space concerns addressed with you directly and the responsibility to communicate with your roommate(s) and update this roommate agreement should a change in your preferences or circumstances occur;
- The responsibility to ensure the safety of our community by maintaining cleanliness, social distancing, and by following all guest policies;
- The responsibility to comply with reasonable requests made by community staff or university officials; and
- The responsibility to hold yourself and your roommate(s) accountable to all expectations and standards set for the space through this roommate agreement and to the expectations for all members of the LSU and Residential Life communities.
MEET THE STAFF

There are more than 500 full-time and student employees within Residential Life to connect with you and help you navigate 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 are available at lsu.edu/housing.

Residence Coordinator (RC)
Who we are: RCs are full-time professionals that live and work in each community. RCs oversee the day-to-day operations of the community and supervise student staff members.
How to contact us: RC office hours are 10 a.m. to 4:30 p.m. weekly in each community.

Graduate Residence Coordinators (GRC)
Who we are: GRCs are graduate students who live and work in each community. GRCs assist the RCs with day-to-day operations of the community.
How to contact us: Office hours vary in each community.

Resident Assistant (RA)
Who we are: RAs are upper-class students assigned to individual hall floors or communities.
How to contact us: Knock on our room door or go to the front desk to contact the RA on-call.

Desk Assistant (DA)
Who we are: DAs are students that work at the community front desks.
How to contact us: Call the front desk number or stop by! Most desks are open 24/7 when the buildings are open.

Custodians & Facilities Staff
Who we are: Custodians are full-time staff who maintain and clean the community facilities, including common areas, hallways, and bathrooms.
How to contact us: Call the community front desk or place a facilities work order through your housing portal.

Res Life IT Help Desk
Who we are: Student computer technicians who assist with IT related issues and maintenance in each community.
How to contact us: Submit an IT work order at lsu.edu/reslifetech.
GET INVOLVED

Getting engaged in your community is a great way to meet new friends, learn valuable skills, and contribute positively to your living environment. Make sure to talk with your RA/GRC/RC about Residential Life Programming as it consists of everything from small educational events to large scale social gatherings.

Programming
Check the campus events on community’s bulletin boards, on TigerLink, at roompact.com or follow Residential Life social media accounts to learn more about programs happening campus-wide or in your community.

Residence Hall Association - rha@lsu.edu - 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 - lsu.edu/RHA
Community Councils reflect the interests and concerns of residents to propose changes beneficial to the community. Community Councils also plan social and educational programs based on community interests. 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 may run for a Community Council position. Community Councils, with assistance from 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.

Dance Marathon - dmatlsu.org
Dance Marathon at LSU is a yearlong, student run organization that raises funds and awareness for our local Children’s Miracle Network Hospital. Since 2013, our students have fundraised over $1,300,000 to help build the new freestanding children’s hospital in Baton Rouge.

Every on-campus community has their own Dance Marathon team that fund raises and attends “The Big Event” together in the spring. The “Big Event” is a 20-hour long event that celebrates the patients and families that have received treatment from the hospital. Students can join their community team as a dancer or as a team captain, a leadership position in Dance Marathon that acts as the team captain and helps to lead the community efforts! See your RC to join your community’s team.

RECOGNITION OPPORTUNITY
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/.
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. Roommates cannot have children residing in the space, must be 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 who does not have children residing in the space, 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, first go to Grace King Hall in order to complete appropriate paper work.

Following the completion of paperwork, report to the office of Edward Gay Apartments for the registered roommate to receive their hard key, as well as complete a key card for further documentation.

This process needs to be completed every time a roommate change occurs, regardless of the roommate having previously been a resident of Edward Gay Apartments. Failure to comply with this process will result in the initiation of the Accountability Process to review the resident’s housing contract.
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 remain on and be accessible by Residential Life staff members at all times. Residents are to set the thermostat between 68-75 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.

Heating will activate once outdoor temperatures have reached 55 degrees Fahrenheit.

**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 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 or via a work order in the housing portal in myLSU.

**Animals**

**Pets** - Fish in a 30-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](http://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
- Appliance does not interfere with LSU’s WiFi signal

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:

- Air fryers
- Hot plates
- Indoor grills with automatic shut-off
- Toasters and toaster ovens
- Waffle irons

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.

Bicycles
Bicycles are to be stored in the resident’s space 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 community bike racks will be removed and impounded by Parking & Transportation Services. It is recommended that residents register bicycles with the LSU Police Department.

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.

Bathroom
All residents must have a shower curtain attached to their shower unit to prevent excess water from leaking into the bathroom.

Residents are responsible for providing their own shower curtain.

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 stove tops 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.

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.

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.

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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.

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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.
- Residents may possess a maximum of two empty beverage containers (i.e. bottle or 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 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.

Drones
The use of drones is prohibited within Residential Life communities.

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, hookahs, and pipes) is also prohibited.

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

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.

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

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 must remain within the space where it is placed within the community.

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 a maximum of 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 Visitation Hours
Guests may be present within the community 24 hours a day, 7 days a week.

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

• 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.

• 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 immediately 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
Apartment keys are issued to the renting student and registered roommate(s). The renting student is responsible for lock change requests and charges. Mailbox keys are only issued to the renting student.

For the safety of all residents and their belongings, residents must lock the doors to their apartments 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 apartment 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 & 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, first go to Grace King Hall in order to complete appropriate paperwork.

Following the completion of paperwork, report to the office of Edward Gay Apartments for the registered roommate to receive their hard key, as well as complete a key card for further documentation.

This process needs to be completed every time a roommate change occurs, regardless of the roommate having previously been a resident of Edward Gay Apartments. Failure to comply with this process will result in the initiation of the Accountability Process to review the resident’s housing contract.

Copying of Keys
Copying of hard 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 apartment if they are locked out. Residents must provide photo ID, such as an LSU ID card, to gain access to their apartment. If the community’s front desk is closed, residents must contact the RA on-call to gain access to their apartment. Repeated lockouts may result in a charge to the renting student’s fee bill.

Littering
Trash left outside of living areas (balconies, outside of doors, 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. daily. Quiet is defined as “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 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
A yard sale is an event in which an individual sells used goods and items, such as clothing or household items. Yard sales are not permitted on University property.

Property Misuse & Damages
Vandalism
Vandalizing university property or other residents’ property is prohibited.

Damages
Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their apartment and/or the Edward Gay Community. Appropriate damage charges will be assessed to the renting student’s fee bill.

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. Deactivating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited.

Solicitation
Commercial solicitation is the act of presenting, or trying to purchase services and goods. 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 coordinator 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. If the stove pilot light is off, please notify the front desk staff.

Tobacco, Vaporizers & Electronic Cigarettes
The use and possession of tobacco, tobacco products, 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 and the front office when staff are not present. 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.
Accountability Process
LSU Residential Life refers residents to the Student Advocacy & Accountability (SAA) office for all conduct and accountability concerns. Familiarize yourself with the Code of Student Conduct policy and the Student Advocacy & Accountability processes at lsu.edu/saa.

Census
A community census should occur every academic term and provide Residential Life with information to verify all renting residents, as well as registered roommates. The census is a mandatory inventory of all the residents living with us.

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 RLOP 42 at https://www.lsu.edu/housing.

Damage Appeals
If you or your roommate are fined for damages to your room/apartment, you are able to appeal the damage charge(s) within 10 days of the email notification. All damage appeal requests will be reviewed on a case-by-case basis.

Information regarding the LSU Residential Life Damage Appeal process can by found in RLOP 60 at lsu.edu/housing.

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 on-campus housing.

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 Change Process

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 contract fee, advance rent and rent shall be as outlined in the contract.

If you wish to move to a different residential community or space, you will first need to speak with your RA or your GRC/RC to explain the situation and look for solutions. The staff member will verify that you have completed a Roommate Agreement, which is required to be completed, as well as determine if a roommate discussion or mediation is needed. Refusal to participate in the mediation process and/or complete your roommate/suitemate agreement may hinder the room change process. If moving to a different residential community is deemed the best solution, your RC will communicate with the Assignments Team in Grace King Hall. They will reach out to you via your LSU email to discuss your room change options. Once determined, you will receive an email that details your room change and moving timeline.

If approved for a room change, you will receive an email from the Assignment Team with instructions and your newly assigned space. All residential community moves will occur during a weekend, between Friday-Sunday. You will schedule your time to check in to your new community between 10 a.m. and 4:30 p.m. on the Friday and are expected to be completely moved out of your old space by 7 p.m. on Sunday. When moving, all residents shall provide their confirmation email to verify their move, and are expected to check out of their old space with a Residential Life staff member and return their old key (if applicable). Failure to do so may result in charges to your fee bill.

For more information regarding the LSU Housing Contract visit lsu.edu/housing.

Apartment Entry by Staff

Authorized personnel may enter a resident’s 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
- 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 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
- 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
- To conduct room inspections prior to a resident moving in

Residential Life staff members will lock any unsecured doors found during the room/apartment entry process.
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.

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.
STUDENT PRIVACY

The purpose of Student Privacy Rights are to inform all concerned of the rights and prerogatives of students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and to outline procedures for those students who wish to inspect, review, amend, or challenge disclosure of their education records.

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a Federal law that helps protect the privacy of student education records. The Act provides students the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Your FERPA rights begin when you have enrolled; that is, when you have scheduled classes, paid fees and classes have begun. FERPA governs and protects students' rights to their individual educational records. The primary rights protected under FERPA are as follows:

1. Students' rights to review and inspect their educational records within 45 days from the day the University receives a request for access.

2. Students' rights to have their educational records amended or corrected.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the director of the appropriate office, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the university decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of a hearing.

3. Students' rights to control disclosure of certain portions of their educational records.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibility. All students' educational records are open to the president, the vice presidents, the academic deans and directors, and the dean of students. In addition, the following individuals are also Louisiana State University officials:

   - A person employed by the University in an administrative, supervisory, academic, research or support staff position, including health and medical staff and teaching assistants and student assistants.
   - A person appointed by the Board of Supervisors.
   - A person employed by or under contract to the University to perform a special task, such as a University attorney.
   - A person employed by the LSU Police Department.
   - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

4. Students' right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. For more information regarding student rights please visit https://www.lsu.edu/registrar.
Annual Security and Fire Safety Reports
Per the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, the annual Clery Act security report is available on the LSU Police Department web site. Go to lsu.edu/police, click on “Jeanne Clery Act/Crime Information,” click on “Annual Reports,” and then click on the “Annual Security and Fire Safety Report” link.

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 lsu.edu/eoc.

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 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.

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.

Severe Weather Procedures

In case of severe thunderstorms or tornados, you should immediately move to the interior of your 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. 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.
Apartment Office
The Edward Gay Apartments front desk is located inside of
the Apartment Office Building in the center of the complex.
The desk is open from 7 a.m. – 7 p.m., seven days a week.
Call the desk at 225-578-5198.

Cable
Standard digital cable service, provided by Cox
Communications, is included in the unit rate 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
Each student has an active internet port to use with a LAN
cable. Gaming consoles must be connected via LAN line
and registered on the Device Registration Portal (DRP) at
https://drp.lsu.edu to work on campus.

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, 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, lsu.edu/housing. Use of Residential Life facilities is
limited to residents and the Department of Residential Life.
Internet
Each student has an active internet port to use with a LAN cable. Gaming consoles must be connected via LAN line and registered on the Device Registration Portal (DRP) at https://drp.lsu.edu to work on campus.

Edward Gay Apartments is serviced by the LSU eduroam wireless network. To connect, open the Wi-Fi link on your device. Click on eduroam, then click Connect. Enter your PAWS ID@lsu.edu address and password to connect.

**CONNECTING SMART DEVICES TO LSU WIFI**
Wireless devices like smart TVs, Rokus, Firesticks, etc., should be registered on the LSU IOT network. The LSU IOT wireless network gives you three (3) registrations to connect smart devices that can’t connect to eduroam wireless.

However, if your device can connect to eduroam (computers, phones, game consoles via LAN cable), it should be connected to eduroam, not LSUIOT. Game consoles should NOT be connected to LSUIOT.

**PROHIBITED WIRELESS DEVICES**
All devices that broadcast wireless signals are against campus policy and interfere with other residents’ ability to submit homework and take online courses or tests. These devices weaken the eduroam signal in your building and surrounding buildings.

Prohibited devices include, but are not limited to: printers with Wi-Fi enabled, wireless routers, and personal network switches.

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

**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.

**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.

Address for Building R
275 W. Roosevelt Street, Apt #_____
Baton Rouge, LA 70802

Address for Building Q
375 W. Roosevelt Street, Apt #_____
Baton Rouge, LA 70802

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 or submit a work order via the housing portal in myLSU. 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.

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.

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.
HELPFUL CONTACTS

Department of Residential Life................................................................. 225-578-8663  housing@lsu.edu
Front Desk at Edward Gay Apartments.................................................. 225-578-5194  rledgay@lsu.edu
Campus Information.................................................................................. 225-578-3202  lsu.edu/visitors
Campus Transit.......................................................................................... 225-578-5555  su.edu/parking
Computing Services Help Desk................................................................. 225-578-3375  lsu.edu/helpdesk
Residential Life Computing Support Office (Residential Life Labs).......... 225-578-0560  lsu.edu/reslifetech
LSU Dining Services.................................................................................. 225-578-6642  lsudining.com
Parking & Transportation Services........................................................... 225-578-5000  lsu.edu/parking
Student Union........................................................................................... 225-578-5141  lsu.edu/union

Emergency Numbers

Emergency........................................................................................................ 911
LSU Police Department............................................................................... 225-578-3231  lsu.edu/police
Baton Rouge Police Department............................................................... 225-389-2000  brgov.com/dept/brpd
Crisis Intervention Center (24-hour crisis line—The Phone).................... 225-924-3900  brcic.org
The Lighthouse Program (Sexual Assault Support and Services)............. 225-578-5718  lsu.edu/lighthouse
Sexual Trauma Awareness & Response Center (STAR)............................ 225-383-7273  brstar.org
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 student living with spouse and children where additional roommates are prohibited.
   c. Married student living with spouse only where upwards of two additional roommates are permissible.
   d. Regularly enrolled LSU student under the age of 21 with legal and physical custody of one or more dependent children.
   e. A post-doctoral student or Research Associate who provides departmental verification of such appointment. However, priority goes to full-time students.
   f. 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, or the equivalent combination of days (14) consecutive or broken, per person per semester and must be registered with the Department of Residential Life.

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 Department of Residential Life by July 1 for the fall semester.
   c. Cancellations received after June 30 but before fall classes begin: a $500 rent penalty will be applied.
   d. The Renting Student will be issued one apartment and one mailbox key upon check in. Roommates will be issued keys following formal registration with the Department of Residential Life.
   e. 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.
   f. 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.
   g. 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.
   h. 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
   i. 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 re-lease 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.
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.
   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 1 hp 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, breezeways, landings, or other public areas. 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 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.
f. 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/their 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 installment 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.

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.

h. 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.

i. 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