



UNIVERSITY OF
LOUISIANA
LAFAYETTE

Housing

ON-CAMPUS LIVING HANDBOOK

2022 - 2023





WELCOME TO CAMPUS

Welcome to the UL Lafayette On Campus Community! We are proud of our unique and diverse campus, and we hope you will enjoy living in our halls and apartments. This UL Lafayette Housing Handbook contains important information about the residence halls and apartment complexes and your role as a UL Lafayette on-campus resident. In this handbook, you will find general information about living on campus, policies, and services available to help you achieve your goals and enjoy our campus environment. Read this handbook and keep it as a valuable reference.

We encourage you to challenge yourself, enrich your life, and strive to gain a greater understanding of the many different interests, groups, and cultures that make up our university community. We are ready to help you achieve both academic and personal goals, so take advantage of the resources offered to you at UL Lafayette.

Welcome to campus and we hope you have a successful year. Geaux Cajuns!

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HOUSING AND RES LIFE

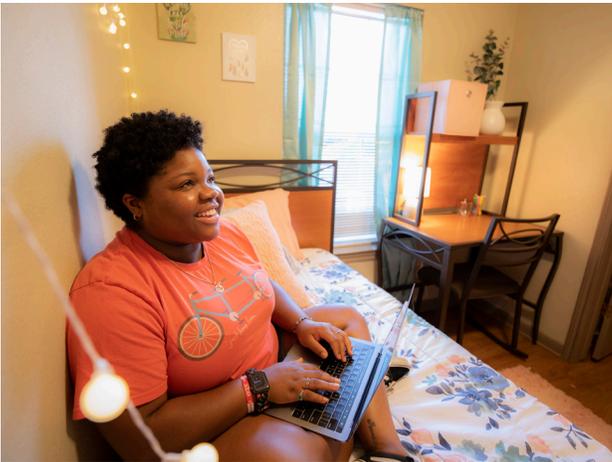
Housing/Residential Life Mission Statement

The Offices of University Housing and Residential Life are committed to enhancing student learning and personal growth by providing safe, well-maintained, inclusive, and sustainable on-campus housing. Our dedication to supporting the mission of the University is evident by creating purposeful residential communities and engaging with students focusing on the total guest experience.



Campus life is what you make of it. And take it from us, once you've called this place home it can be hard to say goodbye. Campus living is about more than just a place to crash — we should know because we live here, too. As your newest neighbors, the Office of University Housing and the Office of Residential Life are here to guide you through everything UL Lafayette has to offer. There's more to college than courses and we are here to make sure your campus lifestyle is as comfortable as it is memorable. We're here to help make life easier.

By living on campus, you're perfectly positioned to take advantage of everything we have to offer. Every day when you open your door, new opportunities, new people, and new ideas are waiting for you. We are pleased you are staying with us and benefitting from the experience of living on campus with the distinctive educational experience UL Lafayette has to offer. Our goal is to provide an environment conducive to positive student growth and development through the effective use of operating systems, facilities, staff and programs.





COMMUNITY LIVING

Our on-campus community is designed to be a safe and positive living and learning environment for all students. In accordance with the University’s purpose and mission, the Office of Residential Life and the Office of University Housing supports a system of order that promotes academic development, individual growth, and personal achievement. Students are responsible for all regulations and outlines in this handbook and the Housing Room and Meals Contract. We encourage our residents to know and understand their rights and responsibilities as members of our communities, and to become involved as leaders within their residence halls or apartment community.

Tradition of Inclusion

The University of Louisiana at Lafayette is proud of its long and deliberate tradition of inclusion. It is one of the pillars on which the institution rests, reminding us of the continuous call to action that makes our campus community such a welcoming place for students, faculty, staff, and visitors. The Office for Campus Diversity works with campus and community partners to cultivate an inclusive learning environment, one that values different perspectives and promotes intercultural engagement. We strive to create a diverse and inclusive community in which all members feel valued, respected, and able to reach their full potential.

Title IX and Office of Civil Rights

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. The University of Louisiana at Lafayette is committed to providing an environment free from discrimination on the basis of sex. UL Lafayette provides many resources to students, faculty, and staff to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct.

The University of Louisiana at Lafayette complies with the mandate of Title IX and is committed to maintaining an environment of equal opportunity for both genders in all areas of university life. In accordance with Title IX, UL Lafayette prohibits discrimination on the basis of sex in all educational activities and athletics programs including admission, recruitment, academics, athletic teams and activities, facilities, extra-curricular activities, financial assistance, employment, career assistance, education for pregnant and parenting students, health services, student insurance, and physical education.

Through policy and procedure, UL Lafayette collaborates within and between University departments and organizations to educate students, faculty, and staff on gender equity and to promote awareness of University policies and procedures designed to ensure compliance with Title IX and complaints of gender-based discrimination. UL Lafayette has appointed a Title IX Coordinator to facilitate Title IX compliance. The Title IX Coordinator provides support to all areas of the University in meeting compliance requirements and investigates all Title IX-related complaints.

Residential Life and Housing staff members are mandatory reporters. As such, they are required to report all incidents where a potential violation of Title IX has occurred. Visit titleix.louisiana.edu for policy and procedure overviews and resources for all parties involved in Title IX cases.





LIVING ON CAMPUS

The University of Louisiana at Lafayette on campus community is a valuable part of the college experience. The University emphasizes teaching, learning, and scholarship; living in our residence halls or apartments challenges each student to incorporate personal responsibility and maturity into the quest for academic achievement.

The Office of Residential Life and the Office of University Housing are responsible for all aspects of on campus living. We believe that as a UL Lafayette student, you are an individual with specific needs and our departments are here to help you meet those needs. You can use our departments to obtain information and assistance with a variety of questions and problems that may arise.

There are six residence halls, three apartment complexes, and one support hall on UL Lafayette's campus that accommodate approximately 3,700 undergraduate and graduate students each semester.

- Bonin Hall: suite style, single and double rooms available (freshmen only)
- Corona Hall: suite style, single and double rooms available (freshmen only)
- Baker Hall: suite style, single and double rooms available (all classifications)
- Huger Hall: suite style, single and double rooms available (all classifications)
- Agnes Edwards Hall: junior suite style, single and double rooms available (all classifications)
- Legacy Park Apartments: 1-bedroom, 2-bedroom, 3-bedroom apartments (30 hours or more required)
- The Heritage at Cajun Village: 2-bedroom, 3-bedroom, 4-bedroom apartments (60 hours and 20 years of age or older required)
- The Cottages at Cajun Village Apartments: 2-bedroom apartments (family housing)

Students are responsible for all regulations and outlines in this handbook, in the Housing Room and Meals Contract, in the University Code of Student Conduct and Appeal Procedures, in the University Student Handbook, and in area, hall, or floor meetings. We encourage our residents to know and understand their rights and responsibilities as members of our communities, and to become involved as leaders within their residence hall or apartment community.





MEET THE STAFF

All on campus areas are jointly managed by the Office of Residential Life and Office of University Housing. The Housing staff includes the Director of Housing, Assistant Director of Facilities, Property Managers, Assignments Coordinator, IT Coordinator, Marketing Coordinator, Administrative Personnel, Front Desk Agents, and Student Office Workers. The Residential Life staff consists of the Director of Residential Life, Area Coordinators, Community Directors, and Resident Assistants.

UL Lafayette Residential Community Staff

Each on-campus community is under the leadership of professional and student staff members that will assist you in your academic and personal development during your time living with us. Please get to know your community staff, they will help connect you with resources, support, and leadership opportunities that will help you shape your campus living experience.

- **Area Coordinators (ACs):** The Area Coordinators (ACs) are full-time professional employees that live in the residential halls and provide support and direction for the development of all residents. The ACs supervise Community Directors, and Resident Assistants. They are responsible for fostering students' connections to the university. Our three Area Coordinators oversee our communities and serve all our students, and their offices are located in Baker Hall, Coronna Hall, and Legacy Park.
- **Property Managers:** Property Managers are full-time professional staff members who oversee the building facilities and supervise housekeepers and Front Desk Agents. Their role is to oversee each building's maintenance and housekeeping services to ensure that our students' common spaces are clean and comfortable. They are here in case you have a maintenance concern. There are three Property Managers, and their offices are located in Bonin Hall, Baker Hall, and Heritage Apartments.
- **Community Directors/Assistant Community Directors (CDs/ACDs):** Our CDs and ACDs are undergraduate students that live in the residential halls and are responsible for a specific community. Each residential community has a CD and ACD. They supervise Resident Assistants and plan social and educational programs for the residence halls. They support students and guide students to appropriate resources within the university and community. The CDs and ACDs mediate roommate conflicts that are not resolved at the Resident Assistant level. They also respond to all emergencies involving students in our communities.
- **Resident Assistants (RAs):** Resident Assistants are undergraduate students that live in the residential halls and are responsible for a specific floor, wing, or apartment building. They are responsible for developing connections among students in their residential community and providing one-on-one support to residents. RAs help foster and maintain a healthy environment that is conducive to students' academic success. They can serve as a resource for any questions and concerns and will organize and plan various recreational, social, and educational activities for residents. RAs are also responsible for doing daily rounds in the residence hall/apartment buildings and are trained to respond to all emergencies in the building.
- **Community Assistants (CA's):** Undergraduate students who are assigned at the Heritage complex and are there to assist with roommate mediation, plan programs and troubleshoot maintenance issues within the apartment. They can assist with any issues that could come up throughout residents' time at the community. You can find them working the front desk at the clubhouse or you can reach out via the On-Duty phone.
- **Front Desk Agents:** Front Desk Agents are students responsible for the security of the front desk, and who ensure that students are properly checking into their building. Front Desk Agents report residents' maintenance concerns and can contact a Resident Assistant or any staff member for students in need of assistance.
- **Custodians and Facilities Staff:** In the residence halls, custodial workers are responsible for the general cleaning in all common areas: the lobby area, bathrooms, hallways, and stairwells. In the apartments, custodial workers are responsible for the general cleaning of the breezeways and grounds of the complex.

JOIN OUR TEAM!

Check out the employment page on our website to see any openings.
housing.louisiana.edu/about-us/employment-opportunities





GEAUX GET INVOLVED

Getting involved in your community is a great way to meet new friends, learn valuable skills, and contribute positively to your living environment. Many different student leadership opportunities allow you to be involved within both your specific community and within campus as a whole. If you have any questions about how to get involved, speak with your RA, CA, ACD, or CD.

Residence Hall Association (RHA)

All students living in the residence halls/apartments automatically are members of the RHA. Each residence hall/apartment building has one Building Representative, who is a student leader who represents their community at RHA meetings. If you are interested in becoming an active member of RHA and a leader in your community, sign up to serve as a Building Representative.

Resident Meetings/Programs

Resident meetings are held face-to-face or via an electronic meeting platform in each residence hall/apartment building on regularly. These meetings communicate important campus information to residents and/or gain information and feedback from residents on ideas or concerns. Residents are expected to attend all scheduled resident meetings and are required to attend any mandatory meetings with sanctions imposed for residents who fail to attend.

Resident Programs are traditionally held weekly within the residential halls and communities to assist with the resident's transition to college life and give the hall residents a chance to meet new people in a fun and exciting ways. All of our communities have signature programs that are scheduled regularly and we even offer various weekend programs for those that cannot attend the weekday ones.

Get On Board Day

During Welcome Week, student organizations across campus set up in the Quad to promote their organizations. Students walk from table to table and learn more about what our student groups have to offer. Get On Board Day allows students to discover ways to get involved and make new connections.

S.A.U.C.E

The RHA's S.A.U.C.E. Leadership Conference (Students Activating Unified Community Experiences) is a three-day leadership conference that allows students to take control of their leadership skills, get connected at UL Lafayette, and become part of a new tradition on campus. Students meet other on-campus residents and gain useful insight about living on campus.

Learn more about getting involved at UL Lafayette here: louisiana.edu/campus-life/get-involved.





FACILITIES

Most residence hall rooms are suite double occupancy rooms, which accommodate two students per bedroom. For an additional charge, single private rooms are also available in the residence halls. Single rooms are designed to accommodate only one person per bedroom. Because of the limited number, single rooms are assigned based on the date that the application and appropriate payments are received by the Office of University Housing. Rooms for students with disabilities are also available. Our apartments feature private bedrooms and bathrooms. Our most popular apartments are two bedrooms, but private apartments are designed to accommodate only one person. Because of the limited number, private apartments are assigned based on the date that the application and appropriate payments are received by the Office of University Housing.

Room Reservations

To reserve a room, a \$100.00 application fee and a \$150.00 prepayment are required. The prepayment is assessed to the first term of the housing contract. The application fee is non-refundable.



Junior Suite Style Room



Heritage Room



Legacy Park Room



Suite Style Room





ROOMMATES/SUITEMATES

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

Roommates share a special relationship. They may not ALWAYS get along with each other or care to spend time together, but they will share part of their lives with each other. Since roommates will be living together, it is important that they take the time to get to know each other. Sharing space by learning to live with and appreciate a roommate can be one of the most challenging and beneficial experiences of a resident’s college years. Residents will grow, share, and learn with their roommates. All roommate experiences may not be ideal but have the potential to be successful. Communication is the key. Even if two people are in complete disagreement with each other, if the situation is clearly communicated, there may be at least an understanding or acceptance of each other. Learning how to establish relationships with others is essential knowledge for any career or activity.

Before You Move In

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

Roommates may be strangers, or they may be friends from their hometown. Regardless of their familiarity with each other, each resident is in a new situation and a different experience. The new living space should provide a comfortable place to study, a place to sleep, and a place for needed privacy. Roommates will have to communicate to provide these things for each other.

Discussion Topics

ACTIONS

- What time do they go to sleep? Get up?
- How often do they plan to be in the room?
- Are they a heavy or light sleeper?
- What is the environment needed to be able to study?

SPACE

- How often will we clean the room/apartment? Who will clean what?
- What items will they be willing to share? Not share?
- What is the preferred temperature of the room?

COMMUNICATION

- How should we address conflicts between us?
- How will we confront each other?
- How to involve RAs in our conflict?

GUESTS

- How does each roommate feel about guests?
- How often do you plan to have guests and visitors over?
- What about overnight guests?



Roommate Guidelines

- Set guidelines and expectations right away: a RA/CA can help with a roommate agreement if residents request one
- Talk about ideas and feelings as well as just “things”
- Be honest about feelings, likes, and dislikes
- Roommates should be willing to compromise, but each resident needs to know what he/she is willing to compromise and what is important and not negotiable
- Residents should give their roommate the respect, consideration, and understanding they expect in return
- Set the “tone” for talking- five minutes before class is not the time to have a heart-to-heart discussion
- Roommates should discuss problems with each other (or the hall staff) and not just with anyone who happens to be walking by
- Values, feelings, and ideas change, and that’s okay – so residents should not feel betrayed if their roommate seems “different” after a while – that’s growing
- Residents who have problems that they cannot seem to work out with their roommates should be sure to talk to the RA/CA

Roommate Contract

At your first floor meeting of the semester, you will receive a roommate contract that you are required to fill out and sign within the first three weeks after moving in. In the past, students that took the time to have thorough conversations with their roommates and suitemates had fewer disagreements than those that did not complete the contract. Take this time to get to know your roommate and suitemates, even if you knew them before move in. This will help everyone have an enjoyable year sharing living spaces with one another.

Roommate Conflicts

The Office of University Housing and Residential Life is committed to making on campus living an enjoyable and growth-filled experience. When conflict between roommates occurs, Residential Life staff may be asked to intervene and help roommates come to an agreement. Roommates may be asked to complete a roommate contract to address specific concerns. This contract between roommates becomes binding and will be used to resolve future conflicts that may occur. When dealing with conflicts between roommates that become difficult to resolve, or when dealing with aggressive roommates, the area coordinator can move one or both residents from the room. An aggressive roommate is one whose acts/communication are intended to harass, intimidate or humiliate their roommate(s). One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to report the harassment to appropriate University officials in accordance with the Code of Student Conduct
- Both roommates are violating each other’s rights
- One or both roommate(s) refuse(s) to complete a roommate agreement or adhere to agreements contained within the roommate agreement
- A violation of procedure(s) has occurred
- If a resident harasses another resident during a roommate conflict, the resident is subject to disciplinary action





POLICIES

Students are responsible for complying with all policies and regulations as set forth by the University, the University of Louisiana-Lafayette Code of Student Conduct, and the On-Campus Living Handbook. In addition, students are expected to comply with all national, state, and local laws. The policies below are not intended to be exhaustive of every prohibited or forbidden action. In situations not covered by specific regulations or policies, students are expected to use common sense and be sure that his/her conduct is at all times consistent with that expected of a mature, responsible individual with high ethical standards and care for the University community.

Failure to adhere to these policies outlined below may result in immediate removal from the residence hall/apartment, suspension of guest/visitation privileges, and/or referral to the Office of Residential Life, Office of Student Rights and Responsibilities, and/or University Police Department. Possible sanctions include, but are not limited to:

- Admonition
- Warning Probation
- Disciplinary Probation
- Suspension of Rights and Privileges
- Fines (up to \$200 for the first offense; doubled for repeat offenses)
- Suspension of eligibility for extracurricular activities
- Holds on University accounts/registration
- Required to move off campus

If there are any questions regarding the department policies, please contact any member of the housing or residential life staff. We encourage dialogue surrounding these policies.

Abandoned Possessions

The safety and storage of items left by students in rooms or halls are not guaranteed by the University. The Office of University Housing staff will dispose of abandoned items 48 hours after the end of the student contract period or after a student’s contract is terminated for any reason. Students will be responsible for all costs incurred in the removal of abandoned possessions, which will be assessed on the student’s University account. Bicycles left in on-campus housing areas after the contract period ends will be considered abandoned and be removed after 48 hours.

Alcohol

Alcohol (including beer or wine) is not allowed anywhere on campus unless the University has authorized the serving of alcoholic beverages at an official University event. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in the residence hall/apartment or your room is prohibited. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in any hall or apartment areas, including parking lots. Students in violation will be subject to disciplinary action. Any alcohol detected by plain sight or smell will be automatically disposed of or taken by University personnel.

Animals

No pets are allowed, including visiting pets. No exceptions. Dogs, cats, birds, snakes, fish, and other reptiles, amphibians, etc. are not allowed in residence halls/apartments. Students keeping or attempting to keep any pet in the residence halls/apartments will be subject



to disciplinary action and possible eviction. The fee for pets found in the residence halls or apartments, even if just visiting, is \$350 per occurrence or violation.

Service, Emotional Support, and Assistance Animals: Service animals that are utilized for physical handicaps or for emotional support, which have full documentation, along with registration with the Department of Disability Services and the Office of University Housing, will be permitted at the full responsibility of the owner/handler. Any incident related to the conduct of the service animal will be the full responsibility of the owner/handler. The University will not take responsibility for any action that is related to the handling or mishandling of the service animal.

Appliances/Electronics

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

- Appliances with no open heating element or flame
- Appliances that don't create or emit grease or are used for frying
- Appliances that don't override the electrical outlet
- Appliances don't interfere with the University's Wi-Fi signal

The following items are **NOT** allowed in residence halls or apartments:

- Window air conditioners
- Open heating elements or hot plates
- Toasters, toaster ovens, convection toaster ovens
- Candles
- Coffee makers without automatic shut-off
- Large refrigerators
- Space heaters
- Wireless internet routers
- Wireless printers (will not work on the campus network)
- Bidets

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

- Air fryers
- Beverage and coffee makers, like a Keurig, with an automatic shut-off
- Microwaves under 700 watts
- Slow cookers with automatic shut-off
- Rice cookers

All students should keep any electrical equipment or appliances at least one inch off the floor and must unplug appliances other than televisions, computers, and refrigerators when the room is unoccupied. Power strips and surge protectors are acceptable for room use provided they have some type of circuit breaker or reset switch in their design. Receptacle splitters or expanders are also acceptable provided they plug in directly into the wall receptacle.

Bicycles

The University encourages all students to register their bicycles with the UL Lafayette Police Department and to secure bicycles with locks to prevent theft. Bicycles may be secured in a designated bike rack area near each hall or stored in your room/apartment with consent from the student's roommate(s). Bikes should not be left or parked in hallways, stairwells, attached to trees, or breezeways, and they are not to be ridden in the residence halls/breezeways of buildings. All residents are encouraged to purchase metal U-bolt-type locks.

All bicycles must be removed from on campus housing areas at the end of the semester. Bicycles left in on campus housing areas after the contract period ends will be considered abandoned and will be removed and disposed of in accordance with the abandoned possessions policy discussed above.

Bullying

Behaviors with the purpose to bully, intimidate, harass, and/or physically harm any member of the University community either in-person, verbally, or an through electronic medium (including but not limited to, social media websites, text messages, email, and/or instant messaging) are not permitted.

Cleanliness (Suites and Apartments)

All on campus students are required to maintain a maximum level of health standards in their room/apartment. Residents are responsible for always maintaining a reasonably neat and clean room/apartment. Frequent, general cleaning practices are expected of each resident



to prevent the spread of COVID-19. Residents are required to maintain their unit to the following minimum standards:

All areas in living quarters, including floors, walls, furniture, and appliances must be maintained in a reasonably clean and sanitary condition at all times. Food should be properly stored or disposed of to avoid attracting roaches or other pests. Students should not keep dirty dishes in their room.

Trash should be emptied regularly. Daily disposal of trash in the exterior common trash dumpsters (in dumpsters) will help maintain health and safety standards and a desirable environment in your living unit. Fire and health regulations prohibit leaving trash in the hall and breezeways.

Lack of cleanliness will result in a \$100 fine per resident. If a student fails to meet cleanliness expectations, he/she will be given 48 hours to clean their space. If upon a re-inspection after the initial violation was discovered, the room/apartment is still deemed unclean, student(s) may face disciplinary action, up to and including cancellation of the student's contract.

Residence Hall Housekeeping: It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom. Toilet paper is not provided in connecting or private bathrooms. The housekeepers will clean the bathroom area 1 to 2 times a week. Housekeeping is performed on a daily Monday through Friday. In the residence halls, the Office of University Housing employs custodial workers who are responsible for the general cleaning in all common areas: the lobby area, bathrooms, hallways, and stairwells. Food preparation in the residence halls should be confined to designated kitchens specifically equipped for such activity. Housekeeping staff will not do dishes left in community kitchens.

Apartment Housekeeping: In the apartments, custodial workers are responsible for the general cleaning of the breezeways and grounds of the complex. Legacy Park, Heritage, and Cottages at Cajun Villages apartment residents are completely responsible for the upkeep of the inside of the apartments and for bringing trash to the designated trash dumpsters. Failure to do so will result in a \$25 per trash bag charge on the student's account.

All residents are expected to assume and share responsibility for keeping common areas of the residential facilities (i.e., lounges, computer rooms, kitchen areas, laundry rooms, etc.) clean, neat, and orderly. The University reserves the right to check rooms/apartments regularly to determine if unsanitary or unsafe conditions or unreported damage exist. If such conditions exist, residents will be expected to correct the condition immediately.

Although the residential areas are treated for pests by professional exterminators on a regularly, cleanliness is the best form of pest control and the elimination of possible breeding grounds. Empty cans, bottles, and other trash should be discarded immediately and in proper receptacles. For safety reasons, cooking with grease is prohibited in residence halls. Food should never be left unattended. Kitchens may be locked and/or microwaves removed if they are not maintained properly.

Apartment Patio/Balcony Regulations: Heritage, Legacy Park, and Cottages at Cajun Village residents are required to keep the patios and balconies presentable at all times. This includes keeping this area free from trash, brooms, mops, cigarette butts, barbecue pits, storage bins, and other items. Only presentable patio/balcony furniture (preferably wooden or black wrought iron) is allowed on the patio/balcony. Foldout chairs and plastic furniture sets are not permitted but may be used as long as they are brought back inside when not in use. Legacy Park and Heritage apartment furniture is not weather-resistant and therefore cannot be left on the patio/balconies. Seasonal decorations may be displayed no more than 30 days before the holiday and no more than 5 days after the holiday.

Decoration

Residents are encouraged to decorate their rooms and apartments. All decorations must comply with Fire and Health and Safety regulations. Food and beverage containers may not be used as decorations, as they may attract roaches and other pests. Hanging items from fire safety equipment, including sprinkler heads, is strictly prohibited. For safety reasons, ceilings, air vents, and light fixtures may not be covered by paper or other materials such as wrapping paper, fishnets, parachutes, large flags, etc.

When hanging decorations, screws or nails should not be used on the doors, walls, windows, or ceilings. When hanging posters, only adhesive hooks are recommended. Tape, glue, and other forms of adhesive substances should not be used on doors, walls, windows, or ceilings. Contact paper may not be used within the communities. Permanent alterations to residence hall/apartment rooms, including painting any part of the room, are not allowed. Altering a room in any way and damages caused by hanging or removal of decorations may result in damage charges. The use of contact paper or double-sided tape is also prohibited.

Consideration must be given to other residents, guests, and the larger UL Lafayette community when decorating and posting items on the outside of doors and in the hallway. Items that violate applicable university policy, or state or federal law are prohibited in hallways, outside the rooms, and on window displays. Housing retains the prerogative to require the removal of materials violate this policy. Additionally, door decorations must not obstruct the locking mechanisms or access to the room/apartment. Please do not cover the peepholes or room numbers when decorating.

Posting in the Halls: Students may decorate in their rooms, but placing posters, signs, etc. in the hallways/breezeways or in plain view outside the room is not allowed. All notices, signs, and information posted in the halls must be approved by the Department of



Residential Life. The hall staff may place materials on doors or on walls with permission from the Director of Residential Life. Bulletin boards in halls/breezeways are for the use of staff and University officials only.

Doors

Exterior entrances and doors in the residence halls/apartments must remain locked unless authorized by the Offices of University Housing & Residential Life. Locked doors must not be compromised in any manner. This includes propping room, hallway, apartment, bathroom, or exterior doors open, placing a wedge between the door and frame, holding the door open, and/or providing entry for unauthorized individuals. Disabling a lock, or holding a door open for an unknown person creates a safety risk for all residents. Compromising exterior doors may result in disciplinary action as well as a financial fee.

Doors marked as “Emergency Exit Only” shall not be used to enter or leave a building except when exiting the building during a University emergency. All doors in residence halls other than the primary lobby entrances are designated for emergency exit only. Persons who are caught using these doors inappropriately are subject to disciplinary sanctions and fines.

Drones

The use of drones is prohibited within Residential Life communities.

Drugs/Controlled Substances

The UL Lafayette campus is a designated Drug-Free Zone. Illegal drugs are prohibited in all University residential facilities. Illicit use or use other than that prescribed and monitored by a physician of over-the-counter and/or prescription medication is also prohibited. Any substances that smell, appear, or otherwise can be perceived as marijuana or any other illegal substances are strictly prohibited in all hall areas. All students are expected to read and be aware of the University’s policy on drugs and other substances as outlined in the general regulations and policies section of the Code of Student Conduct.

State and federal law are very explicit regarding illegal drugs. UL Lafayette upholds these laws and forbids the illegal use, sale, transportation, transfer, or possession of drugs or any controlled substance including, but not limited to, marijuana, narcotics, hallucinogens, non-prescribed amphetamines, barbiturates, Rohypnol, GHB, ketamine, Ecstasy, and other “club drugs”, as well as the abuse of prescribed medicines. Any violation of these regulations will result in notification of the student’s parent(s) or guardian(s) and sanctions and/or subject to disciplinary action and possible eviction. Drug paraphernalia or any item(s) which may facilitate drug usage are prohibited.

Elevators

Tampering with or disrupting the service of elevators is not permitted. Any student or students responsible for such actions will be held responsible for repair costs and subject to disciplinary action.

Email

E-mail is a mechanism for official University communication with students. The University will exercise the right to send e-mail communications to all students, and the University will expect that e-mail communications will be received and read in a timely manner. The student’s official e-mail address is the destination to which the University will send official e-mail communications. Students are responsible for all material sent to their University email and should check it at least once every 24 hours.

Fire Exits

Fire exits may be used only in cases of emergency. Residents should not exit or enter through any exits other than the designated primary entrance(s) to the building. Use of fire exits at any other time will result in disciplinary action.

Flammable Items

The possession or burning of incense, candles, fireworks in any form, ammunition, petroleum fuel, motorized vehicles, gasoline-fueled machinery, explosive devices or materials, Sterno, kerosene or oil lamps, or any combustible materials are strictly prohibited in residence halls and apartments, even during a loss of electrical power. If such items are found, the items will be confiscated, and the resident(s) will face disciplinary action. UL Lafayette accepts no liability for loss of residents’ personal property due to fire.

Fireworks: The use or possession of firecrackers, rockets, or any other type of fireworks, ammunition, or explosive devices or substances is strictly prohibited in all on campus housing areas. Students are not allowed to have the materials on campus or around any on campus housing area at any time.

Furniture

All University furnishings must be kept inside campus residences, except for properly designed patio furniture designated for use outside the facilities. The University does not remove or store furniture for residents. Misplaced furniture or furniture not in its designated



location may result in disciplinary action and/or cost of replacement. Furnishings in common areas may not be removed to individual rooms or apartments. Removing furniture from its designated location may result in disciplinary action. Damage to University furniture will require restitution for the cost of the property in addition to additional sanctions.

Students may bring their own furniture items (except for water-filled furniture) provided they do not present a safety hazard and do not create the need to store or displace furniture provided by the University. Disassembled, missing, or damaged furniture will result in damage charges.

- Raising of Beds: If students desire to have their beds lofted please submit a work order and our maintenance staff will take care of it when they can. Please know not all beds provided are designed to be lofted and that there is a \$100 charge for lofting of beds per semester.
- Bed Risers: Bed risers are allowed but not supplied by the university.

Building	Bed Size
Agnes Edwards Hall	Twin XL
Baker Hall	Twin XL
Bonin Hall	Twin XL
Coronna Hall	Twin XL
Huger Hall	Twin XL
Legacy Park Apartments	Twin XL
The Heritage Apartments	Full

Garbage Removal/Trash

Residents are responsible for removing trash from their rooms or apartments and placing it in the proper receptacles. Designated “Trash Rooms” or dumpsters are located in or near all housing facilities. It is not acceptable to place excessive trash in the common area trash containers in the residence halls. It is not acceptable to place trash or trash bags outside apartment doors or on balconies. It is not acceptable to place trash or trash bags in residence hall corridors, stairwells, or common areas.

Residents shall not dispose of trash bags by placing them in trashcans located inside or immediately outside the residence halls/ apartment and around the courtyards. These receptacles are designed for smaller, individual items (i.e., candy wrappers, single drink containers, etc.). Trash receptacles in common areas of all housing facilities are for the disposal of individual items, and residents should not fill them with bags of trash from their apartments or rooms.

Grills and Grilling

Outdoor cooking is limited to the designated common areas only. Outdoor cooking is NOT permitted in the Legacy Park, The Heritage, or the Cottages at Cajun Village patio/balcony areas.

Guests and Guest Violations

UL Lafayette residence halls/apartments provide housing for UL Lafayette student residents only. Students may have guests in their room, however, a guest of the opposite sex is allowed only during designated Visitation Hours (Monday-Sunday, 10:00 a.m. - 12:00 a.m.). For this policy, a GUEST is defined as:

- Anyone who is not assigned to the residence hall he/she is visiting
- An individual who is a resident of the hall he/she is visiting, but not of the same gender as the individual(s) whose room he/she is visiting.

All guests in the residence halls/apartment complexes must be escorted by and be in the company of their resident host at all times while in the residence hall/apartment rooms and common areas. This means guests must be in sight of and in the immediate proximity of the host when traveling between units and/or buildings. Guests may not remain in the residence hall/apartment complexes or in the room/ apartment when the host leaves. Host escort responsibilities may not be transferred from one resident to another. The registered host of record is responsible for the guest throughout the time the guest is registered under his/her name. Failure by a resident to escort one’s guest(s) will result in disciplinary action. Guests must obey University and residence hall/apartment regulations.

Overnight Guests (Cohabitation): *Due to COVID restrictions, overnight guests of any type are not allowed. If at any point in the semester the COVID restrictions are lifted the following guidelines will be followed.* Cohabitations by members of the opposite sex are not permitted in either the residence halls or apartments. Cohabitation is defined as a guest staying longer than three consecutive nights and/or staying for three or fewer consecutive nights on two or more occasions during the same week. Multiple residents may not register guests for



consecutive periods resulting in sustained or continuous occupancy of the residential facilities by the guests. Failure to comply with this policy will result in sanctions and may jeopardize access to campus housing. Students may have overnight guests of the same gender who have properly been registered by a staff member of that building. Residents assume full responsibility for their guests.

Overnight Guest arrangements are as follows:

- Overnight guests must be registered by 11:00 PM on the first day of their stay by a front desk agent or RA/CA
- Guests must be at least 18 years of age
- Only one guest per resident
- Resident must be present in the room with the guest at all times
- Guests will be allowed to stay two consecutive nights on campus but no more than five nights per month
- Guests are required to adhere to all policies of the Office of University Housing, Office of Residential Life, and the University of Louisiana at Lafayette
- Guests should check out when their stay is over with a front desk agent or RA/CA

Harassment

Activity (verbal, written, graphic, and/or physical) that is threatening in nature or any form of harassment is prohibited.

Keys, Locks, and Access Cards

Room Keys: Room keys are property of the University and may not be duplicated. All keys are non-transferable. Keys may not be modified in any manner or loaned to other persons. Possession of a key by anyone other than the individual to whom the key was issued is considered unauthorized possession and is prohibited.

Student Identification: For safety and security in the on-campus community, students must carry a valid UL Lafayette student ID at all times. The UL Lafayette ID is the property of the University, and it must be produced upon request by any University official: Hall Staff, Area Coordinator, Deans, UL Lafayette Police Officers, Faculty Members, and other University employees. UL Lafayette student ID cards are non-transferable. Students should not allow others to use their ID card. Students should immediately report loss/theft of student ID to the Cajun Card office.

Unlock Door Policy: Students should have their keys with them at all times. Students who lock themselves out of their room/apartment may contact a staff member who could then unlock the door. Students will be subject to a \$25.00 charge if a staff member has to unlock the door. We don't give a warning for first-time lockouts. The \$25.00 lock-out charge applies to all doors (building entrance, suite, bedroom, closet, etc.) If you have been provided access to any door either by key or card access, you will be charged to be let into these areas should you forget your key or ID card.

Lost Key and Lock Changes: If your key is lost, please report this immediately to the building staff. Lost keys are to be reported to the hall staff or the Office of University Housing immediately. Failure to notify a staff member or the Office of University Housing of a lost key within 24 hours of the loss may result in disciplinary action. If a resident loses a key, he/she will be charged \$200.00 for labor and materials to replace the key and to re-core all locks associated with the lost key. Anyone possessing or duplicating UL Lafayette keys without authorization will be subject to University discipline, including dismissal and the lock change charges.

Medical Supplies

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

Noise and Quiet Hours

Quiet hours help ensure students' rights to an appropriate environment for sleep and study. Quiet hours are maintained to provide an atmosphere conducive to studying. Quiet hours are in effect from 10 p.m. to 8 a.m., daily.

Courtesy hours are in effect 24 hours a day. During this time, students should respect their neighbors' rights and be courteous by controlling noise levels at all times. Generally, if the noise can be heard in another room, the volume level must be lowered to a level where it is no longer a disturbance. Certain areas of campus residential facilities may be designated "quiet areas" and will be enforced 24 hours a day.

During Final Exams, there is a 24-hour quiet hour policy in effect in all on-campus housing facilities to allow residents to study without disturbances.

Noise disturbances are considered serious disruptions to the academic environment. Students should respect the rights and requests of their neighbors. Noise should not disturb residents' studies, sleep, etc. Yelling from windows or balconies/patios is not permitted at any time. Speakers are not allowed to be placed in windows, balconies, or patios without the written consent of the Director of Housing or the Director of Residential Life. Standard-size pianos and organs are prohibited in the room or apartment. The use of electronic audio



equipment is a privilege that may be revoked if used in such a way as to interfere with maintaining quiet and courtesy hours. Disciplinary actions that may be taken to curb noise include restriction of visitors to the room or relocation of the student. Excessive noise or repeated violations of the noise policies in the halls may result in disciplinary action, including the loss of on-campus living privileges.

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.

Private Enterprise

Residents are not permitted to operate a business from their room/apartment or any residential facility. Personal solicitation for textbooks, apartments, tickets, services, etc. is prohibited. Babysitting in the residence halls and apartments is prohibited.

Property Misuse and Damage

Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room and apartment. Appropriate damage charges will be assessed to the resident's Statement of Account found in ULINK. Vandalizing university property or another resident's property is prohibited. For a complete damage charge list, please see Appendix B.

Safety Equipment

In the event a fire extinguisher is discharged in response to a fire, the discharged extinguisher must be reported to the Housing Staff immediately to ensure the extinguisher is refilled. Pulling a false fire alarm is a felony. Tampering with fire protection equipment and systems may result in criminal charges in addition to University sanctions. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging or damaging them is not identified. Residents found to be tampering with or disabling smoke detectors will be subject to disciplinary action.

Hanging items from fire safety equipment, including sprinkler heads, is strictly prohibited. For safety reasons, ceilings, air vents, and light fixtures may not be covered by paper or other materials such as plastic bags, wrapping paper, fishnets, parachutes, large flags, etc.

Semester Breaks

The Housing Room and Meals contract is for the Fall and Spring semesters; therefore, students are not required to move out during the time between Fall and Spring semesters. However, there is no food service provided during this break. For the break between Spring and Summer, housing is available. Students must have applied to live on campus for the summer session to stay on campus between Spring and Summer.

Summer Housing: Housing is available for summer session even if you are not enrolled in summer courses. However, you must have a signed housing contract on file for the upcoming academic year. Information on the available housing for summer school will be distributed before the end of the Spring semester.

Summer Storage: Residents living in Legacy Park or Heritage Apartments are eligible for our summer storage program. You are required to have submitted a renewal application and be remaining a resident in the same bedroom and apartment for the next academic year. There is a fee associated with summer storage. The cost for a 2, 3, or 4 bedroom apartment is a non-refundable \$150 per bedroom. The cost for a 1 bedroom private apartment is \$300. All personal belongings must be stored in the resident's bedroom, including all living room and kitchen items. Residents will officially check out of the apartment and will NOT be allowed back into the apartment until the official Fall check-in.

Solicitation

Commercial sales and solicitation are prohibited in residence halls and apartments. Anyone caught soliciting within the on-campus community may be arrested by University Police and subject to university sanctions. Students should report all strangers and/or salesmen to the residence hall staff.

Stairwells

Residents may only use the stairwells to which they have been given card access. Unauthorized entry to stairwells, as well as accessing adjacent halls, floors, or wings, will carry the same sanctions as those for unauthorized entrance to a University building or misuse of emergency exits.

Street Signs and State/Local Property

It is illegal to possess and/or display any stolen street or traffic signs or other municipal, county, state, and/or federal signs. Residents found in possession of such a sign without a receipt indicating lawful purchase of the sign will face disciplinary action, and law



enforcement officials will be advised about the signs.

Residents and guests are expected to comply with all Office of University Housing, Office of Residential Life, or University signs and notifications. Tampering or removal of Housing, Residential Life, or University signs is prohibited and may result in disciplinary action.

Subleasing

Residents are prohibited from subleasing their room/apartment to another person through any means, including rental websites and/or apps.

Tobacco, Vaporizers, Electronic Cigarettes

The University of Louisiana at Lafayette intends to provide a tobacco-free environment for its faculty, staff, students, and visitors. Smoking and the use of all tobacco products are prohibited within all University buildings, facilities, and campus grounds. Any advertising, marketing, or promotion of tobacco products or tobacco-related companies is prohibited on a University campus, at University-sponsored events, or through other University assets. Distribution of tobacco products is prohibited on a University campus or at University-sponsored events. Littering on campus with the remains of tobacco- or smoking-related products is prohibited.

The use of tobacco-less electronic cigarettes and vaporizers is not permitted inside buildings. Parking garages are considered state buildings and as such, e-cigarettes are not permitted within parking garages.

For the full policy, please follow this [LINK](#).

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 areas that are off limits within the community.

Residents are also not allowed to enter another resident's room without permission from that resident. Entering another student's room without permission can result in administrative sanction and/or arrest for a felony offense.

Vandalism

Vandalism means reduced services and/or higher costs for you. Any incidents of vandalism should be promptly reported. Students who witness vandalism should report it to the hall staff or the UL Lafayette Police Department. Your active involvement in reducing damages within your community is encouraged since damages may cause injury and inconvenience to other members of the community and reduce the amount of money available for hall improvements.

Vandalism is when damage occurs that is not considered routine and includes but is not limited to, damaging residence hall/apartment property, graffiti, placing trash in the hallways, damaging bulletin boards, and other destructive activities not appropriate for the on campus community. When responsible individuals cannot be identified, the residents of the floor or building may be assessed common area charges that will be split among all residents involved.

Weapons

The UL Lafayette campus is a designated Weapons-Free Zone. Firearms of any kind, bullets or other ammunition, knives with blades longer than four inches, switchblades, arrows, oriental weapons, spear guns, BB guns, airsoft guns, water guns, or any type of weapon projectile launchers, etc. are not allowed in any hall areas, including parking lots.

Windows

The windows of the residence halls/apartments are not to be used for entering or exiting the building/apartment. Talking from, yelling from, or throwing any item from windows is strictly prohibited. Any window allowing access to the residence hall/apartment is to be locked or secured by the occupant of that room/apartment. Residents are allowed to open windows for fresh air. During a hurricane, staff is allowed to enter a room if they see a window open and they will close the window.





PROCEDURES

Live-On Requirement

Recognizing the influence that living within the residence halls can have on a freshman student, UL Lafayette requires that all freshman students live on campus. In support of a student's holistic development, Corona, Bonin, and Baker halls have been set aside for freshmen to facilitate personal and academic growth. UL Lafayette considers a freshman as a person who is about to attend college for the first time or is currently in his/her first year of college. Please visit the Office of University Housing website for more information.

Room Condition and Inventory Report

The Room Condition and Inventory Report states the condition of the residence hall room/apartment including furnishings. The student receives this form on their Housing Portal when they move into the room/apartment. The student is expected to inspect the room/apartment and review the report. If the student finds any changes and/or omissions, the student should note these in the appropriate area of the report and then return the signed report to the hall staff of their assigned residence hall/apartment. The report is kept on file until the student moves out of the room/apartment. At move-out, the report is used to inspect the room/apartment. The student may be charged for any damages or changes in the condition of the room/apartment not previously indicated on the report at check-in.

Room Change Process

Students wishing to transfer from one room/apartment to another room/ apartment must request the transfer through the Room Change Request Form found on the Housing Portal. Room changes must be officially approved before any moving of belongings takes place. Students have 24 hours to move their belongings to the new room. Failure to move belongings to the new room within 24 hours will result in the student being charged for both rooms until a proper check out of the first room is completed with the hall staff. Moving without permission is not allowed.

Contract Release Request

Any student leaving the residence halls/apartments or the University for any reason must complete a contract release request form and follow the proper procedures for check-out. Separation from the University through resignation, academic suspension, or disciplinary action does not automatically terminate a student's residence hall/apartment contract. Housing charges continue to accumulate until the student has officially checked out of the residence hall/apartment room. A student who is suspended from the University for academic reasons may not check into the residence hall/apartment unless an appeal of the suspension has been approved and officially granted. Any student who has resigned or who is leaving the halls for disciplinary reasons may not remain in the residence hall/apartment after the effective date of separation. Students leaving as a result of disciplinary action violate the Housing contract and are not due a refund.

Check-In Process

Fall 2022 Move In Days are August 18 – 20, 2022. You will schedule an appointment for move in through the housing portal. Please be aware that we have split appointments to help alleviate traffic throughout campus.

Move In:

- The student must have their University photo ID (Cajun Card) to complete check-in
- Proceed to your check-in site.
- Find your area to unload. Please note that you are limited to 20 minutes before you will be required to move

FALL MOVE IN ONLY: Volunteers will be available to help unload as well as boxes on wheels. These will help expedite the unloading process.



Check Out Process

Residents are required to move out between Spring and Fall semesters unless you have a summer booking. Residents are not required to move out during the winter break but are only allowed access to halls that are designated winter break halls. If a student fails to check out properly, improper check-out fees may be applied to the student's account, or the student may be charged for the entire semester.

Move Out:

- Remove all personal belongings and remove decorations from all surfaces
- Empty and clean your apartment/residential hall room
- Empty and clean closets, cabinets, drawers, and counters
- Clean bathtub/shower, sink, and toilet
- Take all trash to designated "trash rooms" for proper disposal.
- Report any and all maintenance work orders

Check out:

- Express check out: fill out the express check-out envelope at the hall or apartment's front desk, turn in room and PO Box keys, and leave your community. By choosing express check out, you forfeit the right to fight any damages charges.
- Traditional check out: schedule a move-out walk-through with your RA. After the walk-through, turn in your room and PO Box keys. After you turn in your key, you will not be allowed to access your room.

Graduating Students: if you are graduating, your check-out will be moved until the day after graduation. Check your University email to find more information about this.

Non-graduating Students: if you are not graduating, your check out is 24 hours after your last final with the deadline being the Saturday after finals are done. If you need to apply for an extension, please contact the Office of University Housing. You will need an approved extension to be able to check out late.

Eviction

Eviction from campus housing may occur due to, but not limited to, failure to pay housing or other charges when due, failure to be enrolled, violations of any University policy, and/or academic or disciplinary suspension from the University. Students evicted due to a disciplinary matter or failure to pay one's University account will receive no refund or reduction of housing or meal charges.

Room/Apartment Entry by Staff

The University reserves the right to enter residents' rooms to address emergencies, make repairs, provide pest control, and enforce regulations. Staff members will knock on the door first—if no one responds, staff will identify themselves and then enter the room using a master key. If a room is unlocked and the occupants of the room are not present, the RA/CA staff, Housing staff, Residential Life staff, or Facilities Management staff will lock the room when they leave.

The University is sensitive to the privacy of students living in campus housing. However, the relationship of the University to the student is not defined as that of landlord to tenant. The University reserves the right for University personnel to enter rooms for the following purposes:

- Maintenance—to check on and/or complete repairs, inspections, inventory, sanitation, furnishings, preventive maintenance, etc.
- Safety—to monitor for missing persons, illnesses, safety, violations of residential and/or University regulations and/or other rules and laws, etc.
- Welfare—to conduct any search whenever it is felt that the community's or individual's welfare is at issue.
- Inspections—to ensure residential facilities are being regularly and properly cleaned and maintained. Although not required, the University will normally attempt, as a courtesy, to notify the resident(s) when University personnel have entered or plan to enter their living quarters. An inspection is made of all rooms and apartments at the beginning of each semester and periodically throughout the year. The resident(s) may or may not be present during the inspection. Staff members have the authority to enter the room/apartment even if the resident(s) is/are not home at the time of the inspection.
- Room Search—The Director of Housing, or the Director of Residential Life shall determine if the reasonable belief of policy violation and/or imminent harm sufficiently exists to search a student's room or apartment. If reasonable belief is determined, the student will be informed of the basis for the search. If possible, the search will be conducted in the student's presence. However, the student's absence will not prohibit a search. A student living in University residential facilities is not immune from a legal search by law enforcement officers.





SAFETY

UL Lafayette strives to provide a safe campus for all students. The UL Lafayette Police Department monitors all areas of the campus day and night with uniformed officers, plain clothes patrol, police units, and foot patrols. The UL Lafayette Police Department also has a mountain bike patrol for additional security on campus.

The Office of Residential Life works closely with UL Lafayette Police Department and maintains the UL Lafayette Dean on Call policy, which designates a professional staff member from Student Affairs who is available to students 24 hours a day, 7 days a week. The Dean on Call can be contacted through the UL Lafayette Police Department.

The Code Blue Emergency System also offers direct contact with the UL Lafayette Police Department from several locations across campus. These lighted poles offer added security to students on campus day and night.

Numbers

For medical emergencies, fires, and other emergencies, students should call 911 or contact the UL Lafayette Police Department (337.482.6447), the Dean-on-Call, or a hall staff member immediately. Emergency evacuation routes for all areas are posted in each room of the residence halls. In the event of an emergency, students should follow evacuation routes and procedures. For more information on staying safe please visit the UL Police Website at this [LINK](#).

- UL Lafayette Police Department: 337.482.6447
- Lafayette Police Department: 337.291.8600
- Daily Bus and On Call Shuttle Services: 337.482.5305
Monday-Thursday: 7:00 a.m. - 8:00 p.m., On Call Shuttle: 5:00 p.m. - 10:00 p.m.
Friday: 7:00 a.m. - 3:00 p.m., On Call Shuttle: 3:00 p.m. - 8:00 p.m.
- Office of Student Rights and Responsibilities: 337.482.6373

Fire Safety and Fire Drills

All occupants of a building (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering location for the building and report to the Housing & Residence Life Staff on site. Upon arrival at the designated evacuation location, the residents must check in with the staff on-site to confirm the resident's presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with staff on site will result in disciplinary action.

The setting of false fire alarms and/or the improper and/or unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including lighting candles and/or igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Removing or covering the smoke detectors is prohibited. Violations of fire safety regulations will result in disciplinary action.

See Evacuation Sites under Evacuation Procedures on page 23.

Emergency Communications

In the event of a residence hall/apartment or campus-wide emergency, the Office of University Housing and the University will use various methods to communicate with students. In most incidents, emergency communications will provide instruction on Shelter in Place or Emergency Evacuation.



Personal Safety

- Avoid walking alone unless absolutely necessary. When walking, keep to well-lit, commonly traveled routes.
- Familiarize yourself with the 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 the UL Lafayette Police or locate an emergency phone.
- Have your room and car keys ready.
- Lock your doors and windows when you are not in your room or sleeping
- Do not post personal contact information such as phone numbers or your on-campus address on public websites or social media.
- Don't feel safe walking at night? For student safety, the University provides a night shuttle service provided by the UL Lafayette Transportation Services. The shuttle runs from Bourgeois to main campus during designated hours of service. Students in need of the night shuttle can call 337.482.5305.

Community Safety

All students are expected to assume and accept responsibility for the security of the housing areas. Students should immediately report any suspicious person or activity to University Police, hall staff, Student Life & Conduct, and/or the front desk staff. To provide a more secure environment, students:

- Should be attentive to people and activities around them
- Should remove any objects used to prop open exterior doors
- Should lock room and apartment doors and automobiles
- Should not remove window screens
- Should not leave windows open or unlocked
- Should not permit unknown persons to enter housing areas
- Should not open doors to strangers
- Should not keep valuables in open view in the living area
- Should mark all valuables and personal property with identification
- Should record all identification information (e.g., serial numbers) and keep that in a secure location
- Should not keep valuables, backpacks, and textbooks in plain view in automobiles

Security Cameras

Security cameras have been placed in the residence halls and apartment complexes to assist in policy enforcement and to monitor the living environment for the residents. Any violation recorded on the cameras will be considered for administrative action through the judicial system and/ or legal action through University Police. Tampering with security cameras will result in aggressive disciplinary action, which could result in eviction from the residence hall/apartment, suspension from the University of Louisiana at Lafayette, and/or criminal action through University Police.

Guardian App

The Student Government Association and UL Lafayette Police Department are putting campus safety in the hands of the students, faculty, and staff of UL Lafayette with the mobile Guardian app, by Rave Mobile Safety. The UL Lafayette Guardian Campus Safety App transforms mobile phones on campus into personal safety devices. Guardian enhances safety on campus through a virtual safety network of friends, family, and campus safety and promotes our "If you see something, say something" policy.

- Panic Button: Direct immediate connection to campus safety with GPS location and personal profile information.
- Tip Texting: Enables anonymous crime tip reporting and 2-way communication via SMS or mobile app
- Personal Guardians: Students can identify friends, roommates, and family as 'Guardians' along with Campus Safety. Students can set a Rave Guardian Timer. During a Timer session, Guardians and Campus Safety can check the status of the student. If the Rave Guardian timer is not deactivated before it expires, campus safety is automatically provided with the user's Rave Guardian profile to proactively identify and check in on the individual.

Severe Weather Procedures

Preparing for and recovering from emergencies is truly a team effort for the University. An extensive Hurricane Preparedness Committee exists with representation from all areas of the campus including our upper administration. This committee operates on a site-specific document that references preparations and recovery plans for all facets of our campus. Regular meetings are held by the committee to update information and ensure good communication within every organizational unit. All plans are implemented keeping in mind the safety of our students and employees, as well as preserving the academic mission of the University.



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

Building	Evacuation Site
Rose Garden (Bonin and Corona)	Boucher Street in front of Cypress Plaza
Taft Street (Baker and Huger)	Parking lot behind Hamilton Hall
Agnes Edwards Hall	Sidewalk across the street (along the side of Montgomery Hall)
Legacy Park Apartments	Center of the back parking lot for all buildings
The Heritage Apartments	Front parking lot near Johnston Street
The Cottages at Cajun Village Apartments	Front parking lot area

Violation Free Workplace

The University has adopted a Violence Free Workplace Statement that relates to the entire campus, including the living and learning environment in the residence halls/apartment complex. All students in residence halls/apartments are expected to show respect for one another, recognize personal privacy and safety, and maintain civility at all times. Further information about the Violence Free Workplace Policy may be obtained through the Dean of Students Office.



SERVICES

Cable TV

All residence hall/apartment rooms are equipped with TV service provided by LUS Fiber connectTV. UL Lafayette Housing partnered with LUS Fiber to provide connectTV services to the residence halls and apartments. connectTV powered by LUS Fiber is the new full-featured streaming video service delivered to your TV, laptop, and mobile devices.

Computers and Internet

Geaux Wi-Fi is a campus network that provides a dedicated network connection for students living in the residence halls/apartment complexes. A direct network connection allows fast and easy access to campus resources and the internet. Geaux Wi-Fi is also available for use in the residence halls/apartment complex. ResNet also provides a free, full-service help desk to support your computing needs. For more information, please contact the help desk at 337-482-5516.

All buildings have the university's wireless system available for student use. Personal wireless routers are NOT allowed. Violation of this term by installing personal wireless routers will result in a referral to Student Rights and Responsibilities and a fine of \$50.00 will be imposed. Routers found will be confiscated and NOT returned until the end of the contract term. The University is NOT liable for lost, stolen, misplaced, or damaged confiscated items.

Dining and Food Service

The contract with UL Lafayette Housing and Food Services, which covers one academic year consisting of the Fall and Spring semesters, is a legal and binding document. Renewal forms are required for the summer semester. Students who live in a university residence hall or apartment have meal plans with declining balance. Use your ID card to access both.

Meals Plans are accepted at all campus dining locations. Meal swipes can be used at Cypress Lake Dining Room and Café Fleur Des Lis. Declining balance can be used at all University operated locations on campus listed below. Weekly menus can be found here: campusfoodservices.louisiana.edu.

Food Service Locations

- Cypress Lake Dining Room
- Café Fleur Des Lis is located near Legacy Park Apartments
- Ragin' Cajun Food Court: Chick-fil-A, Pizza Hut, Sandwich Factory, and sushi
- Jazzman's Café
- Lagniappe Café
- McAlister's Deli
- Smoothie King
- The Brew
- Training Table
- University Club
- Zeus "Fresh Food On The Go"

Contact Campus Food Services at 337.482.2871 or visit their website: campusfoodservices.louisiana.edu.



Distribution of Advertisement

All notices, signs, and information posted in the residence halls/apartment complex must be approved by the Office of Residential Life and must have the approved Office of Residential Life stamp. Residence hall and apartment staff may place materials on doors or walls with permission from the Office of Residential Life. Bulletin boards and electronic signs in residence halls/apartment complexes are for the use of staff and university officials only.

Chalking: Chalking on sidewalks adjacent to all residence halls/apartment buildings for the sale of services or products as well as off-campus events, including those which may be sponsored by or affiliated with recognized University organizations, requires written permission from the Residence Hall Area Coordinator or Property Manager at least one week prior to the chalking date. All chalking must be able to be cleaned by rain or water.

Signage: Flyers, bulletins, banners, brochures, and other materials may not be posted on walls, columns, counters, furnishings, or windows of any Housing facilities without approval and permission of the Office of University Housing and the Office of Residential Life. Only approved tape may be used when posting materials in or around Housing facilities. Posting using any other adhesive or unapproved items may result in the person(s) or group(s) sponsoring the posting(s) being billed for any damages resulting from the use of inappropriate adhesive and/or items. Signage in bedroom windows and balconies must be approved by the Office of University Housing and the Office of Residential Life.

Damaging, tampering, and/or destroying materials approved and appropriately displayed in or around residential facilities may be considered vandalism and sanctioned accordingly.

Front Desk

Your community's front desk can assist you in placing maintenance requests, issuing a temporary key to your room or apartment, and locating other on-campus resources. Most desks are staffed 24 hours a day.

Front Desk Numbers:

- Bonin Hall: 337.482.6080
- Corona Hall: 337.482.2877
- Baker Hall: 337.482.1851
- Huger Hall: 337.482.2820
- Agnes Edwards Hall: 337.482.5004
- Legacy Park: 337.482.1438
- The Cottages at Cajun Village: 337.482.1438
- The Heritage at Cajun Village: 337.482.1498

Health and Safety Inspection

To ensure the health and safety of all residents, health and safety inspections are completed on a semesterly basis and residents are provided with at least 72 hours of advance notice via hall postings. Residential Assistants, Community Assistants, and/or other authorized University personnel conduct these inspections and check for health and safety violations, general cleanliness, and maintenance needs. Residents in violation of University policies may be fined or sanctioned.

Inspections of each suite/apartment will be conducted, and a copy of the evaluation will be left in the room/apartment. If conditions are found that are out of compliance or require attention, the resident(s) will be asked to make the necessary corrections within 72 hours for a second inspection. If the same or similar condition(s) exist during the second inspection, the resident(s) will face additional administrative action and fines. Repeated violations of health or safety standards may result in removal from the on-campus community.

Insurance – Property

The University is not responsible for loss in the residence halls/apartments due to theft, fire, floods, interruption of utilities, or other causes. The University is not responsible for personal property that is lost, stolen, or damaged in or on residence hall/apartment properties. This policy includes student rooms, storage rooms, parking lots, and all other residence halls/apartment complexes areas during the semester and semester breaks. The University strongly encourages all students to have renter's insurance.

Laundry Facilities

Laundry rooms are available in all residence hall areas. These coin-free washers and dryers are accessible to residence hall students only. Students should report problems with service to the hall staff or through a maintenance request on the housing portal. All students are encouraged to remain with their laundry to avoid theft. The University is not responsible for lost, stolen, or damaged items. Legacy Park and Heritage Apartments are equipped with washers and dryers in the apartments. The Cottages at Cajun Village have washer and dryer hook-ups in each apartment.



Lounges

Hall lounges and lobbies are for the use and enjoyment of all residents and their guests. Please help keep the lounge areas clean and in good physical condition. Lounge furnishings and areas may not be used as overnight accommodations. Personal items will be removed from public areas if left for extended periods.

Mail Delivery

Post Office Boxes may be rented at any time by currently enrolled students or current Faculty & Staff with ULID. There is a \$25 per key refundable deposit required for all non-housing rentals. Boxes are rented to one individual; ONLY spouses, children, and/or parents may be added. At NO time will students be allowed to share boxes or receive C/O mail. No mail is delivered to the dorms and other campus housing. Housing students who are moving off campus and are not returning to on-campus housing must return the key directly to the Post Office. Housing students who are returning to campus housing are to keep their key to maintain their current P.O. Box address.

How to address mail and packages to your P.O. Box:

Student's Name
620 McKinley St Rm 158
PO Box # _____
Lafayette, LA 70503

Maintenance

Only UL Lafayette staff members or University-authorized contractors are allowed to conduct maintenance on/in campus residential facilities. Residents are not permitted to make any repairs. Residents will be charged for damages to any University property. Maintenance and custodial staff lock each room/apartment upon leaving, even if the room/apartment was unlocked upon entering. Any maintenance needs to your living unit or community area should be immediately reported electronically through the Online Repair Request link on the Office of University Housing website. Problems may be reported to any of the hall staff in the respective halls or the Office of University Housing.

In the event of a maintenance emergency:

- During normal office hours, Monday through Friday, residents should contact the Office of University Housing at 337.482.6471 to report the issue. After business hours, contact the CA/RA on duty for emergency maintenance.
- Maintenance issues that are considered EMERGENCIES include:
 - AC is not cooling or heating
 - Power outages that impact an entire apartment, floor, or building
 - Flooding
 - Vandalism that requires the securing of an area
 - Windows that are completely broken out
 - Alarms associated with fires or other disasters

The Office of University Housing, along with Facilities Management, is responsible for residence hall/apartment maintenance needs. To be the most efficient, maintenance requests are prioritized with safety being the primary concern. Students should report any maintenance problems to 337.482.2349 or through the housing portal maintenance request. This service allows for immediate reporting of all problems. For emergencies after business hours, contact the on-duty community or residential assistant.

Parking

All students wishing to park on campus must purchase a parking permit from the Office of Transportation Services. Parking is available in specified areas and campus lots. Visitors should park in one of the pay lots. Designated handicapped parking spaces are available across campus. Any vehicle parked improperly or without the proper permit is subject to being ticketed and/or towed at the owner's expense. All parking rules and regulations are enforced and must be adhered to.

Parking Lots: Noise disturbances such as loud music, yelling from windows, horn blowing, etc. are prohibited. In addition, throwing balls or Frisbees, rollerblading, roller skating, or skateboarding in any university parking lots are not allowed. All athletic activities are confined to approved areas outside the on campus community environment. Any vehicles parked improperly or without the proper permit are subject to being ticketed and/or towed at the owner's expense. Tampering with parking gates is also grounds for criminal charges as well as university sanctions.

Pest Management

The Office of University Housing manages a proactive program to eliminate pests (roaches, ants, spiders, etc.). All residence halls and apartments are treated monthly. Additionally, there are perimeter treatments designed to eliminate unwanted pests from our residence



halls and apartments. However, poor housekeeping in your room can be an attraction for a pest looking for a new home or food. If you notice a pest in your room, notify your RA/CA immediately.

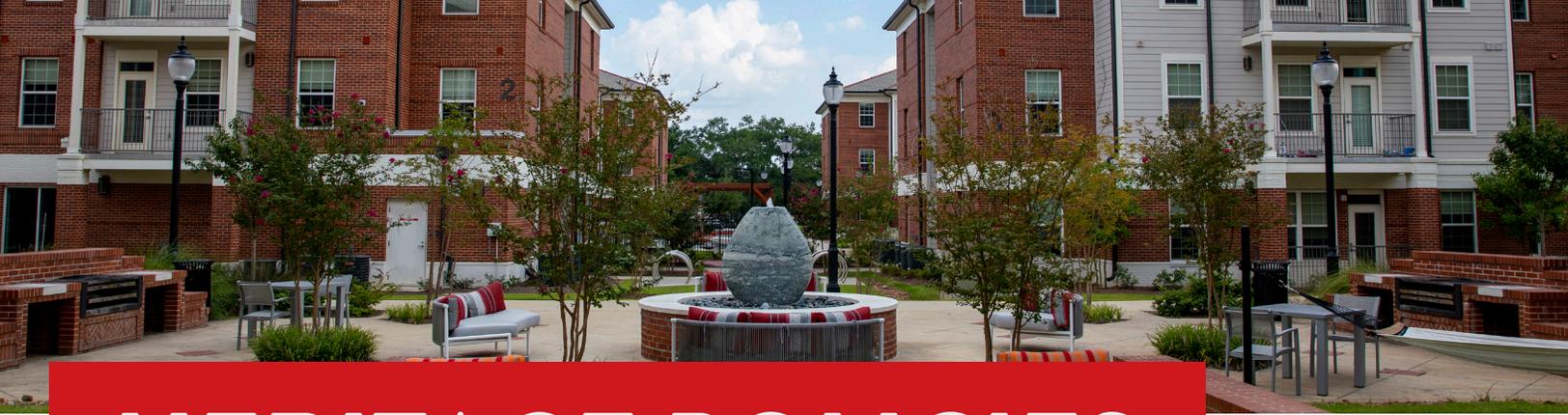
Student Health Services

The University operates a free clinic with several doctors, nurse practitioners, and nurses on staff. The Student Health Services staff routinely see students or schedule appointments. All students need a valid UL Lafayette ID to be seen by medical personnel.

Vending/Ice

Vending machines are available in each residence hall. All machines operate with cash, card, Apply Pay, Samsung Pay & Android Pay. Any malfunctions or interruptions in service should be reported to the staff immediately.





HERITAGE POLICIES

Welcome to The Heritage at Cajun Village! We are proud of our newest property and excited to have you as part of this community! This contains important information about this apartment complex. Included in this section are important phone numbers, policies, and services available to you. Please keep this as a reference. Take advantage of the amenities that are part of this great new community. If any of the Housing staff can be of assistance to you, please let us know.

Policies & Procedures

The Heritage at Cajun Village amenities are for the exclusive use of complex residents and their guests only. Each resident is welcome to have one (1) guest with them to use the complex amenities. To ensure safety and security, every person that enters the amenities areas must show valid identification, which consists of:

- Residents: your university ID
- Guests: must be 18 years of age or older and possess a valid pictured driver's license.

People that do not fall into one of the above categories are not permitted to use the complex amenities. The Heritage at Cajun Village complex is not open to the general public.

Hours of Operation

Main Clubhouse: 8:00 a.m. – 12 a.m.

Fitness Area: 6:00 a.m. – 12 a.m.

Swimming Pool: 10:00 a.m. – 10:00 p.m. (open only during the specified time of year)

Office: Monday – Thursday from 8:00 a.m. – 5:00 p.m. and Friday from 8:00 a.m. – 12:30 p.m., weekends by appointment only

Clubhouse Phone Number: 337.482.1498

The following policies are for the protection and benefit of all to assure the safe use of all the complex amenities. Any failure to comply with these policies could result in university disciplinary action and/or suspension of residents' privilege to use the complex amenities. The policies may be revised as deemed necessary by the complex staff.

Clubhouse

1. Residents are to be with their guest at all times and are responsible for the action of their guest
2. All gaming equipment for billiards, shuffleboard, ping pong, and card table can be checked out at the clubhouse desk. Resident must leave their university ID to receive the gaming equipment. The university ID will be returned when the equipment is returned. The resident will be responsible for any damage caused due to misuse of equipment.
3. Smoking: The University is a smoke-free campus, therefore no tobacco, smoking, or vaping is allowed anywhere in and within 25 feet of university property
4. All furniture must remain as is.
5. No food or drink is allowed near the billiards tables.
6. Study areas are available on a first-come, first-serve basis for studying purposes only. Please keep this area quiet.
7. Decorations of any kind are not permitted on the walls, windows or fixtures.
8. All clean-up must be completed before leaving the clubhouse area.



9. No cooking is allowed in the dining area of the clubhouse. Food is allowed but the resident is responsible for cleaning up the area before leaving.
10. The University is not responsible for any food/items left in the refrigerator. Anything left in the refrigerator will be thrown away.
11. Alcohol is not allowed in clubhouse area.
12. The clubhouse and its amenities are for resident personal use only. It cannot be used for organizational functions or meetings, parties, or business-related activities.

Fitness Center

1. Residents using the fitness center do so at their own risk.
2. Smoking, drinking (except for water in a closed/capped container), eating is not permitted.
3. Residents should read and strictly adhere to instructions on equipment regarding proper use.
4. Management will not be responsible for loss or damage to any personal property of any kind.
5. Be courteous to others waiting to use the equipment.
6. Undue disturbance in the fitness center will not be allowed. Residents must use headphones for listening purposes.
7. Keep the area neat, clean, and orderly.
8. Residents should not move any exercise apparatus and should return weights/dumbbells to their proper place.
9. Clean the exercise apparatus with the cleaning products supplied in the room.
10. Residents should wear proper exercise clothing as well as proper exercise shoes.

Swimming Pool/Pool Area

In case of an emergency, the emergency phone is located near the clubhouse entrance. This phone provides a 24/7 direct line to ULPD.

1. **NO LIFEGUARD ON DUTY AT ANY TIME. SWIM AT YOUR OWN RISK.**
2. **Hours of Operation:** Swimming is permitted only between the hours of 10:00 a.m. and 10:00 p.m. only in April through October or as otherwise directed by complex staff. Open dates/times are subject to change due to weather conditions. The pool may be closed at any time due to either breakdown or operational difficulties at the sole discretion of management.
3. **Permitted Users:** The Heritage at Cajun Village residents and each resident is allowed one guest at the pool/pool area unless otherwise approved by complex staff. The resident is to be with their guest at all times and is solely responsible for the conduct of the resident's guest.
4. **Children:** No one under the age of 18 allowed at the pool or in the pool area.
5. **Sanitary Measures:** Soap showers are recommended before and after swimming. No person shall be permitted in the pool with bandages, open sores, or wounds. No person having any diseases of the eyes, ears, nose, throat, or skin, or any communicable disease will be permitted in the pool. No spitting or blowing nose is allowed in the pool.
6. **Glass Containers:** No glass or ceramic is allowed in the pool or the pool area.
7. **Food:** No eating is allowed in or near the pool area. All trash must be disposed of in trash bins.
8. **Alcohol:** No alcoholic beverages of any kind are allowed in the pool or the pool area. No one under the influence of drugs or alcohol will be allowed to use the pool or the pool area. Any violations of this rule are subject to university disciplinary action through the Student Rights and Responsibilities Office.
9. **Smoking:** The University is a smoke-free campus, therefore no tobacco, smoking, or vaping is allowed anywhere in and within 25 feet of University property.
10. **Personal Conduct:** No running, pushing, wrestling, shouting or unnecessary splashing is permitted in the pool area. All persons using the pool and pool area shall comply with the requests of the complex staff as well as any official university staff person respecting manners of personal conduct in and about the pool and pool area. All persons using the pool and pool area must be courteous to others in the pool and pool area.
11. **Noise:** No loudspeakers of any kind are permitted around the pool or pool area without prior approval by the complex staff. If a complaint is received, the complex staff will ask the violator(s) to leave the pool and pool area. The violators may be subject to university disciplinary action.
12. **Swimming Attire:** Proper swimwear must be worn while in the pool and the pool area. Cut-offs, gym and casual shorts, and thong bathing suits are not allowed to be worn.
13. **Personal belongings:** Management will not be responsible for loss or damage to any personal property of any kind.
14. **Diving:** **NO DIVING IS ALLOWED AT ANY TIME.**
15. **Pool capacity:** Due to safety concerns, the number of swimmers allowed in the pool at one time is posted near the clubhouse entrance.
16. **Animals:** No animals or pets are allowed in the pool or pool area.
17. **Weather:** No one is allowed in the water during any bad weather, especially during thunder or lightning storms.



18. **Locked Gates:** To ensure safety and discourage trespassers, the entry gates to the pool area must remain locked at all times. Everyone entering the pool area must use designated pool entrances for access. No jumping of the pool fence or apartment patios is allowed.
19. **Acknowledgment of No Lifeguard on Duty:** Resident, on behalf of resident's guest(s), hereby acknowledges that there is NO lifeguard on duty at the pool and that use of the pool shall be at the resident's own risk. The resident shall be solely responsible for the safety of the resident, the resident's guest(s) who use the pool at any time.

Apartment/Bedroom Access

Residents must use their university ID to gain access to their apartment. Each resident is responsible for their bedroom key. Resident should not leave apartment/bedroom doors unlocked at any time. A lost key will cost \$200. You will be charged for a lock change regardless of when the lost key is reported.

Mail/Packages

Every apartment has a PO box in the clubhouse. The mail is brought to the PO boxes once a day. Each resident is given a key to the apartment PO box. A lost PO box key will cost up to \$100 depending on if you live in a 2-, 3-, or 4-bedroom apartment.

Furniture

All University furnishings **MUST** be kept inside the apartment. Mishandled/damaged furniture will require restitution for the cost of the property.

Maintenance

Only university staff or university-authorized contractors are allowed to conduct maintenance on/in apartments. Residents are not permitted to make any repairs. Residents will be charged for damages to any University property. Any maintenance needs should be reported immediately through the Housing Portal or by contacting the complex office. In the event of an emergency, during office hours contact the complex office and after hours/weekends contact the staff person on duty. Emergencies would include no heat/air conditioning, power outage, vandalism, broken window, and alarms associated with fire or other disasters.

Outdoor Cooking

Barbecue grills are provided throughout the complex. Residents are responsible for removing all trash. No grills are allowed on patios/balconies.

Pets

No pets are allowed unless it is a verified service or emotional support animal. Residents having any pets in the apartment will be subject to possible eviction. Any incident related to the conduct of the service/emotional support animal will be the full responsibility of the owner/handler. The fee for pets found in the apartments, even if just visiting, is \$350 per occurrence or violation.

Security

All residents are expected to assume and accept responsibility for the security of their belongings in their apartments and vehicles at the complex. Residents should immediately report any suspicious person/activity to University Police and/or complex staff. Security cameras have been placed in and around the apartment complex.

Staff Entry Into Apartment/Rooms

The University reserves the right to enter apartments/rooms for the following purposes: maintenance issues and safety concerns.

Trash Disposal/Removal

Residents are responsible for removing trash from their apartments/rooms and placing it in the dumpsters located throughout the complex. Trash should not be left outside the apartment in the breezeways.

Unlock Door Policy

Residents will be charged \$15.00 to unlock their apartments/rooms.

Guest Parking

Guests may park in the parking lot across from the fire station. All other parking areas in the complex are for residents. Non-registered vehicles parked in other lots will be ticketed and are subject to towing through the Office of Transportation Services



IMPORTANT CONTACTS

ALL NUMBERS LISTED BELOW BEGIN WITH A 337 AREA CODE.

Office of University Housing.....	482.6471	housing@louisiana.edu
Office of Residential Life.....	482.6272	reslife@louisiana.edu

Front Desk/Office Numbers for Residence Halls and Apartments

Baker Hall Front Desk.....	482.1851
Agnes Edwards Hall Front Des.....	482.5004
Coronna Hall Front Desk.....	482.2877
Bonin Hall Front Desk.....	482.6080
Huger Hall Front Desk.....	482.2820
Legacy Park Apartments Office.....	482.1438
The Heritage Apartments Office.....	482.1498

RA Duty Phones for Residence Halls and Apartments

Baker Hall Front Desk.....	281.3643
Agnes Edwards Hall Front Des.....	281.3375
Coronna Hall Front Desk.....	281.3414
Bonin Hall Duty Phone.....	281.3402
Huger Hall Front Desk.....	281.1623
Legacy Park Apartments Office.....	281.3338
The Heritage Apartments Office.....	247.2931

Emergency Numbers

Emergency.....	911	
UL Lafayette Police Department.....	482.6447	ulpolice@louisiana.edu
Lafayette Police Department.....	291.8600	rigreen@lafayettela.gov
Office of Undergraduate Admissions.....	482.6473	admissions@louisiana.edu
Office of International Affairs.....	482.6819	oia@louisiana.edu
Academic Success Center.....	482.6818	asc@louisiana.edu
University Bookstore.....	851.2665	bookstore@louisiana.edu
Edith Garland Dupré Library.....	482.6025	duprelibrary@louisiana.edu
Career Services.....	482.1444	careerservices@louisiana.edu
Office of First Year Experience.....	482.6599	ofye@louisiana.edu



Campus Services

Shuttle Services.....	482.5305	parking@louisiana.edu
Cajun Card.....	851.2273	cajuncash@louisiana.edu
IT Help Desk.....	482.4357	ithelp@louisiana.edu
Campus Food Services.....	482.2871	campusfoodservices@louisiana.edu
Office of Transportation Services.....	482.6858	parking@louisiana.edu
Student Union.....	482.6400	booktheU@louisiana.edu
Auxiliary Services.....	482.6235	auxiliary@louisiana.edu
Post Office.....	482.6113	

Academic Support

Dean of Students	482.6276	deanofstudents@louisiana.edu
Student Affairs.....	482.6266	studentaffairs@louisiana.edu
Disability Services:	482.5252	ods@louisiana.edu
Office for Campus Diversity.....	482.6464	diversity@louisiana.edu
Office of the University Registrar.....	482-6291	our@louisiana.edu
Student Rights and Responsibilities.....	482.6373	
Student Aid and Scholarships.....	482. 6373	srr@louisiana.edu
Office of Student Health Services.....	482.1293	shs@louisiana.edu
Rec Sports.....	482.6159	
Student Government Association.....	482.2742	sga@louisiana.edu



Appendix A Resident Housing and Meals Contract

NOTE: THIS IS A BINDING CONTRACT.

THIS CONTRACT is effective on the date of signature (either electronic or written) (“Effective Date”) through the Sunday after finals of the last semester of the Spring 2023 term(s) by and between the student, (student name) (“Student”) and the University of Louisiana at Lafayette’s (“University”) Office of University Housing, with the below terms and conditions. This Contract governs the residence halls and the apartment complexes. Dates are based on the University academic calendar published in the University General Bulletin.

1. **ACCEPTANCE OF CONTRACT.** By signing this Contract, Student agrees that they have read, understand, and agree to the terms and conditions set forth below.
2. **ELIGIBILITY FOR AND DURATION OF CONTRACT.** To be eligible for residency in the residence halls and apartment complexes, one must be a registered full-time student of University, and must remain a registered, full-time student for the duration of the Contract period. For the duration of the Contract period, the student must live in a University residence hall or apartment complex. The Office of University Housing at its sole discretion may permit a part-time University student to live in a residence hall or apartment complex.
3. The term of this Contract (“Term”) begins the day classes begin in the Fall Semester and runs continuously until the day after the Spring Semester ends. Move-in dates will be announced prior to the beginning of the Term. If Student’s program operates on a different calendar from that of the regular University campus (such as Intensive English Program), Student should be aware that no food service will be provided during some periods in which Student is enrolled in classes or whenever the University is observing a break from classes. Moving out before the end of the Term is a violation of this Contract, and Student will be required to pay charges and penalties as outlined in Sections 7 and 8 below.
4. **INELIGIBLE OCCUPANTS.** Only residents assigned by the Office of University Housing are permitted to occupy rooms in University residence halls and apartments. When COVID restrictions are not in place, all guest(s) must be signed in with hall staff. Permitting ineligible occupants to move into or stay in the room or suite is not allowed and can cause Student to be removed from campus housing. To have an overnight guest, Student must obtain prior approval from the residence hall staff by submitting a written request stating the name, address, phone number, and a valid picture ID of the guest and the day(s) Student is requesting that person to stay. Guests must be at least 18 years of age, of the same gender as Student and are not permitted to stay more than three (3) consecutive nights or more than five (5) total nights per semester. Cohabitation is not allowed.
5. **BREAKS BETWEEN SEMESTERS.** University housing is open during all University closures except Winter Break in December. During this period, residents are not allowed access to their room, with the exception of the designated winter break halls. Students are not required to move out between Fall and Spring semesters if returning to the same room in the Spring. Meals are not served during breaks. Summer housing is considered a separate Contract period and summer room fees apply along with a summer meal plan.
6. **MANDATORY MEAL PLAN.** All residents in residence halls and Legacy Park apartments are required to purchase and retain a meal plan during the Term. The default meal plan is chosen for Students who do not indicate a meal plan choice. Meal plans may be changed by the Student during the first week of classes of each semester. Meal plans are non-transferable. Meal plan options may be viewed on the dining website at <http://dining.louisiana.edu> and should be selected through the housing application portal. Failure to make the appropriate payments by the due dates will result in the meal ticket not being activated or canceled and the Student being liable for the full cost of the meal ticket through the Term of the Contract.
7. **APPLICATION FEE/PREPAYMENT.** a. New Students/First-Time Freshmen: A nonrefundable application fee in the amount of \$100.00 and a nonrefundable prepayment in the amount of \$150.00 is due to complete the application process and reserve a bed space. The \$150.00 prepayment will be applied to the housing balance after move-in. b. Continuing Students: Students that have chosen to renew the housing and meals Contract from the academic year 2021-2022 will not be required to pay an application fee or prepayment for the 2022-2023 academic year.
8. **CANCELLATION/WITHDRAWAL.** Student is required to submit an Application for Contract Release Request through the Housing Application Portal for any request to cancel this Contract. Only applicants who can show highly extenuating circumstances will be approved for Contract release. Applications for Contract Release are only accepted during the Term. Applications for Contract Release that are made after the end date of the active Contract will not be reviewed, and Student will be held liable for all charges on account. Contract cancellation charges (including meals, if applicable) for the academic periods listed below will be applied. **All cancellations will forfeit application fee and prepayment (\$250) plus the following:**
 - a. Academic Year Contract (Fall & Spring):
 - July 15 until check in: \$250 cancellation fee
 - Check in until 14th class day: \$500.00 fall cancellation fee and \$250.00 spring cancellation fee
 - 15th class day until end of fall semester: Proration of charges until key is returned and \$250.00 spring cancellation fee
 - January 1 until check in: \$250.00 cancellation fee
 - Check in until 14th class day: \$500.00 penalty charge
 - 15th class day until end of fall semester: Proration of charges until key is returned
 - b. Spring Semester Only Contract:
 - January 1 until check in: \$250.00 cancellation fee
 - Check in until 14th class day: \$500.00 penalty charge
 - 15th class day until end of spring semester: Proration of charges until key is returned
 - c. Summer Session Application:
 - May 1 until check in: \$250.00 cancellation fee
 - Check in until 14th class day: \$500.00 penalty charge



- 15th class day until end of summer semester: Proration of charges until key is returned
- d. Special Circumstances:
- Graduating during the Term or academically ineligible to return: No cancellation fee
 - Move out as a result of disciplinary action: Payment in full for full Term of Contract
 - Move out for force majeure or the convenience of the University: Prorated fees as of move out date
- e. Student should NOT check-out or sign another lease until after receiving written approval of Contract release.
9. RENT. Rental fees will be established as published by the Office of University Housing for the assigned room. Payment shall be made or deferred no later than the payment deadline as advertised by the University Bursar's Office. If room and meal charges are not paid in full prior to the University deadline, the Student may join the University payment plan. Once the semester has begun, Student will be charged in full for the Contract period unless approved for Contract release as described in Section 8 above. Failure to make the appropriate payments by the due dates will subject the Student to being evicted from the residence hall and the meal plan not being activated or cancelled. Locks may be changed to prevent a Student who is delinquent in payments from re-entering the room. If a Student is evicted, the Student will be liable for the full cost of the room and meals through the Term and a hold will be placed on the account, which would restrict the Student from registering classes or receiving a transcript. Furthermore, all cost associated with the collection of outstanding debts will be assessed against the Student. All attorney's fees, cost of court, and other related fees caused by any legal action arising under this Contract shall be assessed against whom the action is taken. Students with prior semester/session debts will not be allowed to enroll in University or live on campus until such debts are paid. By signing this Contract, the Student authorizes University to deduct immediately from any balance of financial aid or cash in the Student's account the total of all housing charges due from this or previous semesters/sessions. If Student is receiving a Guaranteed Student Loan, Student agrees to pay any balance due upon receipt of such loan. Student authorizes University to deduct any housing related debts from any college work-study funds payroll checks until the total amount due is paid. By signing this Contract, Student authorizes University to withhold grades, future registration, transcripts, and if necessary, graduation, and to apply the housing deposit to any outstanding housing debt.
 10. ROOM ASSIGNMENTS, SUBLEASE AND INSPECTIONS. This Contract is for space within the residence halls or apartment complexes and not for a specific building, floor, or room. Assignment and/or subleasing is prohibited. No provision of this Contract shall be transferred or assigned. University reserves the right to reassign Student to a different room or building. University reserves all rights in connection with assignment of rooms. University shall have the right to enter any room at any time for the purpose of inspection, repair, cleaning, inventory, pest control, fire, suspected violation of housing regulation or the Code of Student Conduct, or other emergencies. If Student has not checked-in by 8:00 am on the day that classes begin Student will be considered a NO-SHOW, and Student's reservation may be canceled without any additional notification, and another Student may be assigned to the space. Failure to check-in does not void this Contract, and Student will still be financially obligated to the terms set forth. If Student arrives on campus after the deadline, (8:00 am on the day that classes begin) and Student's room assignment has been canceled, Student may be assigned a space, if space is available on campus, but Student is not guaranteed original assigned room type, or roommate.
 11. ROOM CHANGES. Room changes are not allowed two weeks prior to move in through the second week of classes. If, for any reason, Student is required to move to a different room, Student will be charged or refunded the difference between the two rates (prorated for the remainder of the Term). If, for any reason, Student is granted a new room and is relocated; there may be a \$250 transfer fee as well as the prorated rate for the remainder of the Term. If, for any reason, Student is required or allowed to move to Family Housing as the renting Student, the remaining prorated portion of Student residence hall rent will be credited toward Student Family Housing apartment rent.
 12. PARTIAL OCCUPANCY. Residence hall rental rates are based on the room being occupied at full capacity. During the Contract period, if the room becomes occupied at less than full capacity, Student may exercise one of the following choices: a. Request assignment to another room. b. Choose another room of the same type and price from a list supplied by the Office of University Housing. c. Find an eligible roommate to move into the room so that it becomes fully occupied. d. Pay the additional rent for a private room. During partial occupancy, the Student will be sent a letter outlining these choices and the timeline to choose from one of the options above. After seven days, the Student may automatically be billed for a private room if Student has not selected one of the above options.
 13. RATE CHANGES. Rental rates are subject to change at the beginning of any academic term or with 60 day written notice from the Office of University Housing.
 14. CABLE SERVICE. LUS ConnectTV is provided to all residents through an app.
 15. INTERNET SERVICE. All buildings have the University's wireless system available for student use. Personal wireless routers are not allowed. Violation of this term by installing personal wireless routers will result in a referral to Student Rights and Responsibilities and a fine of \$50.00 will be imposed per student in the unit.
 16. REFERRALS. Student gives permission to University to share Student's name and contact information with other apartment complexes, etc. in the event that space becomes unavailable before Student receives an assignment on campus.
 17. CONDUCT. Student will be required to be familiar with and abide by the terms and conditions of the Code of Student Conduct and all rules and policies of the Office of University Housing, Office of Residential Life, of Office Student Rights and Responsibilities, and the University. University, at its sole discretion, may terminate this Contract if the Student engages in any misconduct, academic or otherwise, as defined in the Code of Student Conduct or departmental rules and policies including the Housing handbook.
 18. SMOKING PROHIBITED. The University is a smoke-free campus. Smoking is not permitted anywhere on University property.
 19. ALCOHOL, ILLEGAL DRUGS, EXPLOSIVES AND GUNS. All weapons (Including but not limited to firearms, BB guns, pellet guns, air pistols, and paint guns), pets, alcohol, illegal drugs, and explosives are prohibited in University residence halls and apartment complexes. Any violation of this provision shall result in immediate eviction and termination of this Contract. If evicted pursuant to such a violation, Student deposit will be forfeited and Student will not be entitled to a refund of any rental payments made and full rents due for the Term of this Contract will still apply.
 20. PETS. Pets are not allowed within the residence halls or apartment complexes. Service animals are not defined as pets. Service animals must be registered with the Office of Disability Services. Emotional Support Animals must be approved through the ESA Approval process which can be found



on the Housing website. The deadline to apply to have an ESA in the residence halls/apartments is July 1 for Fall, December 1 for Spring, May 1 for Summer.

21. **EQUIPMENT MALFUNCTIONS.** In the event of a malfunction of mechanical equipment in the residence hall or apartment, University personnel shall make every effort to restore operations as soon as possible. Partial refunds of rent will not be made for suspension of services caused by equipment malfunctions. If suspension of service is prolonged, the Office of University Housing at its sole discretion may terminate this Contract and refund the remaining portion of the semester rent. If a particular malfunction continues for more than 10 days, Student may request to be moved to another room. University will make every effort to reassign the Student provided space is available. If Student is reassigned to another residence hall, Student will be charged or refunded any difference in rates.
22. **SAFETY HAZARD.** University, at its sole discretion, may terminate this Contract without prior notice if it reasonably believes that Student's continued occupancy presents a safety hazard to the Student or others or that it is detrimental or disruptive to others.
23. **LIABILITY FOR DAMAGES OR LOSS.** Student is liable for and shall pay for any damage Student or Student's guest(s) cause to University property. Student may also be held liable for and may be required to pay a share of damages to Student's assigned residence hall that occur in public spaces within the residence hall such as but not limited to room number plates and exit signs being vandalized, wall, floor or ceiling damage, or any other forms of damage to the buildings. This includes the failure to report any maintenance issue to the residence hall staff within a timely manner. The University assumes no responsibility and shall not be liable for any loss of or damage to Student's personal property. The University recommends renter's insurance be purchased for all personal items.
24. **PROPERTY.** Upon termination of this Contract, all personal property and refuse in the room belonging to Student or others must be removed from University property. Student will be charged \$300 for removal and disposal of any property or refuse. Further, the Student hereby agrees to hold the University, its agents, employees, and contractors harmless for any loss or damage of personal property remaining on University after termination of this Contract. Further, the Student agrees to indemnify and defend the University, its agents, employees, and contractors as to any suits, claims, or demands alleging loss or damage of property of others that was left in the Student's room or suite or in the Student's possession, custody, or control.
25. **COVID SPECIFIC TERMS.**
 - a. **Code of Student Conduct.** Student is required to be familiar with, stay current with, and abide by the terms and conditions of the Code of Student Conduct's COVID-19 and Public Health Informed Policies: studentrights.louisiana.edu/student-conduct/code-conduct.
 - b. **On Campus Living Handbook.** This Section 27 shall be incorporated into the On Campus Living Handbook and will be applicable to all residential students.
 - c. **Evolving Guidance.** As policies and guidelines related to specific health and safety guidance change based on state, local, and University mandates, the Office of University Housing will notify residential students of any and all changes that may affect the Contract and the On Campus Living Handbook.
 - d. **Relocation.** Pursuant to de-densifying efforts that may need to be made by the University, residential students are required to comply with any de-densifying efforts needed on campus due to COVID or other public health emergency, including, but not limited to, the relocation of all or some residential students to alternative housing. Should Student be relocated by the University, relocation shall not constitute a termination of Student's Contract. In the event Student must be relocated as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available, the University will offer impacted residents fair and reasonable reimbursement as appropriate and based on information available at that time.
 - e. **Dining Services.** Dining service, including where and how it will be offered to Student, is subject to the discretion of the University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the University, University may limit the occupancy of dining halls, limit the amount of time students may remain within dining halls, or make other operational adjustments needed to address health and safety concerns. If Student should be required to quarantine or self-isolate on-campus pursuant to the Code of Student Conduct's COVID-19 and Public Health Informed Policies, University will arrange dining services to be provided to Student for the duration of Student's quarantine or self-isolation.
 - f. **Cleaning.** Office of University Housing will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergencies in the interest of minimizing the spread of disease. Office of University Housing will educate and inform Student on appropriate cleaning protocols within Student's assigned space to reduce the spread of COVID-19 within residence halls and Student shall follow any and all such cleaning protocols.
 - g. **Termination.** Upon reasonable notice, Office of University Housing reserves the right to terminate housing contracts due to public health emergency needs, including but not limited to, COVID-19. In the event housing contracts are terminated due to a public health emergency, Office of University Housing will offer fair and reasonable reimbursements should Student be impacted as appropriate and based on information available at that time. In the event of a conflict between this Section 27 and the On Campus Living Handbook, this Section 27 will apply.
 - h. **Voluntarily Vacating Residence Hall or Apartment.** If Student voluntarily vacates the residence hall or apartment to which Student was assigned in order to attend the University remotely any time during the Term of the Contract, Student will be required to check out with the Office of University Housing, complete a Contract Release Form, and take all personal belongings upon vacating. Section 8 herein shall apply upon any student voluntarily vacating a residence hall or apartment during the Term of the Contract. Any personal belongings remaining on University premises forty-eight (48) hours after Student vacates will be considered abandoned and will be disposed of by the University.
 - i. **Emotional Support Animals.** If Student has been approved by the University to bring a Service Animal or Emotional Support Animal ("ESA") into University Housing, Student shall at all times adhere to the Centers for Disease Control and Prevention ("CDC") Suggested Guidance for Homes with Household Animals. Furthermore, should Student be required to quarantine or self-isolate pursuant to the Code of Student Conduct's COVID-19 and Public Health Informed Policies, Student shall arrange to have the ESA immediately transferred off University property until Student's quarantine or self-isolation has expired.



Appendix B
Damage Charges and Fines

All charges and fines are subject to change based on market value. Cost shown is minimum charge

MAINTENANCE		FURNISHING	
Wall hole repair <i>(each)</i>	\$20.00	Replacement of bed frame	\$400.00
Painting of wall <i>(per wall)</i>	\$75.00	Replacement of chair	\$200.00
Replacement of electric/cable outlet cover	\$5.00	Repair or cleaning of chair upholstery	\$75.00
Replacement of overhead light fixture	\$200.00	Replacement of sofa/loveseat	MKT PRICE
Replacement of overhead light cover	\$50.00	Replacement of desk	\$400.00
Replacement of exit light	\$125.00	Replacement of armoire	\$600.00
Replacement of window screen	\$50.00	Replacement of mattress	\$250.00
Replacement of window pane	\$250.00	Replacement of cabinet door	\$100.00
Replacement of window latch	\$20.00	Unauthorized transfer of furniture <i>(each)</i>	\$75.00
Replacement of blinds	\$100.00		
Replacement of exterior door	\$450.00	CLEANING	
Replacement of room/apt. door	\$200.00	Cleaning of bedroom/bed space	\$75 .00
Replacement of interior/closet door	\$200.00	Cleaning of bathroom	\$100.00
Replacement of closet hardware	\$100.00	Cleaning/defrosting of refrigerator	\$25.00
Replacement of glass interior/exterior door	\$450.00	Cleaning of stove/oven	\$100.00
Refinish door	\$150.00	Cleaning of adhesive residue <i>(each)</i>	\$25.00
Replace peephole	\$20.00	Removal of markings <i>(each)</i>	\$25.00
Replacement of door lock <i>(lost keys or not returned)</i>	\$200.00	Removal of trash <i>(each bag)</i>	\$50.00
Replacement of broken door key	\$50.00	Removal of abandoned property	\$300.00
Replacement of ceiling tile <i>(each)</i>	\$20.00		
Replacement of floor tile <i>(each)</i>	\$25.00	GENERAL	
Repair of damaged public area carpet <i>(each)</i>	\$30.00	Improper check out <i>(each hour)</i>	\$25.00
Repair to damaged public area furniture	\$400.00	Smoke detector tampering fine	\$250.00
Replacement of towel rack	\$50.00	Improper room change	\$100.00
Replacement of shower curtain <i>(if applicable)</i>	\$20.00	Lock out	\$25.00
Replacement of shower curtain rod	\$50.00	Second failed health and safety check	\$25.00
Replacement of desk drawer	\$100.00	Third failed health and safety check	\$50.00
Replacement of mirror	\$200.00	Pet policy violation <i>(each check)</i>	\$300.00
Replacement of door number	\$50.00	Room move fee	\$200.00
Replacement of sink	\$250.00		
Replacement of toilet	\$300.00		

Note: Any discrepancy from check-in to check-out is subject to damage charges. Damage charges are assessed by a member of the housing administration and are placed on the student's account along hold. All debts to housing for unpaid rents, damage fees, or Residential Life fines are to be paid in full before this hold will be removed.





UNIVERSITY *of*
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L A F A Y E T T E ®

Housing

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