

## **Department of Residential Life Policies and Expectations**

*It is our goal to provide a safe, comfortable environment for all of our guests. As such, we ask all conference group leaders, chaperones and participants to review and abide by the following policies, as required by the Conference Housing Contract. Conference staff will enforce the following policies and will notify group staff/chaperones of any violations. Conference Groups are free to develop policies of their own (bed checks, ban on food deliveries), however, enforcement of those policies must come from the conference group itself.*

### ***Alcohol***

Only conference participants 21 years of age or older may possess and/or consume alcohol in the privacy of their own room. When alcohol is present, all persons present in the room must be 21 years of age or older. Possession and/or consumption of alcoholic beverages is limited to guest rooms and is not permitted in hallways, balconies, lounges, stairways, courtyards, community bathrooms, parking lots, Activity Centers or any public area within the residential areas. All alcohol transported through public areas must be unopened or closed. Beer kegs and other common source alcohol containers are not permitted.

### ***Animals/Pets***

Animals/pets are not allowed in or around conference residence halls. In accordance with the Americans with Disabilities Act, service animals are allowed in all parts of residential communities on campus. If a participant has an assistance animal, please contact the Assistant Director for Conferences and Contracts for more information.

### ***Appliances***

The following items are not allowed in residence halls and apartments: 2.4GHz cordless phones; air-conditioning units; candle/wax warmers; ceiling fans that are not already installed; coffee makers without automatic shut-off; dishwashers that are not already installed; electronics skateboards, including self-balancing boards/scooters; halogen lamps/bulbs and lava lamps; items with an open heating source; microwaves over 1,000 watts; multi-headed lamps or Medusa lamps; refrigerators larger than 5 cubic feet; space heaters; toasters, toaster ovens, convection toaster ovens, or any other appliance with an exposed heating element; washers and dryers that are not already installed; wireless Internet routers and wireless printers.

### ***Bicycles***

Bicycles are allowed on campus. When being transported through residential communities, please walk or carry the bicycle. Bicycles should be properly stored and secured in bike racks near to residential facilities.

### ***Candles and Incense***

Candles, incense, and/or candle/wax warmers are not permitted in the residence halls and apartments.

### ***Conduct***

Behavior that is disruptive to orderly community living is prohibited. This includes, but is not limited to, throwing items in the hallways, bouncing balls on floor/ hallways, pranks, or any other behavior that may cause physical injury or is potentially dangerous to the health and well-being of conference guests. Conference participants will be held responsible for their own conduct and that of their guests. Behavior will be confronted by staff; conference staff/ chaperones will be notified and could lead to criminal action.

### ***Elevators***

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

### ***Extension Cords***

For safety concerns, use caution and adhere to the manufacturer's instructions. All extension cords must have the UL label approval, have a minimum conductor size of 16 AWG copper, and be three-pronged (three-conductor). There is a limit of one extension cord per electrical outlet. Do not plug in multiple extension cords together. Guests may not run cords under rugs or mattresses, over sinks, through doorways, or through windows.

### ***Furniture***

All furniture assigned to guest rooms must remain in the rooms and in its original setup. Conference guests are responsible for all furniture and its condition upon checkout. Furniture in public areas such as lounges and lobbies are available for use and we ask that you not remove any of this furniture from its original location. Guests/groups that damage furniture or do not replace furniture back to its original location may be charged for replacement and/or costs of rearranging furniture.

### ***Garbage Removal***

We ask that all guests place trash in barrels available on each floor or in the dumpsters located outside of the residence halls and apartments. Garbage may not be kept in the hallways, stairwells, or balconies. If a group holds a special meal or event that produces a significant amount of trash, it is the group's responsibility to dispose of the trash. Groups that do not remove trash properly could be billed for removal of garbage. To assist with this request, the conference housing team is happy to provide you with a supply of trash bags, just let your Conference Contact know.

### ***Harassment***

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

### ***Littering***

Please help us maintain clean and well maintained facilities. Conference guests are asked to keep hallways, public areas, stairwells, and landscaping clean and free of trash. Trash left outside of living areas (in hallways, balconies, outside of front doors, in stairwells, etc.) will incur charges.

### ***Noise***

We know that summer conferences and camps are a time for fun. Noise often indicates that participants are enjoying themselves, but noise levels and activities should reflect consideration of others. Please remember that this is a University environment and noise should be minimized around classrooms and residence halls.

### ***Responsibility for Personal Belongings***

LSU does not assume any responsibility for any of your personal property which is stolen, lost, or damaged. Lock your room doors at all times.

### ***Room/Apartment Entry by Staff***

Residential Life staff members will make every reasonable effort to respect your privacy. There are times, when authorized personnel may enter a room or apartment. This occurs under the following circumstances:

- When a conference guest provides permission
- When there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of guests or property
- When it is necessary to preserve campus order, security, or discipline
- By search warrant issued by a University official pursuant to the LSU Code of Student Conduct or agency of the law

- During fire drills, alarms or severe weather evacuations for purposes of routine maintenance repairs or inspections
- To shut off unattended loud stereos, radios, persistently ringing alarm clocks or telephones, or other noise-producing devices, after attempting to contact the guest
- Open doors for suite-style bath lockouts

Please be advised that Residential Life staff members will lock any unsecured doors (front doors only in the apartment communities) found during the room/apartment entry process.

Custodial staff members will enter rooms to clean bathrooms within communities and apartments with private or suite bathrooms. Maintenance staff members will enter rooms to make requested or needed repairs when needed.

### ***Skateboards/Skates/Electronic Skateboards/Scooters/Motorcycles***

Guests who want to use roller skates, in-line skates or skateboards are asked to use the designated recreational trails around campus for these activities. These activities are not permitted in and/or around Residential Life property and communities. These items must be stored within a guest's room or vehicle.

Electronic skateboards, including self-balancing boards/scooters, and any other similar equipment are prohibited from being used, stored and/or charged in any Residential Life building/community due to a potential fire hazard.

Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters must be stored at the bike racks/motorcycle parking area and are not allowed to be stored inside or immediately outside of Residential Life buildings.

### ***Smoking/Tobacco***

To support the rights of all guests and in compliance with university policy, all Residential Life facilities are tobacco-free. The use and possession of tobacco and tobacco products is prohibited on campus. This includes, but is not limited to, cigarettes, smokeless tobacco and electronic cigarettes and vaporizers. Guests must move to off-campus locations or a personal vehicle with closed windows for the use and storage of tobacco products.

### ***Throwing Objects from Windows***

For the safety of others, throwing objects from the windows is strictly prohibited. Conference groups are responsible for personal injuries, property damage, or cleaning charges that result from this action. Opening or leaning out of windows is not permitted.

### ***Trespassing***

For your safety, guests are not allowed to enter such as the roof, ledges and maintenance closet/hallways.

### ***Vandalism***

Vandalizing University property or other guests' property is prohibited.

### ***Weapons***

Possession of firearms (including but not limited to air pistols, BB guns, and paint guns), facsimile weapons, ammunition, explosives, fireworks, knives (other than kitchen utensils), or dangerous weapons is prohibited

# **Safety**

Safety is a top priority at LSU. LSU is staffed by a 24-hour, 365 day a year professional police force that is available to handle emergency situations. However, safety is a shared responsibility. As such, we expect conference groups to be prepared in the event of an emergency. Please review the following safety policies, procedures, and recommendations.

## ***Emergency Evacuation***

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

## ***Fire Alarm/Emergency Situations***

If the fire alarm sounds, please be prompt in evacuating the building via stairwells. Conference Staff will address the alarm/fire. For any emergency situation, contact LSU-PD at 578-3231 or 911 from a campus phone. Do not tamper with the fire alarm equipment under any circumstances. Please do not exit through labeled alarm doors unless there is an emergency situation.

## ***Safety/Security/Fire Equipment***

Safety equipment including sprinklers, smoke detectors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment is necessary to safeguard guests. Activating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited at all times. Examples include but are not limited to discharging fire extinguishers, touching fire alarm pull stations or fire hoses, hanging objects from sprinkler heads, tampering with exit signs, or striking safety equipment with an object.

## ***Security***

Residence Hall security is a shared responsibility. Always lock your door and carry your keys. Do not unlock or prop open exit doors. Report suspicious persons to the front desk. Avoid going out alone at night and always carry an ID and emergency numbers with you.

## ***Sprinkler System***

Most rooms in the residence halls and apartments have a sprinkler system. Do not tamper with the heads protruding through the ceiling or wall. If the red glass cylinder is broken, a large amount of water will flow through this head and damage everything in the area, possibly including other rooms. Do not hang anything on the sprinkler head, as it could cause the glass to break and start the water flowing. If a sprinkler head is broken from guest negligence, the guest/group is responsible for all damages incurred. The sprinkler system is also tied into the LSU central system, which notifies the police that there is a fire in the building and activates the building alarm. If you notice any leaking from your sprinkler system contact the front desk immediately to report the leak.

## ***Personal Safety: What can you do to protect yourself?***

- Avoid walking alone at night unless absolutely necessary. When walking, keep to well lit, commonly traveled routes.
- Familiarize yourself with campus. Avoid taking shortcuts and dark, isolated areas, especially at night. Walk purposefully, know where you are going, and project a confident image.
- If you feel threatened, locate an emergency phone or enter a store or place of business even if you have just left it.
- Have your room and car keys ready; carry them in your pockets or have them easily accessible.
- Lock your doors and windows at all times.

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

- If you see suspicious persons in or around the residence hall or apartments or feel threatened at any time, contact the LSU Police Department (225-578-3231) immediately and report it to the front desk of your residence hall or apartment.
- Never prop open a door.
- Never let someone you do not know into a building.
- Observe all policies and procedures.
- Report any security concerns to a conference staff member.

***Call Boxes***

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

***Severe Weather Procedures***

In case of severe thunderstorms or tornados, you should immediately move to the interior of your residence hall or apartment, away from windows. In the event of a hurricane, the University will provide instructions via the Conference Housing staff. In all severe weather situations, be sure to stay in contact with and follow the instructions of Conference Housing staff members.

***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 hall's assigned meeting area and wait for further instructions. Outside evacuation locations are also listed. If weather or other circumstances are not favorable for assembly outside, conference guests should go to the indoor location listed. When a fire alarm or evacuation alarm is activated, you are required to immediately evacuate the building.

ECA Outdoor Location: **Parking lot/ECA Activity Center**

ECA Indoor Location: **ECA Activity Center**