



UNIVERSITY of  
LOUISIANA  
LAFAYETTE®

# HOUSING HANDBOOK

2024 - 2025







# WELCOME TO CAMPUS

Welcome to the UL Lafayette On-Campus Community! We take pride in our unique and diverse campus, and we're excited to have you living with us. This UL Lafayette Housing Handbook contains essential information about our residential halls, apartment complexes, and satellite locations and your responsibilities as an on-campus resident. Inside, you'll find general guidance on living in our communities, along with policies and services designed to support your success and enjoyment of our residential environment. Please read through this handbook and keep it handy as a valuable resource.

We encourage you to challenge yourself, enrich your life, and deepen your understanding of the many different interests, groups, and cultures that make up our University community. We're here to support your academic and personal goals, so be sure to take full advantage of the resources available to you at UL Lafayette.

Welcome home Ragin' Cajun!

Dawn Miller  
*Director of Property Management*

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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 Offices of University Housing and 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 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 Offices of University Housing and Residential Life 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 Inclusion 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](http://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 housing community is a valuable part of the college experience. The University emphasizes teaching, learning, and scholarship; living in our communities challenges each student to incorporate personal responsibility and maturity into the quest for academic achievement.

The Offices of University Housing and Residential Life 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 residential halls, three apartment complexes, two satellite locations, and one support hall that make up University Housing and accommodate approximately 3,900 undergraduate and graduate students each semester. All of our communities are single student housing with the exception of The Cottages at Cajun Village apartments.

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 at 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 residential hall, satellite location, or apartment community.





# MEET THE STAFF

All housing areas are jointly managed by the Office of Residential Life and the Office of University Housing. The Housing staff includes the Director of Property Management, Assistant Director of Facilities, Property Managers, Assignments Coordinator, IT Coordinator, Marketing Coordinator, Administrative Personnel, Property Assistants, and Student Workers. The Residential Life staff consists of the Director of Residential Life, Area Coordinators, Community Directors, Assistant Community Directors, Resident Assistants (RAs), and Community Assistants (CAs).

## UL Lafayette Residential Community Staff

Each community is under the leadership of professional and student staff members who 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 experience.

- **Area Coordinators (ACs):** The Area Coordinators (ACs) are full-time professional employees who live on campus and provide support and direction for the development of all residents. The ACs supervise Community Directors, Assistant Community Directors, and Resident Assistants and are responsible for fostering students' connections to the University. Our four ACs oversee our communities and serve all our students, and their offices are located in Huger Hall, Coronna Hall, Agnes Edwards Hall, and Legacy Park Apartments.
- **Property Managers and Assistant Property Managers:** Property and Assistant Property Managers are full-time professional staff members who oversee the building facilities and supervise housekeepers and Property Assistants. Their role is to oversee each building's maintenance and housekeeping services to ensure that our students' common spaces are clean and comfortable. There are four Property Managers and one Assistant Property Manager and their offices are located in Bonin Hall, Baker Hall, Agnes Edwards Hall, Legacy Park Apartments, and The Heritage Apartments.
- **Community Directors/Assistant Community Directors (CDs/ACDs):** Our CDs and ACDs are undergraduate students who live in the residential halls and are responsible for a specific community. Each residential community has a CD and ACD. They supervise RAs and plan social and educational programs for their community. They support students and guide students to resources within the university and community. The CDs and ACDs mediate roommate conflicts that are not resolved at the Resident Assistant level and respond to all emergencies involving students in our communities.
- **Resident Assistants (RAs):** Resident Assistants are undergraduate students who live in the residential halls and are responsible for a specific section of their community. They are responsible for developing connections among students in their residential community and providing one-on-one support. RAs help foster and maintain a healthy environment that is conducive to students' academic success. They can serve as a resource for any questions/concerns and will organize and plan various recreational, social, and educational activities for residents. RAs are also responsible for doing daily rounds in the residential hall/apartment buildings and are trained to respond to all emergencies in the building.
- **Community Assistants (CA's):** Community Assistants are 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 living at the community. You can find them working the front desk at the clubhouse or you can reach out via the duty phone.
- **Property Assistants:** Property Assistants are students responsible for the security of the front desk, and who ensure that students are properly checking into their building. Property Assistants report residents' maintenance concerns and can contact a Resident Assistant or any staff member for students in need of assistance.
- **Custodians Staff:** In the residential halls, custodial workers are responsible for the general cleaning of 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.







# 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, speak with your RA, CA, CD, or ACD.

### Residence Hall Association (RHA)

The Residence Hall Association is committed to connecting on-campus residents at UL Lafayette through good times. RHA empowers residents to become active student leaders on campus through service, social & educational programming, and community development. We work with the Housing administration, UPC, Food Service Committee, SGA, and Student Life & Conduct to ensure that residents' on-campus living experiences are rich, rewarding, and positive.

### Resident Programs

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 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.

### Join a Student Organization

Becoming part of a student organization is a personal decision, and each decision is really about opportunity. UL Lafayette has well over 200 student organizations that you can become part of, contribute to, and explore! The abundant platforms of experiences are there to help you grow and develop, be empowered, and be a strong and positive contributor to your communities.

### Events and Traditions

Traditions are treasured on campuses around the world, but there is nothing like the traditions here at UL Lafayette. UPC is proud to be responsible for planning the events that bring the student body together year after year. The yearly events include Cajun Craze, Freshman First Down, Student Tailgating, Homecoming, Krewe of Roux, Ragin' Roar, and Lagniappe Day. If you are interested in helping create these memories, please join one of the Committees!

### Sororities and Fraternities

Forge lasting friendships and participate in a wide range of activities by joining a fraternity or sorority. More than social events, fraternity and sorority life incorporates academic support, networking, and philanthropy for a truly rounded experience.

### Intramural and Club Sports

Rec Sports has two great ways for you to stay active in sports: If you and a group of friends want to band together and play against rival UL Lafayette students then Intramurals are for you! But if you need a higher level of competition check out our Club Sports. These teams practice weekly and play at a competitive level against teams from other universities in our state, region, and nationally. No matter what, Rec Sports has what you want!

Learn more about getting involved at UL Lafayette here: [louisiana.edu/campus-life/get-involved](https://louisiana.edu/campus-life/get-involved).





# ROOMMATES/SUITEMATES

Making the most of living in your new 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 we each go to sleep? Get up?
- How often do we 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?
- Does in-person communication work for all of us?

### **GUESTS**

- How does each roommate feel about guests?
- How often do you plan to have guests/visitors over?
- What about overnight guests?
- How should you bring up concerns about guests?





## **Roommate Guidelines**

- Set guidelines and expectations right away: a roommate agreement is due shortly after move-in
- 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 Agreement**

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

## **Roommate Conflicts**

The Offices 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 agreement to address specific concerns. This agreement 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 roommates refuses 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 Housing 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:

- Educational Module (student responsible for fee associated with module)
- Warning Probation
- Disciplinary Probation
- Suspension of Rights and Privileges
- Fines (doubled for repeat offenses)
- Holds on University accounts/registration

If there are any questions regarding the department policies, please contact any member of the University 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.

## Alcohol

Alcohol (including beer or wine) is prohibited in University residence halls and apartment complexes. Any violation of this provision could result in the resident being referred to Residential Life for possible disciplinary action. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in any hall or apartment areas, including parking lots.

## Animals

No pets are allowed in any on-campus community. No exceptions. Dogs, cats, birds, snakes, fish, and other reptiles, amphibians, guinea pigs, 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. There is a fee associated with any animal found in the residence halls or apartments, even if just visiting.

**Service Animals:** Service animals that have full documentation will be permitted in Housing communities 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. All policies and procedures for animals on campus can be found in the [University Animal Policy](#).

**Assistance/Support Animals:** Assistance or support animals, in accordance with the Fair Housing Act, are allowed in a student's assigned room/apartment after completing registration and receiving approval from both the Office of Disability Services and the Office of University Housing. Assistance or support animals include Emotional Support Animals (ESAs). If you have any questions,





email [esarequests@louisiana.edu](mailto:esarequests@louisiana.edu). NOTE: All Emotional Support Animals must be at least 1 year old and up-to-date on all their shots. All requests must be approved by a licensed Mental Health Professional. Emotional Support Animals are not authorized in residential buildings until approved. ESAs are not approved until the resident is emailed with the decision from the ESA committee.

Deadlines to apply to submit your ESA paperwork for consideration by the ESA Committee:

- Early Fall Semester Deadline: August 10
- Mid-Fall Semester Deadline: October 15
- Early Spring Semester Deadline: January 10
- Mid-Spring Semester Deadline: March 15
- Summer Semester Deadline: May 10

Both service and assistance animals must be registered with University Housing **before** being brought to campus.

## 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 residential halls, satellite locations, 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 (larger than 4.5 cubic feet)
- Space heaters
- Wireless internet routers
- Wireless printers (will not connect the campus wifi, we recommend one with a connection cord)
- 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
- Refrigerators under 4.5 cubic feet
- 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 directly into the wall receptacle.

## Bicycles

The University encourages all students 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 the contract term. 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 in this document.

## Bullying

Behaviors with the purpose of bullying, intimidating, harassing, and/or physically harming any member of the University community either in-person, verbally, or an electronic medium (including but not limited to, social media websites, text messages, email, and/or instant messaging) are not permitted. Any violation could result in the resident being referred to Residential Life for disciplinary action.

## 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 health-related issues. Residents are required to maintain their space 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 rooms.
- Trash should be emptied regularly. Daily disposal of trash in the trash rooms and/or exterior common trash 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 can result in a 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, the student may face disciplinary action, up to and including eviction and cancellation of the student's contract.
- **Residential 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 the residence halls, except for Harris Hall communal bathrooms. Housing custodial staff clean residential hall suite bathrooms. In the residential halls, the Office of University Housing has custodial staff who are responsible for the general cleaning of all building 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, The Heritage, and The Cottages at Cajun Village 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 charge per trash bag on the student's account.
- **Satellite Locations Housekeeping:** In the satellite locations, housekeepers will clean the room once a week. This includes changing bedding and bathroom linens.v

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 regular basis, 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 residential 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: Apartment residents are required to keep the patios and balconies presentable at all times. This includes keeping this area free of trash, brooms, mops, cigarette butts, barbecue pits, storage bins, shoes, 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. 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.

## Dangerous Weapons

All "dangerous weapons" as defined by La. R.S. 14:2, are prohibited in University residential halls, satellite locations, and apartment complexes. Dangerous weapons shall include, but not be limited to, explosives (including fireworks and ammunition), arrows, axes, and machetes. La. R.S. 14:95.2 provides that the University is a gun-free zone which includes certain specific statutory exceptions. Handheld self-defense sprays and handheld tasers or stun guns are permitted. Any violation of this provision shall result in immediate eviction and termination of this Student's Resident Housing and Meals 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 rent is due for the Term of this Contract will still apply.

## Decoration

Residents are encouraged to decorate their rooms and apartments. All decorations must comply with Fire/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. We recommend students use Command Strips, white sticky tack, painter's tape, or comparable products. Tape, glue, and other forms of adhesive substances should not be used. Wallpaper and contact paper may not be used within the communities. Permanent alterations to residential 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.

## Doors

Exterior entrances and doors in the residential halls, satellite locations, and 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 an emergency. All doors in residential halls and satellite locations 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 on campus and within the University Housing and Residential Life communities.

## Drugs/Controlled Substances

Illegal drugs are prohibited in University residential halls, satellite locations, 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.

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, fentanyl, 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.

## Electronic Wheeled Devices

Electric low-speed scooters, skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside University buildings, including residential halls, satellite locations, and apartments. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities. No electronic scooters and/or skateboard devices (i.e., hover boards, etc.) will be permitted for use, charging, possession, or storage on University grounds or inside buildings, including campus housing. Electric Low-Speed Scooter is a device weighing less than one hundred (100) pounds that (i) has handlebars and an electric motor, (ii) is solely powered by the electric motor and/or human power, and (iii) has a maximum speed of no more than twenty (20) mph on a paved level surface when powered solely by the electric motor. Any student or students found to violate this policy will be held responsible for any repair costs and subject to disciplinary action.

## 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

Email is a mechanism for official University communication with students. The University will exercise the right to send email communications to all students, and the University will expect that email communications will be received and read in a timely manner. The student’s official email address is the destination to which the University will send official email 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 and fines.

## 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. 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 cost of replacement. Furnishings in common areas may not be removed to individual rooms or apartments. 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. Beds in our residential halls come standard that can be adjusted to up to 31 inches. If the student wants to request the bed to be lofted up to 62 inches, they must submit a work order request after check-in. There is a \$100 per semester charge to install the bed lofting equipment. Please know not all beds provided are designed to be lofted. The most of the apartment beds are not able to be lofted. 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
Harris 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 inside or outside of all housing facilities. It is not acceptable to place excessive trash in the common area trash containers in the residential communities. It is also not acceptable to place trash or trash bags outside apartment doors/balconies or in building corridors, stairwells, or common areas.

Residents shall not dispose of trash bags by placing them in trashcans located inside or immediately outside the residential halls/apartment complexes, or 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 rooms or apartments.

## Grills and Grilling

Outdoor cooking for any on-campus community is limited to the designated common areas only. Outdoor cooking is NOT permitted at the satellite locations or apartment patio/balcony areas.

## Guests and Guest Violations

UL Lafayette residential halls, satellite locations, and apartment complexes 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 building 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 residential halls, satellite locations, and apartment complexes must be escorted by and be in the company of their resident host at all times while in residential communities. 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 residential hall, satellite locations, and 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. Guests must obey University and housing community regulations. Failure to comply with this policy will result in disciplinary action, including fines.

**Overnight Guests:** Overnight guests by members of the opposite sex are not permitted in either the residential halls, satellite locations, or apartments. An overnight guest may not stay longer than two consecutive nights or more than five nights per month. 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 disciplinary action, including fines, and could result in removal of guest privileges. 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 and is responsible for the actions of their guest.

Overnight Guest arrangements are as follows:

- Overnight guests must be registered by 11:00 p.m. on the first day of their stay
- Guests must be at least 18 years of age
- Only one guest per resident
- The resident must be present in the room with the guest at all times
- Guests are required to adhere to all policies of the Offices of University Housing and Residential Life and the University of Louisiana at Lafayette
- Guests should check out when their stay is over

## 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. 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 their 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 the RA on Duty to unlock the door. Students will be subject to a charge if a staff member has to unlock the door. We don't give a warning for first-time lockouts. There is a lock-out charge applied to each door that must be unlocked (building entrance, suite, bedroom, closet, etc.).
- **Lost Key and Lock Changes:** Lost keys are to be reported to your RA, Area Coordinator, or Property Manager immediately. Failure to notify a staff member within 24 hours of the loss may result in disciplinary action. If a resident loses a key, he/she will be charged a fee 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.
- **Override Keys:** In some situations, a resident will be given an override key while their lock is being repaired. If a resident is given one of these, they are responsible for this key and should report the loss of this key to the Property Manager immediately. These keys should be returned within 48 hours to the Property Manager or Area Coordinator.

## Medical Supplies

Residents are responsible for properly disposing of hypodermic needles, syringes, or other biohazardous materials needed for medical reasons. These items should not be disposed of in the residential hall trash rooms.

## 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 10:00 p.m. to 8:00 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. 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 may result in disciplinary action, fines, and possibly 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 residential 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 University 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 the Fall and Spring semesters. However, there is no food service provided during this break. For the summer break, housing is available, but students must have applied to live on campus for the summer session and cannot move in until the official Summer Move-In Day, unless the resident already lives on campus.

- Spring Only Housing: Housing is available for the spring session only. The student may apply for this term during the Fall semester when the application opens. There will be a spring only move-in date before the start of the Spring semester. We are unable to provide housing to Spring Only residents before official Spring Move-In date.
- Summer Housing: Housing is available for the summer session. The resident must be enrolled in summer classes or enrolled in Fall classes to be eligible for summer housing. 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 The 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. Students participating in summer storage are not eligible for a room change. 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.

### Smoking, 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, including University Housing. 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](#).

### Solicitation

Commercial sales and solicitation are prohibited in residential halls, satellite locations, 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 solicitors and/or salesmen to the Residential Life staff.

### Signs

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





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.

### Subleasing

Residents are prohibited from subleasing their room to other persons through any means, including rental websites and apps.

### 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 University Housing or 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 disciplinary action.

### 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.

### Water and Plumbing

The following actions regarding water and plumbing in the residence halls, satellite locations, or apartments are prohibited:

- Disposing of food or garbage in drinking fountains is prohibited.
- Disposing of trash or food scraps in bathroom sinks and toilets is prohibited. This will create plumbing and sanitation problems.
- Altering or obstructing shower heads is prohibited. Swapping university-provided shower heads for personal or store-bought shower heads is prohibited. Failure to comply with this policy will result in disciplinary action, including fines and charges for any damages caused.
- Altering or obstructing faucets or sinks is prohibited. Changing university-provided faucets/faucet fixtures to personal or store-bought faucets/faucet fixtures is prohibited. Failure to comply with this policy will result in disciplinary action, including fines and charges for any damages caused.
- Installing a bidet is prohibited in all University Housing communities.
- Flushing anything other than toilet paper is prohibited. This includes flushable wipes and sanitary items.

### Windows

The windows of the residential halls, satellite locations, and 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 residential halls, satellite locations, and apartments should 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 and lock the window.





# PROCEDURES

## Live-On Requirement

Recognizing the influence that living within the residential halls can have on a freshman student, UL Lafayette requires that all freshman students live on campus as long as space is available. In support of a student's holistic development, Coronna, Bonin, Baker, and part of Agnes Edwards and Harris 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 Inventory Form

The Room Inventory Form states the condition of the room/apartment including furnishings. The student receives this form on their Housing Portal when they check in to their room for the semester. The student is expected to inspect their room and common spaces. If the student finds any changes and/or omissions, the student should note these in the appropriate area of the form. The submission is kept on file until the student moves out. At move-out, the submission is used to during the final inspection of the room space. The student may be charged for any damages or changes in the condition not previously indicated on the form 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. If your room change request can be granted, our staff will notify you via University email to offer you the room change. You will have 48 hours to accept the room change. If you do not accept the room change in that time period, your room change request will be canceled. Follow instructions from the University Housing Assignments Coordinator for checking out of your current room and checking into your new assignment.

### Dates for Room Change Requests:

Fall Semester Requests (*closed July 29, 2024 - September 16, 2024*)

- Continuing Students: March 20, 2024 - October 18, 2024
- First-Time Freshmen: July 15, 2024 - October 18, 2024
- Any room change requests not granted by October 18, 2024, will have to be resubmitted for consideration for the Spring semester.

Spring Semester Requests (*closed December 25, 2024 - January 22, 2025*)

- All residents: October 19, 2024 - March 14, 2025
- No room changes will be granted after these dates.

## Contract Buyout Request

Any student leaving the residential halls, satellite locations, and apartments or the University for any reason must complete a contract buyout 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 housing contract. Housing charges continue to accumulate until the student has officially checked out of their residential hall, satellite location, or apartment room. A student who is suspended from the University for academic reasons may not check into the residential hall, satellite location, or apartment unless an appeal of the suspension has been approved and officially granted. Any student who has resigned or who is leaving for disciplinary reasons may not remain in the residential hall, satellite location, or 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.





## Checking In

Students will check-in with University Housing and Residential Life to receive access to their building and the key to their room. During official move-in days, students will follow instructions provided by our offices to check in and then unload. If the student is checking in outside of official move-in days, they will report directly to their assigned hall and contact the RA/CA on duty to complete check-in and receive their key.

Visit our [Move-In Central page](#) for more information about move-in.

## Moving and Checking Out

Residents are required to move out between Spring and Summer semesters unless they 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.

Graduating Students: if you are graduating, your check-out will be moved until the day after graduation. Our office will confirm your graduation during the semester and then send move-out information for you once confirmed.

Non-graduating Students: if you are not graduating, your checkout 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. Late check-outs are subjected to daily rates for each day you stay past the last check-out day.

### Move Out Instructions:

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

### Check Out Processes:

- Express check out: find and fill out the express check-out envelope from the hall or apartment's front desk, turn in your room key, P.O. Key (if not returning to campus), and Ozzi Coin given at check-in, and leave your community. By choosing express check out, you waived your right to appeal any charges under \$500.00.
- Traditional check out: schedule a move-out walk-through with your RA. After the walk-through, turn in your room key, P.O. Key (if not returning to campus), and Ozzi Coin given at check-in to complete check out.

## 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 University staff member will lock the room when they leave.

The University is sensitive to the privacy of students living in University Housing communities. However, the relationship of the University to the student is not defined as that of landlord to tenant. Our office will give residents 24-hour notice when University personnel or contractors will be entering their living quarters, if possible. The University reserves the right for University personnel to enter rooms for the following purposes:

- Maintenance—to check on and/or complete repairs, inventory, sanitation, furnishings, preventive maintenance, etc.
- Safety—to monitor for missing persons, illnesses, safety, violations of 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. 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) are not home.
- Room Search—The Director of Property Management 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 Office of Residential Life 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.

For medical emergencies, fires, and other emergencies, students should call 911 or contact the UL Lafayette Police Department at 337.482.6447 immediately and then the Dean-on-Call or a hall staff member. Emergency evacuation routes for all areas are posted in each room. 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](#).

## 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. 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.

## Evacuation Procedures

The following locations will be used in the case of an evacuation, such as a fire alarm. Please find the nearest exit, proceed to 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, Coronna, Harris)	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





## Emergency Communications and Severe Weather Procedures

In the event of a residential hall, satellite location, or apartment, or campus-wide emergency, the Offices of University Housing and Residential Life and the University will use various methods to communicate with students, but primarily will send information via University email. This communication will include important information for our residents, including possible shelter-in-place or emergency evacuation plans.

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 members from our offices. 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.

## Alcohol, Illegal Drugs, and Dangerous Weapons

All dangerous weapons as defined by La. R.S. 14:2 (including but not limited to firearms, BB guns, pellet guns, air pistols, and paint guns), alcohol, and illegal drugs are prohibited in University residential halls, satellite locations, and apartment complexes. La. R.S. 14:95.2 provides that the University is a gun-free zone which includes certain specific statutory exceptions. Handheld self-defense sprays and handheld tasers or stun guns are permitted. 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.

## 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 a blue light 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 Transportation Services provides a night shuttle that runs until 10:00 p.m., Monday - Friday.

## 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, and/or the front desk staff. To provide a more secure environment, students should:

- Be attentive to people and activities around them
- Remove any objects used to prop open exterior doors
- Lock windows, rooms, apartment doors, and vehicles
- Not remove window screens
- Not permit unknown persons to enter housing areas or open doors to strangers
- Not keep valuables in open view in the living area
- Mark all valuables and personal property with identification
- Record all identification information (e.g., serial numbers) and keep that in a secure location
- Not keep valuables, backpacks, and textbooks in plain view in vehicles

## Security Cameras

Security cameras have been placed in the residential halls, satellite locations, and apartment complexes to assist in policy enforcement and 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 the University Police Department. Tampering with security cameras will result in aggressive disciplinary action, which could result in eviction from University Housing, suspension from the University of Louisiana at Lafayette, and/or criminal action through the University Police Department.

## 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 residential halls, satellite locations, or apartment complexes. All students in residential communities 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

## Computers and Internet

GeauxWiFi is a campus network that provides a dedicated network connection for students living in the residential halls and apartment complexes. A direct network connection allows fast and easy access to campus resources and the internet. If you have any issues connecting your mobile devices to the campus internet, contact the IT Help Desk at 337.482.5516.

All on-campus buildings have the university's wireless system available for student use. Satellite locations have site-specific WiFi connections for student use. Issues should be reported through the University work order system.

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 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 the Office of University Housing and the Office of Campus Food Services, which covers one academic year consisting of the Fall and Spring semesters, is a legal and binding document. A separate summer contract is required for the summer semester. Students who live in our residential halls or Legacy Park Apartments are required to have a meal plan.

Meals plans are accepted at all campus dining locations. Meal swipes can be used at Cypress Lake Dining Room and Lagniappe Café in Café Fleur de Lis. Declining balance can be used at all University-operated locations on campus listed below.

### **Food Service Locations**

#### Student Union

- Cypress Lake Dining Hall
- Smoothie King
- Chick-Fil-A
- Starbucks
- McAlister's Deli

#### Café Fleur de Lis

- Lagniappe Cafe
- Zeus Express
- Agave Express
- Convenience Options

#### Ragin' Cajun Food Court

- Pizza Hut
- Viva La Waffle
- Hissho Sushi
- Virtual Dining Concepts (VDC): Mr. Beast Burger, Buddy V's, Pardon My Cheesesteak
- Convenience Options
- Simply to Go

#### Other Locations

- Jazzman's Café + Simply to Go
- Smoothie King at Bourgeois Hall + Simply to Go

Contact Campus Food Services at 337.482.2871 or visit their website: [campusfoodsolutions.louisiana.edu](https://campusfoodsolutions.louisiana.edu).





## Distribution of Advertisement

All notices, signs, and information posted in the residential halls, satellite locations, and apartment complex must be approved by the Offices of University Housing and Residential Life. Residential hall, satellite location, and apartment staff may place materials on doors or walls with permission from the Offices of University Housing and Residential Life. Bulletin boards and electronic signs in residential communities are for the use of University Housing and Residential Life staff and University officials only.

- Chalking: Chalking on sidewalks adjacent to all residential halls, satellite locations, and apartment complex buildings requires written permission from the building's 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. The chalking must be for a recognized University organization and may not be for the sale of services or products or any off-campus events.
- Signage: Flyers, bulletins, banners, brochures, and other materials may not be posted on walls, columns, counters, furnishings, or windows of any University Housing facilities without approval and permission of the Offices of University Housing and Residential Life. Only approved tape may be used when posting materials in or around University Housing facilities. Posting using any other adhesive or unapproved items may result in the person or group sponsoring the posting 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 Offices of University Housing and Residential Life.
- Outdoor signage: The display of any outdoor signage, including but not limited to advertisements, banners, posters, yard signs, and flyers, is strictly prohibited unless prior written approval is obtained from the Offices of University Housing and Residential Life. Any signs found in violation of this policy will be removed and discarded without notice. The University will not be liable for the cost of the item or any other associated expenses incurred by the owner of the signage. If signage is approved, the individual or organization responsible for the request must ensure that the signage is removed in a timely manner, as outlined in the approval terms. Failure to do so may result in the removal of the signage by the University and potential revocation of future signage privileges.

All approved signage must adhere to the University's guidelines on content, location, and duration. Signage that contains offensive, discriminatory, or inappropriate content will not be approved, and any existing signage found to violate these standards will be removed immediately. 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 submitting a work order, contacting the RA/CA on Duty, or finding on-campus resources. All desks are staffed 24 hours a day with a third party vendor staffing the desk from 12:00 a.m. - 8:00 a.m.

Below are the Front Desk Numbers:

Agnes Edwards Hall Second Floor	337.482.1054
Agnes Edwards Hall Third Floor	337.482.1055
Agnes Edwards Hall Fourth Floor	337.482.1056
Baker Hall	337.482.1851
Bonin Hall	337.482.6080
Coronna Hall	337.482.2877

Harris Hall	337.482.2884
Huger Hall	337.482.2820
Legacy Park Apartments	337.482.1438
The Cottages at Cajun Village	337.345.5038
The Heritage Apartments	337.482.1498

## Duty Phones

Each community has an RA/CA on duty 24 hours a day, 7 days a week. The RA/CA on duty carries the duty phone for their community during this time and is available if residents are locked out or have an emergency work order. Emergency work orders consist of no heat/air, major leak, flood, fire, etc. All other work order needs should be submitted using the work order request form on the Housing Portal. Below is each community's duty phone number. We recommend that you save your building's number for easy access.

Agnes Edwards Hall	337.281.3375
Baker Hall	337.281.3643
Bonin Hall	337.281.3402
Coronna Hall	337.281.3414
Harris Hall	337.258.2414
Huger Hall	337.281.1623

Legacy Park Apartments	337.281.3338
The Heritage Apartments	337.247.2931
The Cottages at Cajun Village	337.247.2931
Wingate Satellite Location	337.257.4522
Woodspring Satellite Location	337.257.4092



## Health and Safety Inspections

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 University email, social media, and 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/room/apartment will be conducted, and a copy of the evaluation will be sent to the student. 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 conditions exist during the second inspection, the resident(s) will face additional disciplinary action and fines. Repeated violations of health or safety standards may result in eviction from the on-campus community.

## Renters' Insurance

The University is not responsible for loss in the residential halls, satellite locations, or 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 residence hall/apartment properties. This policy includes student rooms, storage rooms, parking lots, and all other residence halls/apartment complex areas during the semester and semester breaks. The University strongly encourages all students to have renters' insurance to cover the student's personal property.

## Laundry Facilities

Laundry rooms are available in all residential hall and satellite location areas. These washers and dryers are accessible to in-room residential hall or satellite locations students only. Students should report problems with service to the hall staff or through a work order 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 and Community Rooms

Hall lounges, community rooms, 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. All furniture and decor in the lounges and community rooms should not be removed or brought into a resident's rooms. Personal items will be removed from public areas if left for extended periods.

## Mail Delivery

No mail is delivered to any University Housing property. If a resident would like to receive mail or packages while living on campus, they may register for a Post Office Box through the University's Post Office located in the Student Union. Students are not allowed to share boxes or receive C/O mail. 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 advised to keep their key to maintain their current P.O. Box address.

Legacy Park Apartments and The Cottages at Cajun Village Apartments cannot have mail delivered directly to their apartment. To receive mail or package delivery, the resident would have to register for a PO Box with the University's Post Office located in the Student Union.

The Heritage Apartments have their own mail room and residents are given a PO Box key to check their mail there. Mail is delivered by University Post Office staff once a day to The Heritage Apartments. If you have a PO Box in the Student Union prior to living at The Heritage, you must return this key to the Post Office as your mail will now be delivered to the complex.

Grocery or food delivery: these deliveries can be sent to the student's assigned building, but the student must meet the delivery person at their car to pick up the items. The delivery person may not enter the building or leave the items at the front desk or the building's entrance. Find your [building's physical address here](#).

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

### Student Union PO Box Address

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

### The Heritage Apartments PO Box Address

Student's Name  
PO Box # \_\_\_\_\_  
110 E. Lewis St. Apt # \_\_\_\_  
Lafayette, LA 70503

## Maintenance and Work Orders

Any maintenance needs to your living unit or community area should be immediately reported electronically through the Work Order Request form on the Housing Portal. The resident is responsible for submitting maintenance or work order requests. We recommend that residents submit their own work orders so they will receive the updates to that ticket from University Housing or Facility



Management. Residents should never rely on someone else to submit their maintenance requests. Any unreported maintenance issues can lead to bigger issues that could be deemed the fault of the residents.

Only UL Lafayette staff members or University-authorized contractors are allowed to conduct maintenance in our campus housing facilities. Residents are not permitted to make any repairs and can be fined if they do so. Maintenance and custodial staff lock each room/apartment upon leaving, even if the room/apartment was unlocked when they arrived.

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 RA/CA on duty who will contact emergency maintenance for the resident. The resident should never contact emergency maintenance themselves.

The Office of University Housing, along with the Office of Facility Management, is responsible for residential 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 through the Housing Portal. This service allows for immediate reporting of all problems.

## Parking

All students wishing to park on campus must purchase a parking permit from the Office of Transportation Services. Our residents are able to purchase a residential parking permit that allows them to park close by their building in specified areas and campus lots. Visitors should park in one of the pay lots located around campus or off campus. Designated handicapped parking spaces are available across campus and are able for those with displayed handicap parking credentials. 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 at all times. [Visit the Office of Transportation Services website for more information.](#)

## Pest Management

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

## Streaming TV Service

All residential hall and apartment rooms are equipped with TV service provided by LUS Fiber connectTV. UL Lafayette University Housing partnered with LUS Fiber to provide connectTV services to the residential halls and apartments. connectTV powered by LUS Fiber is a full-featured streaming video service delivered to your TV, laptop, and mobile devices. Residents receive information about this service within 24 hours of checking in.

## 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. All students need a valid UL Lafayette ID to be seen by medical personnel. Services include: minor illnesses, minor injuries, & stable chronic medical conditions, minor surgeries & procedures, physical exams, women's health, immunizations, and allergy shots.

The Office of Counseling and Testing provides personal counseling, crisis intervention, and short-term psychotherapy for individuals, couples, and groups. The Center offers an unlimited number of sessions, free-of-charge to University students, faculty, and staff. Consultation services and workshops are available to student groups, faculty, and staff. They have also partnered with Uwill that offers students free and immediate access to teletherapy, mental health crisis support, medication management, and wellness programming through its user-friendly online platform. The service is private, secure, and confidential. This program offers teletherapy, mental health crisis support, medication management, and wellness programming.

## Vending

Vending machines are available in each residential hall and throughout campus. 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.







# 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.....	482.6233	reslife@louisiana.edu

**Front Desk/Office Numbers for Residence Halls and Apartments**

Agnes Edwards Hall Second Floor Desk.....	482.1054
Agnes Edwards Hall Third Floor Desk.....	482.1055
Agnes Edwards Hall Fourth Floor Desk.....	482.1056
Baker Hall Front Desk.....	482.1851
Bonin Hall Front Desk.....	482.6080
Coronna Hall Front Desk.....	482.2877
Harris Hall Front Desk.....	482.6080
Huger Hall Front Desk.....	482.2820
Legacy Park Apartments Office.....	482.1438
The Heritage Apartments Office.....	482.1498
The Cottages at Cajun Village Office.....	345.5038

**RA Duty Phones for Residence Halls and Apartments**

Agnes Edwards Hall Duty Phone.....	281.3375
Baker Hall Duty Phone.....	281.3643
Bonin Hall Duty Phone.....	281.3402
Coronna Hall Duty Phone.....	281.3414
Harris Hall Duty Phone.....	258.2414
Huger Hall Duty Phone.....	281.1623
Legacy Park Apartments Duty Phone.....	281.3338
The Heritage Apartments Duty Phone.....	247.2931
The Cottages at Cajun Village Duty Phone.....	247.2931
Wingate Satellite Location Duty Phone.....	257.4522
Woodspring Satellite Location Duty Phone.....	257.4092

**Emergency Numbers**

Emergency.....	911	
UL Lafayette Police Department.....	482.6447	ulpolice@louisiana.edu
Lafayette Police Department.....	291.8600	rigreen@lafayettela.gov

**Campus Services**

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
Office of 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
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	srr@louisiana.edu
Student Aid and Scholarships.....	482.6506	finaid@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 through the Sunday after finals of the last semester of the Academic Year Fall 2024 - Spring 2025 term(s) by and between the student and University of Louisiana at Lafayette's 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-transferrable. 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.**
  - 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 the semester census date.
  - Continuing Students: Students that have chosen to renew the housing and meals contract from the academic year 2024-2025 will not be required to pay an application fee or prepayment for the 2024-2025 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):
    1. July 15 until check in: \$250 cancellation fee
    2. Check in until 14th class day: \$500.00 fall cancellation fee and \$250.00 spring cancellation fee
    3. 15th class day until end of fall semester: Proration of charges until key is returned and \$250.00 spring cancellation fee
    4. January 1 until check in: \$250.00 cancellation fee
    5. Check in until 14th class day: \$500.00 penalty charge
    6. 15th class day until end of fall semester: Proration of charges until key is returned





- b. Spring Semester Only Contract:
    1. January 1 until check in: \$250.00 cancellation fee
    2. Check in until 14th class day: \$500.00 penalty charge
    3. 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
    1. Check in until 14th class day: \$500.00 penalty charge
    2. 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 Buyout.
9. **TERMINATION OF CONTRACT.** In addition to the termination provisions found in Section 27(g), University, at its sole discretion, may also terminate this Contract for any violation of the terms and conditions of this Contract, the Student application policy, the Housing handbooks, the Code of Student Conduct, or state and federal laws. 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 Offices of University Housing, Residential Life, Student Rights and Responsibilities, and the University. Student herein specifically waives any right to notice which may now or at any time during the term of the Contract be required by Louisiana law, including the five (5) day written notice to vacate the premises prescribed by Article 4701 of the Louisiana Code of Civil Procedure and Student consents to the University instituting immediate eviction proceedings in the event of the termination of this Contract and/or Student's loss of Student's right of occupancy for any reason. Failure to strictly or promptly enforce any of the terms and conditions of this Contract by University shall not operate as a waiver of any of University's rights as provided herein. Student must advise University immediately if arrested for, convicted of, or plead guilty to a crime other than a minor traffic offense.
  10. **IMPROPER OR LATE CHECKOUT.** If Student fails to follow the proper procedure to check out of the assigned room, Student will be assessed a service charge of \$50. In addition, if Student fails to check out by the date and time announced for the closing of the hall or the end of the occupancy period, Student will be assessed an additional service charge of \$25 for each hour or portion thereof from that announced time until the time Student completes a proper checkout. This is in addition to any other damage charges or service fees for which the Student may be liable.
  11. **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/apartment 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. Student agrees to be bound by the University's Financial Obligation Policy (see [https://bursar.louisiana.edu/sites/bursar/files/Financial%20Obligation%20Policy\\_0.pdf](https://bursar.louisiana.edu/sites/bursar/files/Financial%20Obligation%20Policy_0.pdf)) which states that "failure [of Student] to respond to demands for payment [pursuant to this Contract] may result in such debt being transferred to the State of Louisiana Attorney General's Office for collection. Upon transmittal for collection, [Student is] responsible for the collection/attorney's fees in the amount of thirty-three and one-third percent (33 1/3%) of the unpaid debt, and all costs of court." Per University of Louisiana System Policy Number FB-IV.(3), Students who are non-Louisiana residents with prior semester/session debts will not be allowed to enroll in University or live on campus until such debts are paid; Students who are Louisiana residents and who are current on any payment plan arranged for past semester/session debts shall be allowed to enroll in University or live on campus. 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.
  12. **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 their check in date and time, 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, (on the date and time of check in) 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.
  13. **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.

14. **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. Find an eligible roommate to move into the room so that it becomes fully occupied.During partial occupancy, the Student will be sent a letter outlining these choices and the timeline to choose from one of the options above.
15. **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.
16. **CABLE SERVICE.** LUS ConnectTV is provided to all residents through an app.
17. **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.
18. **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.
19. **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, Office of 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.
20. **SMOKING PROHIBITED.** The University is a smoke-free campus. Smoking is not permitted anywhere on University property.
21. **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.
22. **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 preapproved 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 as follows: Fall Semester: August 10 or October 10, Spring Semester: January 10 or March 10, or Summer Semester: May 10.
23. **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.
24. **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.
25. **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.
26. **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.
27. **PUBLIC HEALTH AND SAFETY 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: <https://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 at Student's cost 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 an 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.

#### **Contract Terms Agreement Section**

1. By clicking the check box below, I agree that I understand that this is a LEGALLY BINDING CONTRACT. I understand that the conditions set forth in the above CONTRACT for housing and meals for the Academic Year Fall 2023 - Spring 2024 term are non-disputable.
2. I have read the document above and agree that this is a Legally Binding Contract: True
3. By clicking the check box below, I agree that I have READ and AGREE that this CONTRACTED period is for the Academic Year Fall 2023 - Spring 2024 term(s): True
4. By clicking the check box below, I agree that I have READ and AGREE to all terms and conditions set forth in the above stated CONTRACT for housing and meals for the Academic Year Fall 2023 - Spring 2024 term.
5. I have read and agree to the Contract Terms and Conditions: True
6. By clicking the check box below, I agree that I DO NOT HAVE, NOR WILL I SIGN A contract with any other entity for housing off campus for the term of Academic Year Fall 2023 - Spring 2024 as long as this contract is in effect. Further more, I also understand that by breaching this agreement I will be held liable for ALL HOUSING and MEAL Charges for the term of this contract.
7. I agree that I do not have, nor will I sign a contract with an off campus entity for the duration of this contract period: True
8. By clicking the check box below, I agree that I understand that this is a CONTRACT for Room and Meals for the contract period of Academic Year Fall 2023 - Spring 2024, and that I have read and understand the RATES associated with room and meals at the University of Louisiana at Lafayette for the term that I have selected. I also understand that, in some extreme cases, I may not receive an assignment until classes begin for the contract period, and that a lack of assignment does NOT void this contract. Contract is for Room and Meals Agreement: True
9. Electronic Signature: Typing in your ULID below serves as an electronic signature. By placing your electronic signature onto this page you are hereby agreeing to abide by the contract terms listed above, along with the terms listed and all rules and regulations set forth by the Office of University Housing's Residence Hall Handbook and the Code of Student Conduct for the contract period Academic Year Fall 2023 - Spring 2024
  - Signature: [Student's ULID]
  - Date/Time of Signature: [Date and Time]





## Appendix B

### Damage Charges and Fines

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

DAMAGE TO THE LIVING SPACE		DAMAGE/REPLACEMENT OF FURNISHINGS	
Wall hole repair (each) - quarter size or smaller	\$20.00	Replacement of bed frame	\$400.00
Wall hole repair (each) - bigger than a quarter	\$50.00	Replacement of chair	\$200.00
Painting of wall (per wall)	\$75.00	Repair or cleaning of chair upholstery	\$75.00
Replacement of electric/cable outlet cover	\$10.00	Replacement of sofa/loveseat	MKT PRICE
Replacement of overhead light fixture	\$200.00	Replacement of desk	\$400.00
Replacement of overhead light cover	\$50.00	Replacement of armoire	\$600.00
Replacement of exit light	\$125.00	Replacement of mattress	\$250.00
Replacement of window screen	\$50.00	Replacement of cabinet door	\$100.00
Replacement of window pane	\$250.00	Unauthorized transfer of furniture (each)	\$75.00
Replacement of window latch	\$20.00	<b>HEAVY CLEANING REQUIRED</b>	
Replacement of blinds	\$100.00	Cleaning of bedroom/bed space	\$75.00
Replacement of exterior door	\$450.00	Cleaning of bathroom	\$150.00
Replacement of room/apt. door	\$200.00	Cleaning of refrigerator	\$25.00
Replacement of interior/closet door	\$200.00	Cleaning of stove/oven	\$100.00
Replacement of closet hardware	\$100.00	Cleaning of adhesive residue (each)	\$25.00
Replacement of glass interior/exterior door	\$450.00	Removal of markings (each)	\$25.00
Refinish door	\$150.00	Removal of trash (each bag)	\$50.00
Replace peephole	\$20.00	Removal of abandoned property	\$300.00
Replacement of door lock (lost keys or not returned)	\$200.00	<b>MISC.</b>	
Replacement of broken door key	\$50.00	Improper check out (each hour)	\$25.00
Replacement of ceiling tile (each)	\$20.00	Smoke detector tampering fine	\$250.00
Replacement of floor tile (each)	\$25.00	Improper room change	\$100.00
Repair of damaged common area carpet	MKT PRICE	Lock out (before 10pm)	\$25.00
Repair to damaged common area furniture	MKT PRICE	Lock out (after 10pm)	\$50.00
Replacement of towel rack	\$50.00	Second failed health and safety check	\$25.00
Replacement of shower curtain rod	\$50.00	Third failed health and safety check	\$50.00
Replacement of desk drawer	\$100.00	Pet policy violation	\$300.00
Replacement of mirror	\$200.00	Room move fee	\$200.00
Replacement of door number	\$50.00	Pulling fire alarm - false alarm	\$100.00
Replacement of sink	\$250.00	Improper items on balcony/patio	\$75.00
Replacement of toilet	\$300.00	Illegal Mounted TV	\$300.00
Unauthorized alteration of plumbing equipment	\$200.00	Unauthorized Animal (per occurrence)	\$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.*



## **Appendix C**

### *The Heritage Apartments Policies*

Welcome to The Heritage at Cajun Village Apartments! 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.

The Heritage at Cajun Village amenities are for the exclusive use of complex residents. To ensure safety and security, every person who enters the amenities areas must show valid identification, which consists of:

- Residents: your Cajun Card
- Guests: must be 18 years of age or older and possess a valid pictured driver's license.
- People who 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

- 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
- Main Clubhouse: 8:00 a.m. – 10:00 p.m. (Clubhouse Phone Number: 337.482.1498)
- Fitness Area: 6:00 a.m. – 12:00 a.m.
- Swimming Pool: 10:00 a.m. – 10:00 p.m. (open only during the specified time of year)

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 actions of their guest
2. All gaming equipment for billiards, shuffleboard, ping pong, and card tables 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. 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 and not be removed from the clubhouse
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 the clubhouse area.
12. The clubhouse and its amenities are for resident 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), and eating are 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 and 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. while the pool is open 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 at the sole discretion of management.



3. The Heritage at Cajun Village resident is allowed one guest at the pool/pool area unless otherwise approved by complex staff.
4. No one under the age of 18 is allowed at the pool or in the pool area.
5. 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. No glass or ceramic is allowed in the pool or the pool area.
7. No eating is allowed in or near the pool area. All trash must be disposed of in trash bins.
8. 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. 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. 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. 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. 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. Management will not be responsible for loss or damage to any personal property of any kind.
14. No diving allowed at any time.
15. Due to safety concerns, the number of swimmers allowed in the pool at one time is posted near the clubhouse entrance.
16. No animals or pets are allowed in the pool or pool area.
17. No one is allowed in the water during any bad weather, especially during thunder or lightning storms.
18. 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 off the pool fence or apartment patios is allowed.

### Apartment/Bedroom Access

Residents must use their university ID to gain access to their apartment. Each resident is responsible for their bedroom key. Residents should not leave apartment/bedroom doors unlocked or with the door propped open at any time. There are fees associated with lockouts and lost key or access card. You will be charged for a lock change regardless of when the lost key is reported. If you are given an override key to your apartment, you must return this key within 48 hours to your Property Manager or CA. There is a fee associated with a lost override key.

### Mail/Packages

The Heritage Apartments have their own mail room and residents are given a PO Box key to check their mail there. Mail is delivered by University Post Office staff once a day to The Heritage Apartments. If you have a PO Box in the Student Union prior to living at The Heritage, you must return this key to the Post Office as your mail will now be delivered to the complex. A lost PO box key should be reported to your Property Manager and the fee for the lost key will be assessed, depending on how many bedrooms in the apartment.

#### The Heritage Apartments PO Box Address

Student's Name

PO Box # \_\_\_\_\_

110 E. Lewis St. Apt # \_\_\_\_\_

Lafayette, LA 70503

### Furniture

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

### Maintenance and Work Orders

Only University staff or University-authorized contractors are allowed to conduct maintenance in University apartments. Residents are not permitted to make any repairs and will be fined if found to have made personal repairs. Any maintenance needs should be reported immediately through the Housing Portal or by contacting the complex's office. In the event of an emergency, during office hours, contact the complex office and after hours/weekends contact the CA on duty. Emergencies would include no heat/air





conditioning, power outage, vandalism, broken windows, and alarms associated with fire or other disasters.

### Outdoor Cooking

Barbecue grills are provided throughout the complex. Outdoor cooking is allowed in these designated common areas only. Residents are responsible for removing all trash. No grills are allowed on patios/balcony areas.

### Pets

No pets are allowed unless it is a service animal or an approved 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. There is a fee for animals found in the apartments, even if just visiting, per occurrence or violation. Multiple violations can lead to eviction.

### 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 the 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 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 University staff member 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. Our office tries to give residents 24-hour notice when University personnel or contractors will be entering their living quarters. 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 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. 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) are not home.
- Room Search—The Director of Property Management 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.

### 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 or placed in the smaller trash cans around the complex.

### Guest Parking

All cars parked at The Heritage Apartment complex must have a registered parking permit for that residential zone through the Office of Transportation Services. Non-registered vehicles parked in other lots will be ticketed and are subject to towing. Guests of The Heritage Apartments must park in the hourly parking lot designated for visitors located at the Girard Park Circle Parking Garage.

