

2021-2022

LIVING ON CAMPUS HANDBOOK



LSUE

Office of
University Housing

WELCOME!

Welcome to your new home on the beautiful campus of Louisiana State University Eunice. It is an especially exciting time to be an on-campus resident at LSUE. With the upgrades to our housing facilities including new AC units, a new key system, upgraded laundry services, and a fully redone pool, we at Bengal Village have been working hard to improve your quality of life on campus. On campus we have upgraded the technology in all of our classrooms as well as our MyCourses/Moodle system so that you have access to the best tools for your courses.

What does this mean for you? Because the staff at LSUE cares about your success both inside and outside of the classroom, we will work hard this year to make sure you are achieving your personal, professional, and academic goals.

There will be more opportunities for you to attend campus events, get involved on campus, and to get connected to the Housing community. Your involvement is the key to your success and will only enhance your experience at LSUE.

This handbook presents important information you need to know about the services, policies, and procedures for residential community at LSUE. Familiarize yourself with the information in this handbook and contact a LSUE Housing staff member with any questions or concerns. You can also connect with us online at facebook.com/LSUEHousing or follow us [@lsuehousing](https://instagram.com/lsuehousing) on Instagram.

Again, welcome and best wishes for a successful year!

Geaux Bengals!



Dr. Kyle Smith
Dean of Student Affairs



— Office of —
University Housing

MISSION STATEMENT, VISION & VALUES

MISSION

Provide dynamic student-focused learning communities that support development and academic success in clean, safe, and sustainable facilities that meet the needs of the campus community.

VISION

Be a premier housing and residence life program that embodies the highest standards of campus housing.

VALUES

Community - We have an intentional approach to promoting a vibrant atmosphere of student life at LSUE that connects students to each other and to the LSUE community at large.

Courage - Exhibit confidence and tenacity to make bold decisions despite challenges or difficulties and accept full responsibility for the outcomes.

Inclusivity - Establish a respectful community that seeks multiple perspectives and embraces individual differences.

Integrity - Abide by the highest standards of our profession to instill trust with community members by creating an environment of mutual respect, openness, and truthfulness.

Stewardship - Utilize resources responsibly and creatively to benefit present and future members of the community.

Teamwork - Collaborate to achieve common goals through communication, commitment, and support.

COMMUNITY LIVING



COMMITMENT TO COMMUNITY

Louisiana State University Eunice is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSUE, as a member of its community, I will:

- Accept responsibilities for my actions;
- Hold myself and others to the highest standards of academic, personal, and social integrity;
- Practice justice, equality, and compassion in human relations;
- Respect the dignity of all persons and accept individual differences;
- Respect the environment and the rights and properties of others and the University;
- Contribute positively to the life of the campus and surrounding community;
- And use my LSUE experience to be an active citizen in an international and interdependent world.

The continued success of LSUE depends on the faithful commitment by each community member to these, our basic principles.

COMMUNITY LIVING

Know your responsibilities and rights as a resident in your community.

Being a member of a community brings a set of rights as well as responsibilities. We encourage you to seek active roles in your community as a leader, student, and peer.

Community Standards

LSUE's residence halls and apartments have established community standards, which are intended to promote the well-being and rights of all community members as well as maintain the facilities and physical surroundings in which the community exists. Resident Assistants (RAs) lead their communities in upholding community standards within the residence halls and apartment communities.

Email

Residents are responsible for all material sent to their LSUE email account by University Housing, and should check it at least once every 24 hours.

Inclusive Housing

The Office of University Housing is committed to providing a community that is accepting of students and staff of different backgrounds, racial and ethnic identities, religious beliefs, sexual orientation, gender expression, age, physical abilities or other aspects of identity. We shall serve as an advocate for diverse interactions of our residents, guests, and staff. All members of our community are responsible for supporting an atmosphere that appreciates individual differences and recognizes each person's unique contribution to the university. We believe that our students can only achieve their full development as citizens with an environment that supports and promotes the ideas of an inclusive community. Bengal Village takes a proactive approach to protect our diverse community by providing educational programming that addresses topics of diversity and social justice.

We partner with other campus offices like the Office of Disability Services, the Dean of Student Affairs, Veteran's Affairs, and more to meet students' needs and connect them with appropriate resources.

Programming

The Office of University Housing is committed to enhancing your total college experience. The purpose of programming is to promote your personal and academic growth. We provide a variety of opportunities for you to get the most from the time you spend outside the classroom. The overall goal is to help you succeed academically and personally while in college and to prepare you for life after graduation.

Roommates

Making the most of living in your new residence hall or apartment community starts with getting settled in and getting to know your roommate. Begin by discussing with your roommate your ideas, feelings, backgrounds, and opinions on

sharing responsibilities in the room. Be clear about what you want and work on compromising. Establishing healthy roommate relationships is the first step in becoming part of the larger on-campus community. Roommates are required to complete a Roommate Agreement each semester. Roommate Agreement forms are provided by your RA who will assist you in the process. These agreements serve as a conversational starting point and should be revisited frequently as relationships with your roommate grow.

Meeting the Staff

The Office of University Housing employs full-time and student employees. Staff members help you in your personal and academic endeavors by providing opportunities for growth and development, mentoring, and support.

Director – The Director of Housing and Residence Education is a full-time professional that provides vision, direction, and leadership for the day-to-day operation of Bengal Village. The Director is chiefly responsible for all aspects of occupancy management as well as the provision of a supportive and inclusion environment within which residents are held accountable for their actions and able to connect to the residential community. The Director also serves as an academic advisor for student athletes.

Coordinator for Student Life- The Coordinator for Student Life is a full-time professional. The Coordinator is chiefly responsible for advising the Campus Activities Board (CAB) to engage both residential and commuter students. The Coordinator is responsible for staffing, supervising, and training student resident assistant (RA) staff to meet the needs of all 216 student residents during office hours and after hours/weekends. The Director supervises the Coordinator. He or she is available as a resource during office hours.

Resident Assistants (RA) - RAs are students assigned to individual buildings or communities. RAs are the primary contact for discussing resident questions and concerns, addressing problem resolutions, and establishing community atmospheres. RAs hold building meetings, distribute information, plan programs, work at the office, and enforce policies.

Maintenance- Maintenance workers make sure that the facilities are in working condition. They maintain and clean facilities, including the grounds and breezeways.

GETTING INVOLVED

Getting involved in your community is a great way to meet new friends, learn valuable skills, and contribute positively to your living environment. If you have questions about how to get involved in your community, speak with your RLC, GRD, or RA.

Programming

The Office of University Housing and the Campus Activities Board (CAB) are committed to enhancing your total college experience. The purpose of programming is to promote your personal and academic growth. We provide a variety of opportunities for you to get the most from the time you spend outside the classroom. The overall goal is to help you succeed academically and personally while in college and to prepare you for life after LSUE. Check the clubhouse, your RA, or follow the University Housing on social media to learn more about programs happening in your community.

Campus Activities Board (CAB)

The Campus Activities Board (CAB) at Louisiana State University at Eunice is the primary student organization on campus for event and activity planning for students at LSUE. CAB is responsible for planning and hosting all Week of Welcome activities and other campus-wide events throughout the year. For more information on how to get involved with CAB, email Student Affairs at stuaff@lsue.edu. All CAB events are published to the LSUE Events Calendar.

National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) is an honorary student organization made up of the top 1% of student leaders in the residence halls. NRHH focuses on four main aspects - recognition, leadership, service, and scholarship. To be considered for NRHH, a student must have lived on campus for at least one academic semester, maintained a 2.5 GPA, and contributed in excellent ways to your residential community. Each semester students are nominated and inducted into NRHH at a special ceremony in their honor.

Of The Month - One of the main recognition programs coordinated by NRHH is the "Of the Month" or "OTM" program. Throughout the year, students, faculty, and staff nominate outstanding programs or individuals for an "Of the Month" award. To submit a nomination, visit <http://otms.nrhh.org/>. Nominations compete at the campus level and have the opportunity to be considered for both regional and national awards in a variety of categories.



ROOMMATES

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.

Whether you and your roommate are old friends or matched using the roommate finder portal, developing a healthy relationship will help make living in your new room or apartment comfortable. While you and your roommate are not required to become close friends, sharing a living space will ensure you interact with one another on a daily basis. Great Roommates openly communicate, respect one another, and willfully compromise.

Before You Move In

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

Forging this new relationship before living together might include getting to know each other's sleeping habits, cleanliness standards, and pet peeves. It's likely that you and your roommate will differ, therefore it is crucial to be clear about what you want and what you are willing to compromise on.

As excited or nervous as you may be to meet your new roommate, keep in mind that social media may not provide an accurate illustration of others. Grant yourself the opportunity to get to know this new person for who they truly are.

Discussion Topics

ACTIONS

- How early will you be waking up?
- How late will you be staying up?
- How often do you plan to be in the room?
- What do you plan to use the room for?
- When and where do you plan to study?

SPACE

- How often will we clean the apartment?
- Who will clean what?
- What items are you willing to share?
- What items are you not willing to share?
- What is your ideal temperature for the apartment?

GUESTS

- How do you feel about having friends and visitors over?
- How frequent do you plan to have guests and visitors over?
- What are your thoughts on having overnight guests?

COMMUNICATION

- How should we address conflicts between us?
- How will we confront each other?
- Does in-person communication work better for solving problems?
- How will we involve our RA in working through conflicts?

Living Together

Once you have made it to campus, take time to get to know your roommates—this can be as simple as sharing a meal in the cafeteria, attending a campus event together, or spending time with one another in your room or apartment.

In the first weeks of the semester, roommates will be asked to work together with their RA to complete a roommate agreement. The Resident Assistant will facilitate the conversation, covering topics including ideal room temperature, guest preferences, privacy and more. It is important to take this process seriously, and to be honest and realistic during your roommate agreement. These agreements serve as a conversational starting point and should be revisited frequently as relationships between roommates grow.

ROOMMATE RIGHTS & RESPONSIBILITIES

The LSUE University Housing is committed to providing students an environment that promotes academic success, personal growth, and connection to community. As a resident in our community, you have rights. These rights can only be achieved through collective efforts by the Housing staff, community members, residents, and guests.

- The right to be treated with civility and mutual respect.
- The right to a safe and secure room or apartment, without fear of harm, intimidation, and/or distress.
- The right to sleep without undue disturbance.
- The right to study, read, and learn in your room free of interference.
- The right to adequate privacy.
- The right to respect the property of other and to have your property respected.

CONFLICT RESOLUTION STRATEGIES

Throughout the year, there may be times when you and a roommate may come to some sort of conflict. Conflict is normal and part of even the healthiest of relationships. Your success as roommates is not based on whether or not you've experienced conflict, but rather how you and your roommate respond to it.

DISCUSS

The first, and most important step to conflict resolution is sharing concern with your roommates; it is possible that your roommate may not be aware that you have this concern. When speaking to your roommate regarding the issue, be sure to keep these tips in mind.

Be Calm – The ways in which you approach the conflict can make the issue easier to address or escalate the conflict. Remaining calm and using appropriate language will help working to solve the issue.

Go to the Source – It's best to address problems with your roommate, rather than complain to others. Talking to others may only intensify the issue, instead of resolving it.

Use "I" Statements – By using simple "I" statements, you can decrease any implied blame and increase your roommate willingness to talk. "I" statements are simple and convey how you feel about the situation. For example, saying "I feel annoyed when you have guests over at night, because I can't get enough sleep," rather than, "You and your guests always wake me up and I can't get enough sleep, it's so annoying."

WORK TOGETHER

Even if you are the one initiating the conversation about a conflict, it is important to realize your role in the situation. Work with your roommate to solve the conflict and make a commitment to listen to one another.

Listen – Even if you are the one bringing up the issue, it is important to listen to what your roommate has to say. Often, conflict is a two-way street, be willing to hear out their concerns too.

Compromise – More than likely, you and your roommate will not have identical preferences on the room. Be willing to compromise, but stay true to yourself and your preferences.

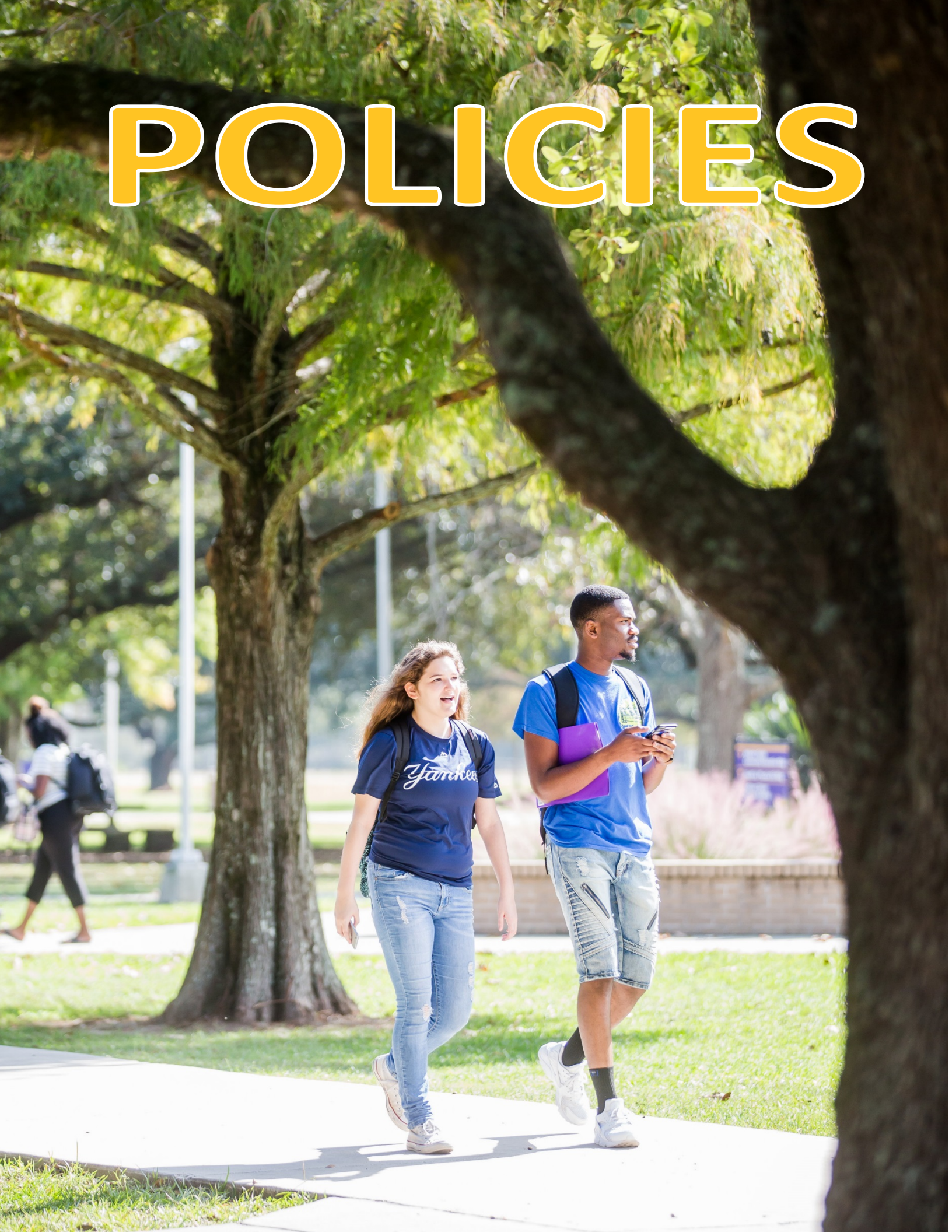
Think for the Future – Dwelling on a past issue will not help make the relationship with your roommate better. Create a plan to address any conflicts that may arise in the future.

CONSULT

You are not alone when living on campus, your resident assistant and other Housing staff are here to support and assist you in resolving roommate conflicts.

Use your Resources – If you have not yet resolved the conflict, your RA can give you helpful techniques to when speaking to your roommate. Additionally, your RA and the other staff in your community are able to mediate the conversation among roommates.

POLICIES



POLICIES

The rationale for all policies is that every resident has the opportunity to take advantage of the academic and co-curricular opportunities offered at LSUE. In order to ensure that basic right for all residents, we need cooperation. Rules – whether they are state or federal laws, city ordinances, university regulations, or departmental policies – are created for the purpose of clarifying the rights and responsibilities of each individual.

Residents and guests are responsible for becoming familiar with and adhering to policies outlined within the LSUE Code of Student Conduct, the Living on Campus Handbook, the housing contract, and University Housing and LSUE policies outlined on the LSUE website.

Air Conditioners/Heating Units

Heating and cooling units within the apartments must be accessible by Residential Life staff members at all times. **The thermostat is set and lock on 70 degrees Fahrenheit on cold and set and lock on 68 degrees on heat.** Any resident caught tampering with the thermostat will be fined **\$200** and will be reported to the Dean of Students for a conduct violation. The set temperature will prevent condensation, mildew growth, freezing units, and save energy. Students are responsible for any damage caused by misuse.

Items must not block the heating and cooling unit at any time, including air vents.

Alcohol

Alcohol is not permitted in campus apartments or parking lots regardless of age of resident or guest.

In accordance with University Housing's Decoration policy, residents are not permitted to use containers that previously contained food or beverage as decorations within their room/apartment.

Alterations to Apartments

Residents may not alter, repair, remodel, or paint any apartment. Resident may also not mount any electronics such as TV or speakers on the wall. Appropriate maintenance requests may be submitted with the front desk within the apartment office.

Animals

Pets - All pets, including visiting pets, are not permitted within on-campus housing communities. A fee will be assessed to the resident's university account for cleaning costs associated with animals documented within on-campus apartment communities.

Service and Emotional Support Animals - In accordance with the Americans with Disabilities Act, service animals and emotional support animals are allowed in all parts of campus housing.

Both service and emotional support animals must be registered with the Office of Disability Services and University Housing. The Office of Disability Services may be contacted at 337-550-1204.

Appliances & Electronics

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

- Appliance does not have an open heating element or flame
- Appliance does not emit grease laden vapors
- Appliance does not override the room/apartment's electrical outlet
- Appliance does not interfere with the Wi-Fi signal
- Appliance does not need to be professionally installed and/or replaces an appliance provided by the Office of University Housing

The following items are **not allowed** in and apartments:

- Air conditioning units
- Candle/wax warmers
- Ceiling fans
- Hot Plates
- Coffee makers without automatic shut-off
- Electronic skateboards, including self-balancing boards/scooters
- Halogen lamps, light bulbs
- Lava lamps
- Microwaves over 1,200 watts
- Multi-headed lamps, Medusa lamps
- Refrigerators larger than 5-cubic feet
- Space heaters
- Technology used to mine bitcoins or other cryptocurrency system
- Washers and dryers

Residents who are uncertain if an appliance or electronic is allowed on-campus should contact University Housing regarding the item prior to bringing it to campus.

Appliances

Residents are expected to keep all provided appliances clean and in good condition. If a problem arises at any time with provided appliances, please contact the office to report the issue. The following items are allowed ONLY in the apartments' kitchen area:

- Indoor grills with automatic shut-off(i.e. George Forman Grill)
- Rice cookers
- Coffee Maker
- Slow Cookers
- Toasters, toaster ovens
- Waffle irons

Bicycles

Eunice city law requires all bicycles be registered, and it is recommended that residents register with the Office of University Housing. Bicycles are to be stored in the resident's bedroom or properly secured onto a bike rack. Bicycles not properly secured onto bike racks will be removed and impounded by the Office of University Housing/or Facilities Management.

Candles & Incense

Candles, incense, and candle/wax warmers are not permitted in on-campus communities. Potpourri, oil scented reed diffusers, room sprays, and scented electrical plug-ins are permitted within residence halls and apartments. If found in violation of this policy, a **\$50** fine will be assessed.

Cleanliness

Residents are fully responsible for maintaining the cleanliness of their apartment, including regular vacuuming, sweeping and general cleaning. Residents are asked to not use bleach or wax.

The apartments are **not** cleaned during the academic year by custodial staff members. If an area is found to be dirty, the resident will be notified of the violation and given a deadline to clean the area. If the resident does not clean the space in the allotted time, the resident will be fined **\$100**. Residents who receive this notice and are unclear about the expectations of the inspecting staff member should contact the staff member who issued the notice to inquire. If upon second inspection the area is not cleaned to the inspecting staff member's expectations, a fine will be applied to the student's student account.

Cooking

Residents are authorized to cook in apartment kitchens and designated grilling areas.

All cooking with grease, such as frying, is not permitted in apartments or anywhere on the campus housing

premises. Residents are responsible for maintaining the appearance and cleanliness of all used cooking areas.

Covered Exterior

No items may be stored outside of the apartment. This includes chairs, furniture, plants, grills, etc. If any items are left outside of the apartment, it will be disposed of by university personnel and the resident will be charged **\$50** item removal fee.

Decorations

Residents are encouraged to decorate their living space by adhering to the following guidelines:

- Decorations may not be permanently affixed to any surface within a residence hall room or apartment
- Decorations hung on walls must not leave marks of any kind including nail holes or paint chips
- Decorations may not be hung from a room's ceiling
- Residents are not allowed to mount electronics to walls
- Empty food and beverage containers of any kind must be disposed of and are not to be used as decoration
- Live trees and wreaths are not permitted in or near residential communities
- Door decorations cannot obstruct the room number, peephole, locking mechanism, and/or doorknob
- It is not permissible to hang or place anything in or on windows that may be viewed from the outside of the building other than blinds or curtains
- Decorations on the door of rooms are subject to approval by the Office of University Housing

Distribution of Advertisement

LSUE departments and registered student organizations may present items to be posted within on-campus communities by taking the items to the Office of University Housing for approval and distribution. The name of the department or student organization must be on the advertisement to be posted. Only the Campus Activities Board (CAB) and the National Residence Hall Honorary (NRHH) are permitted to advertise at Bengal Village without obtaining prior explicit University Housing approval.

Doors

Tampering with, forcing or disabling a door's locking mechanism, or propping a main entrance or locked door and leaving it unattended, is prohibited. Keys left in student's doors will be confiscated by Housing staff and a **\$25** lockout fee will be charged to the student's statement of account.

Drugs

Illegal use, possession, distribution, or manufacture of drugs or controlled substances is not permitted within or near on-campus communities. Possession or use of drug related paraphernalia (including bong, grinders, and pipes) is also prohibited. Violators will be subjected to the student conduct action.

E-mail

Residents are responsible for all material sent to their LSUE email account by University Housing, and should check it at least once every 24 hours.

Evacuation

Residents and guests are required to evacuate a building when an alarm sounds, emergency flashing lights have been activated, or when instructed to do so by LSUE staff members or emergency personnel. Re-entry into a building is prohibited until approved by LSUE staff members or emergency personnel.

Extension Cords

All extension cords must have the UL label approval, have a minimum conductor size of 16 AWG copper, and be three-pronged (three-conductor). There is a limit of one extension cord per electrical outlet. Extension cords may not be plugged into one another. Residents may not run cords under rugs or mattresses, over sinks, through doorways, or through windows.

Facility Reservation

Residents may reserve space within or near the Bengal Village community by gaining prior approval from the Director. Use of Bengal Village facilities is limited to residents and the Office of University Housing.

Flammable Items

Items with an open flame, heating source and/or flammable items, such as lighters, charcoal, and lighter fluid, are not allowed within or near on-campus residential communities.

Furniture

Residents are responsible for all furniture and its condition upon checkout of their space. All University Housing provided furniture must remain within the assigned room or apartment. Removing furniture is strictly prohibited and will result in a fine and possible student conduct action.

Residents are prohibited to bring their own furniture that would replace University Housing's provided furniture. Violators would be called to speak with the Director and will be given a fine of **\$100** per furniture.

Students are responsible for any necessary replacements or repairs.

Garbage Removal

Residents are responsible for placing their garbage in trash dumpsters located outside of the apartments. Garbage may not be kept in the grounds area, doorway area, stairwells, or covered exterior areas. Residents will be charged for trash found in any of these areas.

Food particles or trash found in the grounds area, doorway area, stairwells, or covered exterior areas that the office cannot determine who it belongs to will be charged to either the whole building or the whole floor.

Grills & Grilling

Storage and used of flammable items, including but not limited to, grill, charcoal, lighter fluid, and propane tanks, are not permitted within or near apartment communities at any time.

Guest Visitation

Due to COVID-19, students are limited to **one guest per resident**. If they are not a resident of Bengal Village they must register as a guest. Due to occupancy restrictions no more than 8 people are permitted in any unit at one time.

The presence of a guest in an apartment must not compromise the personal or academic well-being of roommates or other building residents. Guests are welcome in a resident's apartment only upon agreement of all roommates. A roommate has the right to ask a guest to leave at any time. Guests may be present in common areas within a community as long as they are escorted by a resident of the community and it is within visitation hours.

Visitation hours: 9:00 AM to 12:00 AM – Both weekdays and weekends.

Guest registration: Residents must register all guests using the Guest Registration Form (online). A copy of the guest's LSUE id or government issued ID must be included. If a guest was not checked in properly, the responsible resident will be assessed **\$100** for violating policy. Non-overnight guests must check out prior to 10:00 PM using the Guest Checkout Form.

Overnight guests: Guests who stay after midnight are considered overnight guests. Residents must register their guest using the Guest Registration Form before 10:00 PM.

Guest parking: Towing is enforced after 5pm. Registered guests may pick up a parking pass from the front office during the day or from the RA on duty between 5PM and 10PM.

Cohabitation: Cohabitation exists when a person who is not assigned to a particular room uses that room as if they were

living there. Cohabitation is not permitted. All overnight guests must be properly checked in as described in the policy above. No guest may stay overnight more than three (3) consecutive nights, and no more than fifteen (15) total nights per semester.

Guest behavior: Residents are responsible for educating their guests on all Bengal Village policies, rules, and procedures, and they are responsible for their guest's behavior while within University Housing community. Guests will be asked to leave the building or community by Housing staff members if they are found to be disrupting the community or in violation of the Housing or LSUE policy.

Harassment

Activity (verbal, written, graphic, and/or physical) that is threatening in nature or any form of harassment is prohibited. Violators will face student conduct action.

Keys and Locks

For the safety of all residents and their belongings, residents must lock the front door of the apartment when not present. Students are NOT permitted to install their own locks or alter the existing locks. Residents must have their keys and LSUE ID card on their person at all times. The key to a resident's room is to be used only by the resident. Residents are responsible for all keys issued to them by the Office of University Housing.

Copying of Keys

Copying of keys or key cards issued by the Office of University Housing is prohibited.

Lost or Damaged Keys

Residents must immediately report a lost or damaged key to the Bengal Village office for proper replacement. A lock and key replacement charge of \$250 will be assessed to the resident's account. Residents are liable for fees to replace any key not returned to the Office of University Housing upon check-out.

Lock Out Policy

University Housing staff members may assist residents accessing their room and/or apartment if they are locked out for a charge that will be assessed to the student's account. When a resident is locked out during office hours, a charge of **\$15** will be applied. If a resident is locked out after office hours, a charge of **\$25** will be applied.

Laundry

Only University Housing Residents are allowed to utilize the Bengal Village washateria located in the Clubhouse. LSUE is not responsible for any lost or stolen items.

Littering/Trash

Trash left outside of living areas (in hallways, outside of doors, in stairwells, etc.) is prohibited. A charge of **\$50 per bag** per resident will be assessed to the individual(s) responsible for the trash or a charge will be assessed to the entire community to encourage community-wide accountability for maintaining the beauty of the premises.

Food particles or trash found in the grounds area, doorway area, stairwells, or covered exterior areas that the office cannot determine who it belongs to will be charged to either the whole building or the whole floor.

Medical Supplies

Residents are responsible for properly disposing of hypodermic needles, syringes, or other biohazardous materials needed for medical reasons. An AED and Narcan spray are located in the Bengal Village Clubhouse in case of cardiac arrest or opioid overdose.

Noise & Quiet Hours

Courtesy Hours - Courtesy hours are in effect 24-hours a day within the on-campus community.

Quiet Hours - Quiet hours are observed from 10:00 p.m. to 8:00 a.m. within the apartment community. Quiet is defined that sound cannot be heard in another room with the door and windows closed.

Natural Gas Safety Guide

Warning Signs of a Gas Leak: Natural gas incidents are uncommon because natural gas is lighter than air. Gas leaking outside usually vents into the atmosphere and dissipates rapidly. Nevertheless, uncontrolled leaking natural gas can pose potential hazards.

For more information: please revert to the information on Natural Gas Safety Guide found in your room.

Parking

Only University Housing residents who have valid parking permit visibly displayed on or within the vehicle are permitted to park within the gates. Visitors who register properly will receive temporary parking passes for the duration of their stays. Unregistered cars parked University Housing parking spot will be towed after one documented warning (parking ticket, notice from University Housing). Students illegally parked in handicap parking spots or fire lanes will be ticketed or towed at the owner's expense. Vehicles must not be backed into parking spaces. For a full list of parking rules and regulations, visit the LSUE Police website (www.lsue.edu/police/) or reference the LSUE Student Handbook.

Personal Safety Items

Residents and guests are allowed to possess items such as pepper spray and mace for personal safety within on-campus residential communities. The use of these items to intimidate or harm another person is prohibited.

Personal Transportation

Skateboards, Skates - Skateboarding and skating is only permitted outside of the apartments. These items must be stored within a resident's room or vehicle.

Electronic Skateboards - Electronic skateboard, including self-balancing boards/scooters, and any similar equipment are prohibited from being used, stored and/or charged in any Bengal Village building/community.

Scooters, Motorcycles - Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters and motorcycles are not permitted inside of any University Housing building. Scooters and motorcycles must be parked in accordance with regulations set forth by Parking & Transportation Services.

Pool

The pool is open to Bengal Village residents and their approved guests only. Pool hours are from 8am to 10pm. No animals or people under the age of 18 are allowed in the pool area. There is no lifeguard on duty and students swim at their own risk.

Private Enterprise

Residents are not permitted to operate a business from their room, apartment, or on-campus community. Personal solicitation for tickets, apartments, books, etc. is prohibited.

Property Misuse & Damages

Vandalism - Vandalizing university property or other residents' property is prohibited.

Damages - Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room and apartment. Appropriate damage charges will be assessed to the resident's student account.

Recycling

Recycling for plastics and aluminum is available in the Housing Office.

Room/Apartment Entry by Staff

Authorized personnel may enter a resident's room or apartment under the following circumstances:

- When occupant in a room/apartment provides permission.

- When there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of residents or property.
- When it is necessary to preserve campus order, security, or discipline.
- By search warrant issued by a university official pursuant to the LSUE Code of Student Conduct or agency of the law.
- During fire drills, alarms, or severe weather evacuations for purposes of routine maintenance repairs or inspections.
- To shut off unattended loud stereos, radios, alarm clocks, telephones, or other noise-producing devices, after attempting to contact the residents of the room/apartment.
- To open doors for suite-bathroom lockouts.
- To conduct health and safety inspections after sending at least 24-hour notice.
- To conduct quarterly pest control treatments.
- To clean bathrooms within suites and apartments.
- To change air filters in heating/cooling units once a month.
- To complete maintenance requests or repairs when needed.
- To conduct end of the semester room inspections.
- To conduct room inspections after a resident moves out.
- To verify occupancy.

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

Room

Due to capacity restrictions, only 8 people in a room are allowed at one time. Residents need to ensure that it is possible to stay 6 feet from each other or wear a mask while talking with other residents in the room. Only other Bengal Village residents are allowed to visit other Bengal Village residents.

Safety Equipment

Safety equipment including sprinklers, smoke detectors, emergency doors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment is necessary to safeguard residents. Activating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited. A fine of **\$200** will be assessed to the individual responsible for tampering with safety equipment.

Smoking

Smoking is not permitted on campus, including within or near on-campus housing units. Students who violate this policy are subject to fines, removal from campus housing, and/or student conduct action.

Solicitation

Commercial solicitation is prohibited within on-campus residential communities.

Sprinkler System

Residents are prohibited from hanging items from, cover, or otherwise tamper with fire sprinkler devices and emergency doors. If any resident purposefully or inadvertently activates the sprinkler system, he or she will be charged for at minimum a portion of the damage that results.

Subleasing/Extra Residents

Residents are prohibited from subleasing their room/apartment to another person.

Tobacco

The use and possession of tobacco and tobacco products is prohibited on campus. This includes, but is not limited to, cigarettes, smokeless tobacco, electronic cigarettes, and vaporizers. Residents and guests must move to off-campus locations or a personal vehicle with closed windows for the use and storage of tobacco products. A fine of **\$200** will be assessed to the individual suspected of smoking.

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 also not allowed to enter another resident's room without permission from that resident. Residents are responsible for contacting a University Housing staff member to determine the areas that are off limits within their community.

Weapons

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

Windows

Residents are not permitted to throw anything from windows within on-campus communities. Screens must remain on windows at all times.

Winter Break

Students are required to vacate their apartments during Winter Break unless approved by the Office of University Housing. Winter Break is defined as the Saturday following Fall Term A finals until the Saturday prior to the first day of Spring Term A classes.

PROCEDURES



PROCEDURES

LSUE Cares

LSUE Cares is a university initiative dedicated to the well-being of students and promotion of a community that cares about each of its members. LSUE offers an online reporting system at www.lsue.edu/care to help students, faculty, staff, families, and friends submit reports about:

- Potential violations of the LSUE Code of Student Conduct;
- Concerns regarding sexual misconduct or hazing;
- Concerns surrounding acts of bias or discrimination;
- Complaints or grievances; and
- Concerns about students in crisis or distress.

Reports may be submitted by anyone with a concern about the LSUE community. Reports may be submitted either with a person's contact information or anonymously. When a report is received, staff will review the details using a CARE approach (Communicate, Assess, Refer, Educate) and then determine a response that includes appropriate campus resources. If there is a possibility that a student may harm himself/herself or others, dial 911 immediately. In the event of an emergency, do not use these forms.

Accountability Process

The goals of the LSUE conduct process are:

- To provide an accountability process that holds students accountable for unacceptable behaviors that occur within an on-campus residential community or that involve on-campus residents
- To protect the rights of all members of the university community
- To educate students regarding the responsibilities inherent in an on-campus residential community, including abiding by policies that are established for the safety and welfare of the community
- To provide students serving on the University Hearing Panel with an opportunity for leadership and service to the on-campus residential community and university

Documented is the term used by most people in the university community when they are referring to the process that occurs when a staff member or resident witnesses and reports an alleged violation of university/housing policies, as outlined in the LSUE Code of Student Conduct, housing contract, and/or this handbook. In some instances law enforcement may become involved.

In most cases when a student is observed potentially violating a university policy, a University Housing staff member will identify himself or herself, communicate which policy has been violated, and request identification from the student. If you find yourself in such a position, you should remember that the conduct system is part of the total educational process and is protective of your rights. Always cooperate, be honest, and produce your LSUE ID immediately upon request.

When writing an incident report, the University Housing staff member will include every detail that was observed before, during, and after the incident. The incident report is reviewed by staff members and makes the best educational decision as to the next course of action. If it is decided that the incident warrants follow-up, a meeting will be scheduled with you by appropriate university staff. At this meeting, you will be allowed to present your side of the story. You will also be allowed to review the incident report when appropriate.

A copy of the LSUE Housing Application and Contract may be obtained online at lsue.edu/housing.

More information regarding the Student Conduct Process may be found on the Student Affairs website, which is www.LSUE.edu/studentaffairs/. Students with questions about the conduct or contractual process should contact the Office of the Dean of Student Affairs (Acadian Center, 112) or a University Housing staff member.

Title IX and Sexual Misconduct

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, LSUE is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSUE prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual's fundamental rights and personal dignity. LSUE considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSUE programs and/or an academic environment.

Visit www.lsu.edu/titleix/ for more information about reporting a violation.

Contract Appeals

The Office of University Housing Academic Year Contract states, "The term of this contract is the academic year." Exceptions may be made for those students who have a significant and/or documented medical reason. All requests for living off campus for medical or other reasons will be reviewed on a case-by-case basis. Information regarding requests to cancel Housing contracts can be on the Office of University Housing website at lsue.edu/housing.

Return to Housing from Medical or Behavioral Treatment or Care

In the event that a student is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the student will be required to provide information to University Housing in order to return to his/her on-campus housing assignment.

When a resident's behavior endangers the life of a person, threatens the functionality of a safe and comfortable community, or a resident has a history of conduct violations, the Office of University Housing may review the resident's contract for housing. During this process, a decision to terminate the housing contract, relocate to another on-campus location, or allow the resident to remain in his/her current location is made.





SERVICES

SERVICES

Cable Television Services

Cable television service is not included in the room rates of Bengal Village communities. However, Spectrum television service is available. To order Spectrum television service, call 855-872-0428.

Dining Services

All students living in on-campus residence halls are required to participate in one of the university meal plans offered by LSUE Dining. LSUE Dining's meal plans offer a combination of meals which are served in the all-you-care-to-eat cafeteria and dining dollars at any retail LSUE Dining location on campus.

Insurance—Property

LSUE assumes no responsibility for any loss or damage to your personal property. If your belongings at school are not covered by a parent's homeowner's policy, you may obtain personal effects coverage through a university-approved company. Information on this topic is available on the Housing website.

Laundry Facilities

You are responsible for your own laundry items and for following the proper procedures in washing and drying. The university does not offer a linen service. It is your responsibility to learn the proper operation and care of the items by reading the appliance guidelines. Washers and dryers can be found within the Community Center.

Mailbox and Mail Delivery

All on-campus residents will be assigned an LSUE Box at the mail center located on the exterior of the Housing Community Building. This cost is included in your room payments, so no additional payment is required.

You will receive your mailbox key when you return your completed Unit Condition Report to the Bengal Village office following your move-in.

Residents will be notified when a package too big to fit in the mailbox arrives via their LSUE email/housing portal.

To send mail and packages to an LSUE Box, please follow this address format:

Student's Name
225 LSUE Campus Drive
Apt # _____
Eunice, LA 70535

Maintenance

The Office of University Housing staff provides safety equipment inspections, general maintenance (painting, plumbing, electrical

maintenance, and carpentry), and custodial services. University Housing custodians clean all public areas of the apartments, including lobbies, corridors, study rooms, kitchens, and laundry rooms. However, you are responsible for cleaning your own room. If you have maintenance needs or damages, report them to the front desk. If the problem is not resolved, the Director should be contacted. Maintenance personnel are on duty from 7:30 a.m. – 3:30 p.m. weekdays.

If emergency repair work is needed after 4:00 p.m. on weekdays or anytime on weekends, consult the main office or the on-duty Resident Assistant. Examples of maintenance emergencies include flooding and power outages.

For any non-emergency maintenance issues, please submit a maintenance request on the housing portal. Please provide as many details as possible.

Parking

First, register your vehicle on your myLSUE account under the "Student Services" tab. You will need to know information about your vehicle, including license plate number, make, model, year, and color. After you register your vehicle on myLSUE, you will retrieve your parking pass from the LSUE Campus Police Office, located at the MX2 Building (behind Manuel Hall).

Lastly, go to the Business Office, located on the first floor of the Science Building, to pay for your parking permit. For more information on obtaining your parking permit, contact LSUE Campus Police at 337-550-1225.

Pest Management

The Physical Plant manages a proactive program to eliminate pests (roaches, ants, spiders, etc.). All residence halls and apartments are treated quarterly. Additionally, there are perimeter treatments designed to eliminate unwanted pests from our residence halls and apartments. However, poor housekeeping in your room can be an attraction for a pest looking for a new home or for food. A pile of clothes and food crumbs on the floor offers a home and a meal for an unwanted guest. If you discover a pest in your room, notify the office immediately.

Vending

For your convenience, there are vending machines located in the Clubhouse.



IMPORTANT NUMBERS

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All numbers listed below begin with area code 337.

*Numbers with an * denotes numbers managed 24 hours, 7 days per week*

Office of University Housing / Bengal Village Office.....550-1412
On-Call Resident Assistant (Weekends & After Hours)305-2803

- lsue.edu/housing

Emergency Numbers

*Emergency.....911
*LSUE Police Department.....550-1225
*Eunice Police Department.....457-2626
*Crime Stoppers.....344-7867
*Crisis Intervention Center (24-hour crisis line—The Phone).....924-3900
The Lighthouse Program (Sexual Assault Support and Services).....550-5718
*Sexual Trauma Awareness & Response Center (STAR).....383-7273

- lsue.edu/police

Academic Support & Other Resources

Admissions.....550-1302
Student Success Center.....550-1206
Tutoring Services.....550-1254
Career Services.....550-1206
Disability Accommodations and Services.....550-1204
Financial Aid.....550-1282
Bookstore.....550-1281

- lsue.edu/admissions
- lsue.edu/studentaffairs

- lsue.edu/financialaid
- bookstore.lsue.edu

WellSmart Health of LSU Eunice

Services Provided

- COVID-19 testing is available
- Annual or periodic wellness visits
- Same day sick visits
- Chronic disease management
- Sports physical
- Drug testing
- STD screening and testing
- Flu shots and other vaccinations
- And more!

Hours of Operation

Monday to Friday: 7:30 AM to 4:30 PM

Saturdays and Sundays: Closed

Contact

Location: Acadian Center, Room 108

Phone: 337-457-6110

LSUE

Office of
University Housing

225 LSUE Campus Drive
Eunice, LA 70535
Office: 337-550-1412
Fax: 337-550-1266
housing@lsue.edu
lsue.edu/housing