2026-2027

LIVING ON CAMPUS HANDBOOK



LSUE | Office of University Housing

WELCOME HOME!

I want to welcome you to your home away from home at LSU Eunice. Whether you are a returning student, a college freshman, or a transfer student our Bengal Village crew aims to make your stay on campus a fulfilling experience. From our grounds and maintenance crews to our office staff and RAs, we want to make sure that BV is a fun and safe place to grow on your academic journey.

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. Students who stay on campus have a higher expected graduation rate and GPA than other students, in part because of their involvement in campus life.

There will be more opportunities for you to attend campus events, get involved in student activities, 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 our residents here at LSUE. Familiarize yourself with the information in this handbook and contact a LSUE Housing staff member with any questions or concerns.

Good luck this year and as always…

Geaux Bengals!

Victoria Throop

Victoria Throop
Director of Housing and Residence Education

LSUE
Office of
University Housing

MISSION STATEMENT, VISION & VALUES

MISSION

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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.

Respect - 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.

Learning- Foster an environment conducive to the highest levels of academic success.


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.

Community Focused Housing

The Office of University Housing is committed to providing a community that is accepting of students and staff of different backgrounds, ages, religious beliefs, sexual orientations, gender expression, age, physical abilities or nationality. We partner with other campus offices like the Office of Disability Services, the Dean of Student Affairs, Veteran's Affairs, Financial Aid, 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.

Meet 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 and serves as the primary liaison with the Department of Facilities on matters of property maintenance. The Director also works to create and maintain a supportive and safe environment within which residents are held accountable for their actions and are able to connect to the residential community.

Coordinator for Student Life- The Coordinator for Student Life is a full-time professional. The Coordinator is chiefly responsible for overseeing student conduct within Bengal Village and oversee all programming efforts of the Office of University Housing. The Coordinator advises 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.

Desk Assistants- Desk assistants are student workers who help with daily tasks around the office such as mail, answering phones, and forwarding maintenance requests.

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 RA or Student Life Coordinator.



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.

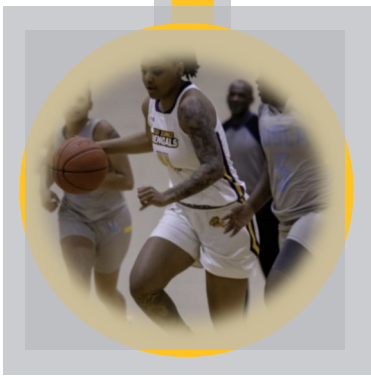


Student Government Association (SGA)

The Student Government Association (SGA) is made up of student members and executive officers elected by the student body who serve one-year terms of office in service of students at LSUE. SGA engages in a wide variety of activities of interest to students, including planning campus activities, funding student organization initiatives, and hearing and voicing student issues to University administration and faculty. Also, SGA members are selected to serve on various university committees. Attendance at SGA General Assembly meetings is open to all students, so view the LSUE Events Calendar for more information on upcoming meetings.

Phi Theta Kappa (PTK)

LSU Eunice's Alpha Sigma Iota chapter of Phi Theta Kappa was established in 1990 and serves students who achieve academic excellence and accept membership into the greatest and largest honor society in the world. To be eligible for membership students must achieve a 3.5 GPA with over 12 completed credit hours.



LSUE Athletics

LSUE is home to five sports teams that play throughout the year. Men and women's soccer play in the fall semester, women's basketball in the fall and spring, and baseball and softball throughout the spring semester. Games are free for students to attend and the schedules can be found on both the LSUE home page and athletics page.

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 with 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 others 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 you 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.

[Sample] **Roommate Agreement**

On ____[month/day]___, [year], we, consent to the terms of this roommate agreement, we hope to ensure that rental responsibilities will be understood and shared by all roommates as described in this agreement.

1. VISITORS: All roommates agree that at least two (2) days notice must be given to all other roommates prior to the arrival of an overnight guest. Guests must stay in the host's room and not left alone in the apartment with other residents.

2. QUIET HOURS: All roommates agree to keep quiet hours between midnight and eight am. No loud music or other disruptive behavior is acceptable during these hours to ensure everyone gets to sleep.

3. KITCHEN USE AND CLEAN-UP: Food may not be borrowed without the purchaser's approval. Each roommate will have storage space for their groceries. Roommates may choose to share in meal preparation and clean up. Each roommate will clean up the kitchen after his/her use.

4. PERSONAL PROPERTY: All tenants agree to not use or borrow other roommates' personal item(s) without the approval of the roommate who owns the property. Any exception(s) to this rule will be clearly stated and agreed upon, and the roommate who owns the property retains the right to change his/her mind about sharing his/her property. Any personal property that is borrowed will be used respectfully and returned in the same condition. If any damage is done to a roommate's personal property, the roommate(s) responsible for causing the damage will compensate the roommate who owns the personal property for his/her loss.

6. CLEANING: Each roommate agrees to share the responsibilities of cleaning and maintaining the residence, which may include dusting, vacuuming, emptying trash, mopping/sweeping floors, cleaning bathrooms, and other duties.

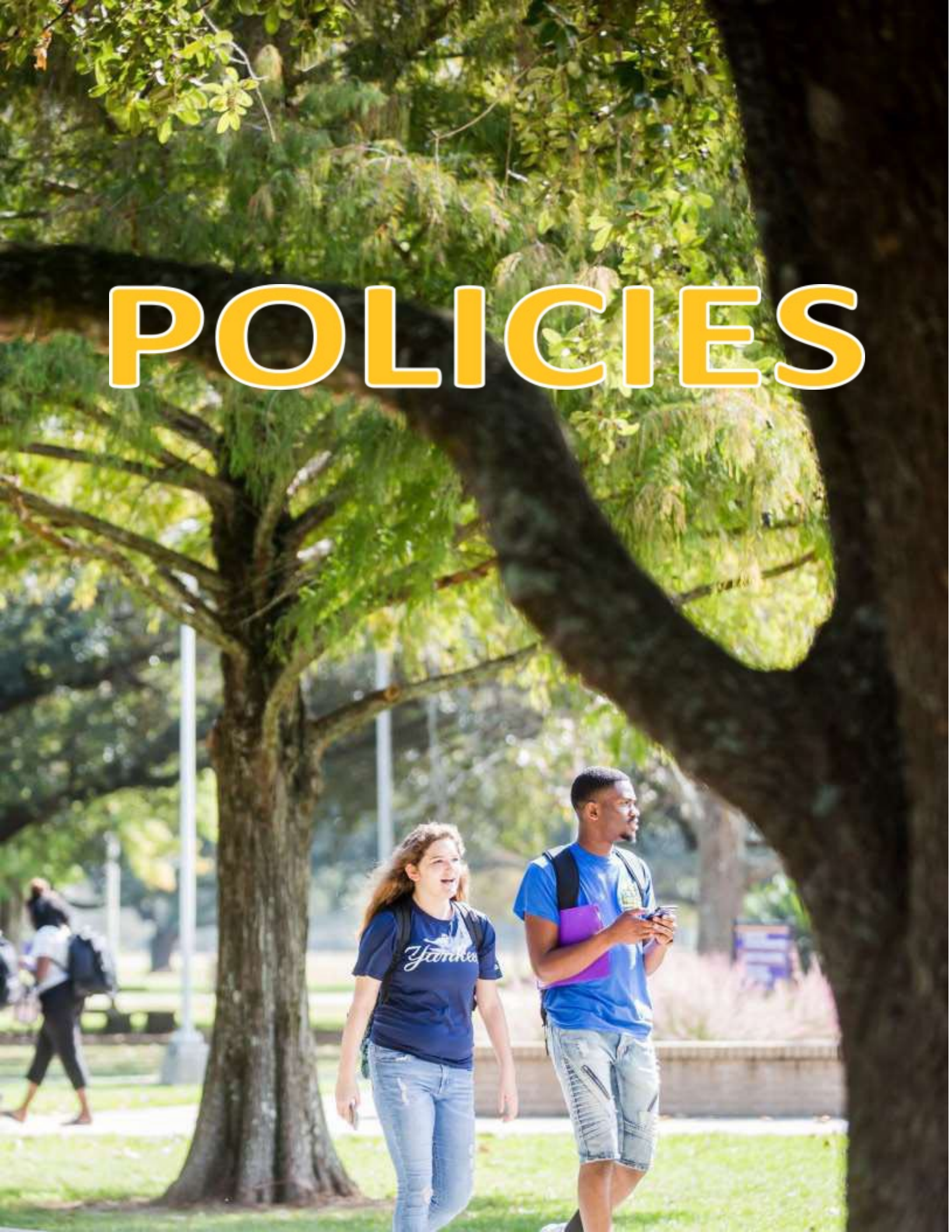
7. CLEANING SCHEDULE: *(check one)*

____ Each roommate agrees to the attached cleaning schedule (*attach cleaning schedule*). The schedule indicates when each roommate will complete his/her assigned cleaning and maintenance duties.

____ All roommates will work together [*"at a designated time"*] to clean/maintain the residence.

ROOMMATE SIGNATURES:

[*Name*]	[*Date*]
[*Name*]	[*Date*]
[*Name*]	[*Date*]
[*Name*]	[*Date*]


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 , 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 Housing and maintenance staff members at all times**. The thermostat must not be set below 68 degrees Fahrenheit on cold and 75 degrees on heat**. Violators will be charged **$200** and reported to the Dean of Students for a conduct violation. These temperature guidelines 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. Violators are subject to **$100** fine per infraction.

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. Residents may also not mount any electronics such as TV or speakers on the wall. Appropriate maintenance requests may be submitted to the front desk within the apartment office.

Animals

Pets - All pets, including visiting pets, are not permitted within on-campus housing communities. A fee of **$100** per resident per day 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 are allowed in all parts of campus housing.

Assistance 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 University Housing. Assistance animals include Emotional Support Animals (ESAs).

The Office of Disability Services may be contacted at 337-550-1206. More information is available on their website, lsue.edu/disability-services.

Both service and assistance animals must be registered with Residential Life **before** being brought to campus. The form may be found on our website, lsue.edu/housing.

Fees may be assessed for damages caused by authorized or unauthorized animals including but not limited to: damages to furnishings, fixtures, walls, floors; pest control treatment by Residential Life's approved pest control vendor; cleaning

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 vapor
- Appliance does not override the room/apartment's electrical outlet
- Appliance does not interfere with the Wi-Fi signal. Students are not permitted to bring their own routers.
- 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 Bengal Village and will be subject to fines determined by the Housing Office:

- Air conditioning units
- Candles
- Hot Plates or Outdoor Grills (including electric)
- Coffee makers without automatic shut-off
- Electronic skateboards or scooters, including self- balancing boards/scooters
- Halogen lamps, lava lamps, LED light strips
- Microwaves over 1,200 watts
- Refrigerators larger than 5-cubic feet
- Space heaters
- Technology used to mine bitcoins or other cryptocurrency systems
- Drones
- Internet routers
- 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 the appliances provided, please contact the office to report the issue. The following items are allowed ONLY in the apartments' kitchen area:

- Air fryers
- Indoor grills with automatic shut-off (i.e. George Forman Grill)

- Rice cookers
- Coffee Maker
- Slow Cookers
- Toasters, toaster ovens
- Waffle irons

Bicycles

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. Residents are encouraged to keep a record of their bicycle's serial number in case of an emergency.

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 per student per offense.

Cleanliness

Residents are fully responsible for maintaining the cleanliness of their apartment, including regular vacuuming, sweeping and general cleaning. Residents are asked not to 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 **a $50** item removal fee per item.

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) is 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 per day it is in the custody of the housing office.

Drugs

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

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 or complex 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 candles and hot plates with exposed heating coils 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 **$300** per piece of furniture and are responsible for any damages to the unit or property.

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.

Gate

Students should not share gate codes with any other individual. Delivery services should be met outside the gate. Tampering with or damaging either the pedestrian or vehicular gates will be subject to appropriate fees or criminal charges. Students are strictly prohibited from giving out the gate code to anyone, including delivery drivers.

Grills & Grilling

Residents are allowed to store single-use charcoal and lighter fluid in the apartment for the use of our on-site grills. Storage and use of flammable items, including but not limited to personal or electric grills (little smokey, etc) and propane tanks, are not permitted within or near apartment communities at any time.

Guest Visitation

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.

Guest – Guest is defined as any individual who is not an authorized resident of the specific apartment or room in question.

Each guest must have a resident host and be escorted at all times within the University Housing community. Residents are responsible for notifying guests of university and University Housing policies and procedures and will be held accountable for the behavior of their guests. Guests will be asked to leave the building or community by University Housing staff members if they are found to be disrupting the University Housing community or in violation of University Housing or LSUE policy.

LSUE Affiliated Guest – LSUE students who are guests of a University Housing community must be escorted to the room or

apartment by the resident host. LSUE students or guests affiliated with LSUE must present LSUE-issued identification upon request by a University Housing or LSUE employee.

Non-LSUE Guest – Guests who are not LSUE students must meet their resident host at the University Housing community's front door, and be escorted in the University Housing community at all times. The guest can be asked to present identification (state or federal ID) upon request by a University Housing or LSUE employee.

Number of Guests: Due to space restrictions, students are limited to **one guest per resident per day**. If they are not a resident of Bengal Village they must be registered as a guest by the resident. Due to occupancy restrictions no more than eight (8) people are permitted in any unit at one time.

Guest registration: All guests must be at least 18 years old. Residents must register all guests using the Visitor Sign In form on the Housing Portal. A copy of the guest's LSUE id or government issued ID must be included. Guests must be registered no later than 10PM if staying overnight. If a guest was not checked in properly, the responsible resident will be assessed **$100** for violating policy per guest, per day.

Registration hours: 9:00 AM to 10:00 PM – Both weekdays and weekends.

Overnight guests: Guests who stay after 10:00 PM 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. If a resident registers a guest for the weekend (Saturday/Sunday) the guests parking pass can be picked up on Friday or the last day that the office is open. Campus Security/Police reserves the right to ticket at any time for unregistered vehicles. Unauthorized vehicles may be towed at the owner's expense.

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.

Residents are prohibited from engaging in or facilitating "couch surfing" within Bengal Village.

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. Residents may incur fines based on the behavior of their guest. 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 strictly prohibited. Violators will be subject to fines and possible dismissal from Housing.

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 students' doors or under mats (or similar) will be confiscated by Housing staff and a **$25** lockout fee will be charged to the student's statement of account **per day** that the key remains in the custody of the Housing Office.

Attempting to pick the lock is considered "breaking and entering" and will be subject to a minimum **$150** fine and disciplinary action with the Dean of Students.

Lost or Damaged Keys

Residents must immediately report a lost or damaged key to the Bengal Village office for proper replacement. A damaged key replacement charge of $100 will be assessed to the resident's account and requires the resident to turn in the damaged key. A lock change replacement charge of $250 will be assessed to the resident's account if the keys are reported as lost. Lost mailbox keys are subject to a fine of $50. 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.

LED Light Strips

Due to damage caused, all LED light strips are prohibited from Bengal Village.

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.

Maintenance

Residents are responsible for reporting any maintenance issues as they arise in their unit via the **Housing Portal.** Students may be held liable for any misuse of university equipment or damage to the unit.

Emergency maintenance: Any issues such as flooding, loss of power, or broken HVAC units during extreme temperatures (above 85 or below 40 degrees Fahrenheit) should be reported immediately. During regular office hours students may call or stop by the Housing Office. After hours emergency maintenance should be reported to the RA on duty.

Meal Plans

All residents of Bengal Village are required to purchase a meal plan from LSUE Dining Services. Meal plan rates are set by Dining Services. Meal plans are automatically added to student's statements of account.

Medical Supplies

Residents are responsible for properly disposing of hypodermic needles, syringes, or other bio-hazardous 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. Residents are only permitted one (1) Housing parking decal issued by LSUE Parking. Visitors who register properly will receive temporary parking passes from the Housing Office for the duration of their stays. Attempting to register a non-resident's vehicle or obtain multiple parking tags will result in disciplinary action.

Unregistered cars parked in a University Housing parking spot will be towed after one documented warning (parking ticket or 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/Scooters/hoverboards - E-bikes, scooters, hoverboards or similar devices are strictly prohibited from LSUE housing, including the grounds and units due to fire risk. In accordance with the Housing Contract any violation of this provision may result in immediate termination of the contract.

Scooters, Motorcycles - Motorized scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Motorized cooters 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, including service 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. Reckless or unruly behavior may result in pool closure or revocation of pool access.

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.

Reckless Behavior

Students who engage in behavior which could reasonably result in injury to themselves or others or the destruction of property will be fined up to **$250** per offense and subject to disciplinary action.

Recycling

Recycling for plastics and aluminum is available in the Housing Office. Items for recycling must be clean and dry when placed in the recycling bins.

Renewal of Housing Contract

Current residents may renew their housing contract for free between January 6-January 31 of each year. As of February 1, all students will be considered new applications and must pay the $150 application fee.

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.

Safety Equipment/ Smoke Detectors

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.

Street Signs and State/Local Property

It is illegal to possess and/or display any stolen street or traffic signs or other municipal, county, state, and/or federal signs. Residents found in possession of such a sign without a receipt indicating lawful purchase of the sign will face disciplinary action, and law enforcement officials will be advised about the signs. Residents and guests are expected to comply with all Office of University Housing, University, or government signs and notifications. Tampering or removal of official signs is prohibited and may result in disciplinary action.

Subleasing/Extra Residents

Residents are prohibited from subleasing their room/apartment to another person. Violations will be cause for immediate dismissal from university housing, disciplinary action, and fines.

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 per offense.

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.

Vehicles

In accordance with LSUE policy the speed limit in the Bengal Village complex is limited to 10 mph. All drivers must obey traffic regulations, including driving on the right side of the road/lot, yielding to pedestrians, and stopping at all stop signs. All drivers must allow the gate to fully open prior to driving through and must not pass into the opposite lane (entering/departing). Any violation of this policy is subject to fines of $50 per infraction.

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 within on-campus communities. Screens must remain on windows at all times. Windows are not to be used as entrances or exists from the apartment or unit. Removal of window screens or improper entry will result in fines up to $250.

Additional Housing Periods

Graduation Week

Students who will be participating in graduation ceremonies should contact the Office of University Housing in order to gain an extension of their housing contract through graduation. No additional fees or charges will apply. Students must fully vacate the apartment and check out with the Housing Office within 24 hours of the ceremony.

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. All students may leave their belongings in their unit during the break, but they will not be granted access to their unit for any reason.

Summer Break

Students interested in summer housing must be enrolled in at least six credit hours. Students must complete a separate housing application for the summer semester in order to be considered for summer housing.

- Summer storage: The Office of University Housing does not offer storage of any personal belongings during summer break.


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 (Mumphery 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.lsue.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 found 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.


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LSU EUNICE
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SERVICES

SERVICES

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. All meal plan rates are set by LSUE Dining and placed on student's statements of accounts. 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 third party vendor.

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 Clubhouse.

Mailbox and Mail Delivery

All on-campus residents will be assigned an LSUE mailbox at the mail center located on the exterior of the Clubhouse. 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 and general maintenance (painting, plumbing, electrical maintenance, and carpentry, air filter replacement etc). If you have maintenance needs or damages, report them via the Housing Portal. 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 contact the Bengal Village office. If an emergency maintenance issue occurs after 4:00 p.m. on weekdays or anytime on weekends, consult the on-duty Resident Assistant. **Examples of maintenance emergencies include flooding, damage to doors or locks, 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

Any student, faculty or staff member bringing a vehicle to campus **must register their vehicle and purchase a permit** through the Parking Portal at lsue.edu/police/parking and provide valid vehicle information that will include make, model, color, license plate number, and state. **Permits will be mailed to the address provided during registration of vehicle.** Once the vehicle is registered, the vehicle can be parked on campus without permits being displayed, for a short time to allow for receipt of permit in the mail. However, as soon as possible, the permit needs to be displayed properly on the vehicle, otherwise the vehicle will be ticketed.

Please note that Bengal Village residents receive a separate parking permit from commuter students.

Pest Management

The Physical Plant manages a proactive program to eliminate pests (roaches, ants, spiders, etc.). All apartments are treated quarterly. Additionally, there are perimeter treatments designed to eliminate unwanted pests from 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

IMPORTANT NUMBERS

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 Lifeline) 988
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 550-1206
Career Services 550-1430
Disability Accommodations and Services 550-1204
Financial Aid 550-1282
Bookstore 550-1281

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

LSUE Dining Services

Hours of Operation
Monday to Friday: 7:30 AM to 7:30 PM
Saturdays & Sundays: 10:00 AM to 6:00 PM

Contact
Location: Mumphery Center, South Commons

LSUE

-Office of-

University Housing

225 LSUE Campus Drive
Eunice, LA 70535
Office: 337-550-1412
RA On Duty: 337-305-2803
Email: housing@lsue.edu
Website: lsue.edu/housing