

## ***Tulane University 2017-2018 Housing and Residence Life Community Living Standards***

### **Expectations and Policies**

It is your responsibility to be knowledgeable and comply with the expectations of the following:

- The [2017-2018 Housing Agreement](#).
- The [Tulane Code of Student Conduct](#). The Housing and Residence Life Community Living Standards are an extension of the Tulane Code of Conduct.
- **2017-18 Housing and Residence Life Community Living Standards** listed below:

1) **Community Environment-** You are responsible in the residential community for creating an environment that promotes the academic mission of Tulane University. The following items are possible situations and occurrences that may hinder that process. This list is in no way exhaustive:

- a. **Quiet Hours-** Quiet hours in all residence halls and adjacent areas are Sunday through Thursday 9:00 pm – 8:00 am and Friday and Saturday 11:00 pm – 9:00 am. Outside of set quiet hours, a resident or HRL staff member may require a student(s) to reduce their noise.
- b. **Guests and Visitation-** Visitation refers to the *privilege* of having guests in your room and the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. Although visitation by a guest is permitted, cohabitation is not permitted. Likewise, guests are not permitted to take up residence in rooms to which they are not assigned.

Students must exercise good judgment when hosting a social gathering to not disrupt the community. The residence hall staff reserves the right to inform residents that a gathering is disruptive and to end it at their discretion, by requiring visitors to depart.

Visitors: A visitor is any guest of a resident in the community between the hours of 6:00 am and 12:00 am.

- c. **Overnight Guests-** An overnight guest is any guest of a resident in the community between the hours of 12:00 am and 6:00 am.

Any resident who will be hosting another individual as an overnight guest or visitor must adhere to the following expectations:

- Resident hosts are responsible for the conduct of their guests and visitors. Resident hosts are liable for any damages incurred to their room and/or residence hall and will be assigned appropriate sanctions as a result of their guest's behavior and/or actions.

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- Guests and visitors are expected to adhere to all university and HRL policies as well as Louisiana state laws. It is the responsibility of the resident host to ensure that the policies, Community Living Standards, and Code of Conduct have been explained to their guests.
- Guests and visitors must be escorted in residential areas by their host/hostess at all times. Resident hosts may not allow their guest(s) to occupy their room without their presence or to give their room key and/or student ID to their guest(s) under any circumstances.
- Guests are not permitted to sleep in the residence hall lounges or any space other than the host's designated room.
- Resident hosts must obtain permission from their roommate(s) before their guest or visitor arrives to campus. Resident hosts cannot deprive their roommate(s) of the use of the room, of privacy, study, and/or sleep time.
- Overnight guests are not permitted for more than three consecutive nights. Students may not host more than two (2) overnight guests at one time. Students may not host overnight guests more than nine (9) nights in any 30-day period.
- Overnight guests under the age of 18 years are prohibited, unless the guest is a sibling of the host student. In that case, the overnight guest must submit a completed [Parent Authorization & Consent Form](#) prior arriving on campus. Please note that during Mardi Gras, no guests under the age of 18 are permitted. Additional policies for guest registration during Mardi Gras will be made available.
- Overnight guests must check-in with the building's front desk. Resident hosts and their guests must present a photo ID upon check-in. Guests who refuse to register or follow the University's policies will be required to immediately leave the residential hall.
- Guests and visitors must carry picture identification (i.e., state license, college student ID, passport) at all times. If a university official (RA, RD, Tulane Police officer, etc.) asks for identification, guests/visitors are expected to show proof of identification. If a guest/visitor creates a disturbance in the hall or stays longer than the guest policy allows, they may be asked to leave and not return to the university residence hall.

**If resident hosts fail to comply with the above stated policy and expectations, their actions will be documented and subject to behavioral sanctions. Violation of the above policies could result in loss of guest privileges at the discretion of Housing and Residence Life.**

- d. **Disorderly/Disruptive Behavior-** The playing of sports/games is prohibited in hallways, balconies or other areas of egress. Examples include but are not limited to

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basketball, bicycle riding, Frisbee, skateboarding, football throwing, running, Nerf activities, squirt gun/water fights, Spikeball, etc.

- e. **Soliciting-** Solicitation, advertising, canvassing and promotion are prohibited within the residence halls and adjacent areas.
- f. **Tabling-** The distribution of noncommercial, informational materials is allowed outside campus buildings and in designated non-residential locations only by recognized student organizations, university departments, and Tulane affiliates – all of whom must receive prior approval by the Resident Director of the specific hall. For areas outside of the residence halls, please refer the Tulane University Lavin-Bernick Center [tabling policy](#).
- g. **Posting-** Please refer to the Tulane University Housing and Residence Life for more information concerning residential posting policies.
- h. **Roommate/Suitemate Agreements-** Students living in shared spaces are asked to complete roommate and suitemate agreements at the beginning of the fall semester and after any room changes. For more information concerning the roommate/suitemate agreements, please visit our website.
- i. **Pets-** Possession of a pet is prohibited, except for freshwater fish (not to exceed 10 gallons), or approved assistance/service animals. If you have questions about assistance/service animals, please contact your Resident Director or the staff at the Goldman Center for Accessibility. Violators of this policy will be fined \$75 per day the animal is present in the living unit by Housing and Residence Life in addition to being referred to the Office of Student Conduct.
- j. **Trespassing-** Attempting to gain unauthorized access in a residence hall when closed for break periods and other specified times is prohibited.
- k. **Mardi Gras Policies-** Please see our website in January 2018 for more details regarding these policies and guest registration. Tulane University has restricted access to the residence halls beyond our normal guest registration process during the Mardi Gras Season. For additional information about this process, please refer to the website. Students who have a finding of responsibility in the student code of conduct during the 2017-2018 academic school year will not be permitted host guest(s) for the Mardi Gras season in 2018.

## 2) Facilities & Furniture

- a. **Room Condition:** A room condition report will be completed by Housing & Residence Life staff before residents check-in to their room. Upon checking into their room residents are required to sign off on the completed RCR. The condition at check-in will be compared to the condition at check-out and residents will be billed for any cleaning or damage that is not considered to be normal wear and tear.
- b. **Furniture:** All residence hall rooms contain furniture provided by Housing & Residence Life. Furniture may not be removed or swapped. Furniture in common areas may not be moved outside of the common area.

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- c. **Bathrooms:** Furniture may not be left in any bathrooms. Residence Life staff may remove any furniture left in a bathroom and may bill students for removal.
- d. **Balconies, Ledges and Windows:** Residents cannot drop, suspend, throw, or shoot anything from a balcony, ledge or window. Students are not permitted to climb, hang, or swing from any balcony, ledge or window. Furniture, hammocks, and bicycles are not allowed on balconies and residents may not place anything (e.g., furniture, satellite dishes, boxes, signs, etc.) on the roofs or ledges of University buildings. Residence Life staff may remove any object obstructing egress from balconies, ledges or hallways and may bill students for removal. Students may not remove and/or damage the windows, screens, or window restraining devices in residence hall rooms. Residents may not post any signs, symbols, flags, banners, or letters in their windows. Students are not permitted to enter or exit their room or any residence hall through a window. Dropping, suspending, throwing, or shooting anything from a balcony, window, or ledge can result immediate removal from Tulane University Housing without a refund of Housing Fees.
- e. **Installations:** Students may not install permanent equipment or furnishings in residence hall rooms (examples: air conditioners, ceiling fans, wall shelves, or other prohibited items).
- f. **Painting:** Painting of, in, or around residence hall areas are prohibited. Residents are responsible for damages and cleaning costs.
- g. **Trash & Recycling:** Trash and recycling materials from student's room/suite must be taken by the student to the designated dumpster and/or recycling areas.
- h. **Lofting Beds:** Construction of a loft or use of lofting furniture other than the beds and lofting furniture/equipment provided by Housing & Residence Life is prohibited.
- i. **Bicycles:** Bicycles must be stored on bike racks outside of the residence halls. All bicycles must be registered with the Tulane Police Department (TUPD) and properly display a valid Tulane bicycle registration sticker. Unregistered bicycles will be removed periodically by TUPD.
- j. **Damages:** Residents will be billed individually or collectively for any property damages or for excessive cleaning necessary as a result of individual resident or group behavior.
  - **Room and Suite:** Damage found in a resident's room or suite will be billed based on the most recent Room Condition Report completed for the room.
  - **Common Area:** Residents will be billed as damaged occurs in hall common areas including but not limited to hallways, lounges, bathrooms, etc. Multiple residents may be billed as necessary.
- k. **Restricted Areas:** Residents are prohibited from entering restricted access areas unless specifically authorized to do so by housing staff. These areas may include, but are not limited to, Residence Hall Front Desk, roofs, attics, staff apartments, machine/storage rooms, or bathrooms that are being cleaned. Forced or unauthorized entry into any residence hall or resident's room is prohibited.

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## 3) Environmental Health and Safety-

- a. **Equipment:** Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plane of sprinkler head installations and never hang items from sprinkler heads. Tampering with pull stations, smoke or heat detectors (covering), fire extinguishers, sprinkler heads, or other life safety equipment will result in immediate removal from University Housing without a refund of Housing Fees. If a smoke detector is found covered in a room, both residents of the room will be held responsible for violating this policy.
- b. **Fire Alarms:** Students should exit a building as soon as a fire alarm sounds and comply with directions provided by Housing & Residence Life, TUPD or other Tulane professional staff responding to the alarm. You cannot enter the building until an "all clear" signal is issued by TUPD or fire department officials.
- c. **Fire Drills:** Tulane University is required by the city of New Orleans to hold a specific number of unannounced fire drills each semester. Drills are conducted to make sure fire systems are functional in the event of an emergency. Students must treat each drill as if the fire alarm is sounding for a real fire. Failure to exit the residence hall during a fire drill or behavior disorderly could result in additional conduct charges.
- d. **Prohibited Items:** The following items are prohibited in the residence halls for life safety purposes:
  - Any item with an open flame or heating element, including hot plates/open coil burners, electric space heaters, toasters, candles, incense, etc.
    - Halogen lamps
    - Personal air conditioners
    - Ceiling Fans
    - Fog/smoke machines
    - Hookahs, pipes or other smoking devices
    - Natural cut trees, branches or greens
    - Any flammable liquids
    - Extension cords or 3-way plugs (non-grounded 3-prong plugs)
- e. **Egress:** Any item that prevents safe egress/passage is prohibited. Keep all designated exits and walkways (corridors, stairwells, hallways, foyers) clear of obstructions. Do not store any materials in corridors, stairwells, hallways, foyers, balconies, in front of windows, or on balconies. Any item left in these locations for more than 24 hours will be removed at the expense of the student responsible.
- f. **Room and Door Decoration:** Flammable materials covering more than 20% of the total surface of the residence hall wall or door space are prohibited.
- g. **Holiday Decorations:** Decorations must not hang from or touch any light fixtures, furniture, door frames, or fire safety equipment. Only two strands of lights can be

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linked together per electrical outlet and should only be in resident rooms, and live holiday trees and branches are not permitted.

- 4) **Safety and Security-** Students should actively promote safety and security within their community at all times. Students are responsible for ensure the safety of thje community by making sure unrecognized individuals are not “tailgating” into the building. Students should immediately report any suspicious person(s) or activities to the Tulane Police Department or HRL staff:
- a. **Doors access-** Students are prohibited from propping open or otherwise disabling the latching/locking mechanism of any door to the building and should un-prop any door they find propped open or otherwise unsecured. Additionally, please be aware of who is following you into the building and don't be afraid to ask their resident status.
  - b. **Theft-** Students should keep their room/apartment door closed and locked when not in the room. Keeping the door closed and locked at all times enhances the personal safety of the residents living in that space. Housing and Residence Life is not responsible for individual student belongings and strongly encourages students to purchase additional personal property insurance in addition to reviewing their guardian's homeowner's policies for possible coverage.
  - c. **Emergency Planning** - All residents must complete or update their [Personal Disaster Plan](#) and their emergency contact information at the beginning of each academic year via the Gibson portal.
  - d. **Evacuation Procedures-** In the event of a mandatory evacuation, all residents must evacuate the building immediately. Housing and Residence Life will inform of all emergency procederes in the case of a mandatory evacuation.
  - e. **Keys, Cards and Access-** The room and/or exterior door keys/cards issued to residents are the property of the University and cannot be exchanged, duplicated, or given to another person. Residents will be assessed a charge for the replacement of each lost key/card and for each replaced lock. Residents must report a lost key/card immediately to arrange replacement.

It is the student's responsibility to keep their room doors locked when not present and to carry their key(s) and Splash Card at all times. If a resident temporarily loses their room key or Splash Card, they are permitted to borrow a key, receive an emergency code, or temporary ID from their designated Residence Hall Front Desk. Residence Hall staff are not expected to provide access to the room or building. A lockout is defined as any time a student needs assistance from HRL staff to access their room because they do not have their room key or access card. Hard keys are the property of Tulane University and must be returned by the end of the student's housing contract. The policy is as follows:

- Upon checking into the hall, each resident will receive a room key or electronic access for entrance into the resident's room programmed on the resident's Tulane University Splash Card.

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- Students will be assessed a \$100 charge for lost keys or a \$30 charge for lost access cards for failure to return room keys or cards within 24 hours of acquiring a temporary access card or loaner key, upon checking out and/or leaving the university. Students who are charged for a lock change or to replace their access card will not be charged an additional lockout fee.
- Once the student regains access to their room the temporary access cards and/or keys must be returned to their designated Front Desk within 24-hours. Failure to do so will result in deactivation of the room lock, a room lock change, and a lost key/access card fee. The student assigned to the room is responsible for fees associated with changing locks.
- If a key is returned without the proper key code, is blank, or is the wrong key for their assigned room, the student will be assessed a \$100 charge to change the room lock.
- Residents must return all assigned room keys at the time of checkout; keys sent in the mail after checkout will not be accepted.
- For the first 14 calendar days of each semester (beginning on the first day of class according to Tulane University Academic Calendar) residents will not be charged for any lockouts, however residents will be charged to change their room lock if their room key is lost. After 14 days, residents will be charged a lockout fee for each lockout:
  - 1<sup>st</sup> Lockout = \$25
  - 2<sup>nd</sup> Lockout = \$50
  - 3<sup>rd</sup> Lockout = \$100
  - 4<sup>th</sup> Lockout or more = \$100 and a meeting with the Resident Director.
- i. For the purpose of security and student safety, each resident must report any lost key(s), access card(s), or ID cards immediately to their designated Front Desk. The lock/electronic access will be changed, an emergency key or entrance code issued, and a temporary access card will be issued to the student if needed.
- ii. Under no circumstances will hall staff issue a key, pin, or emergency entrance code to any student other than the student assigned to the room.
- f. **Room Changes** - Residents may change rooms only after first receiving official authorization from HRL. Residents who make an unauthorized room change will incur a charge of \$300 and may be required to return to their original assignment. Unauthorized room changes may result in Code of Conduct proceedings, administrative charges, or cancellation of the Agreement.
- g. **Living with a Vacancy** – students with an unassigned bed in their room/suite/apartment must keep their personal belongings on their assigned portion

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of the residence, as the vacancy can be filled by Housing and Residence Life at any time.

- h. **Elevators-** Tampering with or misuse of University elevators is prohibited.
- 5) **Alcohol and Other Drugs-** Students living in Tulane University Housing and Residence Life are expected to know and understand the [Tulane University Alcohol & Other Drug Policy](#) and the [Tulane Tobacco Free Campus Policy](#). It is against policy and illegal for any student under the age of 21 to consume alcohol in the residence halls. Circumstances when these policies may directly impact you as a resident on campus are:
- a. **Alcohol in Common Areas-** If you are of legal drinking age, open containers of alcohol are not permitted in public areas, including, but not limited to, lobbies, hallways, stairwells, balconies, walkways, patio/picnic areas, lounges, or the areas immediately surrounding the residence halls.
  - b. **Common Source-** Possession of kegs, party balls, or other large quantities of alcohol is not permitted in any student's residence hall room/apartment.
  - c. **Drugs-** Students are prohibited from the unlawful possession, use, or distribution of illegal drugs or alcohol on Tulane property or as part of University-sponsored activities. Residents must comply with University policies and with applicable city, state, and federal laws.
  - d. **Tobacco-** Tulane is a tobacco free campus. Please refer to the full Tobacco Policy listed on the Tulane website.

Notice of new policies or changes in policies may be made by the Department of Housing & Residence Life during the housing contract period by notifying residents through postings, letters, email messages, and/or publications. If delayed implementation affects the health or safety of faculty, staff, or students residing or utilizing the residence hall these new policies or policy changes may be immediate.