

## *2021-2022 Community Living Standards*

### **Expectations and Policies**

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

- The [2021-2022 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.
- [2021-2022 Housing and Residence Life Community Living Standards](#).
- High Priority Period Expectations and Policies
  - The university designates certain times as “High Priority Period” such as during move-in, Mardi Gras, severe weather, and campus emergencies. The consequences will be more severe for violations of the Code of Student Conduct, Community Living Standards, and/or High Priority expectations during the designated time. The conduct process may be expedited and may include a charge of failure to comply. During the conduct process, a finding of responsibility will also include being placed on disciplinary probation at a minimum. Disciplinary Probation may preclude students from serving in a leadership position in a student organization, from participating in sorority or fraternity recruitment or from studying abroad. Also, during this time, the residence hall guest policy may be suspended. As always, students are still expected to abide by the Code of Student Conduct even while off campus.

# Housing & Residence Life

TULANE UNIVERSITY

## 2021-2022 Community Living Standards

1. **Community Environment:** You are responsible in the residential community for contributing to an environment that promotes the academic mission of Tulane University. The following are policies that support that process:
  - 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. This is inclusive of residential and common spaces such as bathrooms, lounges, hallways, resident rooms, adjacent outdoor areas, etc. Outside of set quiet hours, all other times are considered courtesy hours where noise should not be a disturbance to others. A resident may request or a Housing and Residence Life staff member may require a resident(s) to reduce their noise if it is disruptive to the community.
  - 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. A *visitor* is any guest of a resident in the community between the hours of 6:00 am and 12:00 am. An *overnight guest* is any guest of a resident in the community between the hours of 12:00 am and 6:00 am.
    - i. Resident hosts are responsible for the conduct of their guests and visitors. Hosts are liable for any damages incurred to their room and/or residence hall and will be assigned appropriate sanctions because of their guest's behavior and/or actions.
    - ii. Guests and visitors are expected to adhere to all University, Housing and Residence Life policies, and Louisiana state laws. It is the responsibility of the resident host to ensure that the policies, Community Living Standards, and Code of Conduct are understood by their guests and visitors.
    - iii. Hosts must escort their guests and visitors within residential areas at all times. Hosts may not allow their guests and visitors to occupy their room without their presence or to give their room key and/or student ID to their guests and visitors under any circumstances.
    - iv. Guests and visitors are not permitted to sleep in residential common areas or any space other than the host's designated room.
    - v. Hosts must obtain permission from their roommate/suitemates before their guest or visitor arrives to campus. Hosts cannot disrupt their roommate's/suitemates' academic or personal well-being or prevent their use of the room or any shared spaces.
    - vi. Although visitation by guests and visitors is permitted, cohabitation is not. Guests are not allowed to take up residence in rooms to which they are not assigned. Overnight guests are permitted up to three (3) consecutive nights. Residents may not host more than two (2) overnight guests at one time. Residents may not host overnight guests more than nine (9) nights in any 30-day period.

# Housing & Residence Life

TULANE UNIVERSITY

- vii. All overnight guests, who are not Tulane students, must be registered prior to their stay via the [Overnight Guest Registration Form](#).
  - viii. Overnight guests under the age of 18 are only allowed to stay in the residence halls with signed parental consent. Overnight guests under the age of 16 must be a sibling of the resident. The [Parent Authorization & Consent Form](#) must be submitted for approval five (5) business days before the guest arrives on campus.
  - ix. Mardi Gras Guests overnight guests: During Mardi Gras, no guests under the age of 18 are permitted. Additional policies for guest registration and check-in during Mardi Gras will be made available on our [website](#).
  - x. Guests and visitors must carry picture identification (i.e. state license or passport) at all times. If a university official (Resident Advisor, Desk Staff, Resident Director, Tulane Police Officer, Security Officer, etc.) asks for identification, guests and visitors are expected to show proof of identification.
  - xi. If a guest or visitor fails to follow policies/expectations, they will be required to leave immediately and not allowed to return to the residence hall.
  - xii. If a resident host fails to comply with the above stated policies 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.
- c. **Disorderly/Disruptive Behavior:** Actions that negatively impact the community or residential environment are considered disorderly or disruptive behavior. These include, but are not limited to playing loud music, yelling, engaging in hall sports, misuse of community or resident property, altercations, voyeurism, etc. 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.
- d. **Weapons:** Possession of any weapon is prohibited in the residential communities and adjacent areas. For more information, please review the [Tulane Weapons Policy](#).
- e. **Hall Sports:** The playing of sports/games is prohibited in hallways, balconies, or other areas of egress. Examples include but are not limited to basketball, bicycle riding, Frisbee, skateboarding, football throwing, running, Nerf activities, squirt gun/water fights, Spikeball, etc.
- f. **Student-Run Business or Commercial Activity:** Students are prohibited from using residential facilities or resources to engage in commercial activities to sell merchandise or distribute goods/services. This includes but is not limited to residential spaces, front desk/on-call telephones, and on-campus addresses. Promotion or advertising of commercial activities is also not permitted in residential areas.
- g. **Soliciting:** Solicitation, advertising, canvassing, and promotion are prohibited within the residential communities and adjacent areas.

# Housing & Residence Life

TULANE UNIVERSITY

- h. **Tabling:** The distribution of materials is not permitted in residential spaces. Anyone interested in tabling should refer to the Lavin-Bernick Center [tabling policy](#).
- i. **Posting:** All posting materials require approval by Housing and Residence Life. Materials must be submitted at the Housing and Residence Life Office. In the case of Community Government Elections, materials must be submitted to and approved by the Resident Director. Please refer to the Tulane University Housing and Residence Life [website](#) for more information concerning residential posting policies.
- j. **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. Residents are encouraged to utilize the agreement as a tool to create an environment where residents will be able to live cooperatively. For more information concerning the roommate/suitemate agreements, please visit our [website](#).
- k. **Pets:** Possession of a pet is prohibited, except for freshwater fish (not to exceed 10 gallons). Residents with unauthorized pets will be required to remove the unauthorized pet and will be fined \$75 per day the animal is present in the living unit by Housing and Residence Life. In addition, the resident will be referred to the conduct process.
- l. **Assistance/Support Animals:** Animals may not live on campus before Housing and Residence Life confirms approval by the [Goldman Center for Accessibility](#). Residents with animals that are not approved may be charged as stated in the pet policy. Upon approval, students must meet with their Resident Director regarding expectations and policies for having an assistance or support animal in the residence community. If you have additional questions, please contact your Resident Director or the Goldman Center for Accessibility.
- m. **Trespassing:** Access to residential spaces is limited to authorized community members, staff, faculty, and approved guests. Access to residential spaces will vary throughout the year. Attempting to gain unauthorized access in the residence halls is prohibited.
- n. **Mardi Gras Policies:** Please see our website in early spring 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. Students who have been found responsible in an Administrative Hearing through the conduct process during the current academic year will not be permitted to host a guest for the Mardi Gras season.
- o. **Compliance with Housing and Residence Life Staff:** Housing and Residence Life staff, including student staff, must be able to perform their assigned duties free from harassment, intimidation, or obstruction. Behavior that prevents or inhibits Housing and Residence Life Staff from completing job-related responsibilities is prohibited. Examples include, but are not limited to, providing false or misleading information or failing to comply with a request.

## 2. Facilities and Furniture

- a. **Room Condition:** A Room Condition Report (RCR) will be completed by Housing & Residence Life staff prior to resident check-in. The condition at check-in will be compared to the condition at check-out and residents will be charged for any cleaning or damage that is not considered to be normal wear and tear.

# Housing & Residence Life

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TULANE UNIVERSITY

- b. **Furniture:** All residence hall rooms contain furniture provided by Housing & Residence Life. A combination mini-refrigerator/microwave is provided in each resident room except in Aron Residences. Use of an additional refrigerator must be requested and approved through the housing accommodations process. Furniture may not be removed, swapped or left in shared spaces. Residents will be charged for the damages, repairs, and replacement cost of any furniture that is not present upon check-out. Furniture in common areas may not be moved outside of the common area.
- c. **Bathrooms:** Furniture may not be placed or stored in any bathrooms. Residence Life staff may remove any furniture left in a bathroom and may charge students for removal.
- d. **Damages:** Residents will be charged individually or collectively for any property damages or for excessive cleaning necessary as a result of individual resident or group behavior.
  - i. **Room and Suite:** Damage found in a resident's room or suite will be charged based on the most recent Room Condition Report completed for the room.
  - ii. **Common Area:** Residents will be charged as damage occurs in hall common areas including but not limited to hallways, lounges, bathrooms, etc. Multiple residents may be charged as necessary. If a responsible party cannot be determined for common area damage, the cost of the repair will be split among the residents associated with that area.
- e. **Trash and Recycling:** Trash and recycling materials from students' room/suite must be taken by the student to the designated dumpster and/or recycling areas. Students who leave personal trash in common areas will be charged a fee to remove the trash.
- f. **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. Roof access is prohibited in all residential areas. Any of these behaviors may result in immediate removal from Tulane University Housing without a refund of Housing Fees.
  - i. Hammocks, bicycles, Housing and Residence Life furniture, etc. are not allowed on balconies. Personal furniture may be used, but not stored or left on balconies. Residents may not place anything (e.g., furniture, satellite dishes, boxes, signs, etc.) on the roofs or ledges of University buildings. Housing and Residence Life staff may remove any object obstructing egress from balconies, ledges, or hallways and may charge students for removal. Students may not remove, alter, 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.
- g. **Installations:** Students may not install permanent equipment or furnishings in residence hall rooms (examples: air conditioners, TV mounts, ceiling fans, wall shelves, or other prohibited items). When hanging items on the walls within the room, residents are required to use 3M Command or similar removable adhesive or painter's tape. Nails, screws, duct tape and other

# Housing & Residence Life

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TULANE UNIVERSITY

permanent adhesives are prohibited.

- h. **Painting:** Painting, including spray painting, of, in, or around residence hall areas are prohibited. Residents are responsible for associated damages and cleaning costs.
- i. **Abandoned Property:**
  - i. **Rooms:** Property left in a room after the resident checks out will be considered abandoned property. Residents will be charged at least \$150 for leaving personal property in their room while checking out. Property not claimed after 10 calendar days will be removed from campus.
  - ii. **Laundry Rooms:** Abandoned items will be collected from residence hall laundry rooms and donated on a monthly basis.
- j. **Lofting/Bunking Beds:** Construction of a loft or use of lofting furniture other than the beds provided by Housing & Residence Life is prohibited. If a resident would like to loft/deloft or bunk/debunk a bed, they should do so with the help of another person. Students are not able to receive extra furniture to loft or bunk beds but can request bunking pins to safely bunk or loft their existing room furniture.
- k. **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.
- l. **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 space is prohibited.
- m. **Elevators:** Tampering with or misuse of University elevators is prohibited.

### 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. If a smoke detector is found covered in a room, both residents of the room will go through the conduct process for violation of this policy. Residents found responsible for tampering with or covering pull stations, smoke or heat detectors, fire extinguishers, sprinkler heads, or other life safety equipment will receive a fine of at least \$500, and may be removed from on campus housing without a refund of Housing Fees.
- 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. Students cannot enter the building until an "all clear" signal is issued by TUPD or fire department officials.

# Housing & Residence Life

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TULANE UNIVERSITY

- 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 disorderly behavior could result in additional conduct charges.
- d. **Prohibited Items:** The following items are prohibited in the residence halls for life safety purposes:
- i. Screws, Nails or Any Other Permanent Wall Fasteners
  - ii. Heat Lamps
  - iii. Personal Refrigerators
  - iv. Personal Air Conditioners
  - v. Multi-Bulb Lamps (except with LED bulbs)
  - vi. Ceiling Fans
  - vii. Fog/Smoke Machines
  - viii. Hookahs, Pipes or Other Smoking Devices
  - ix. Natural Cut Trees, Branches, or Greens
  - x. Any Flammable Liquids
  - xi. Extension Cords or 3Way Plugs (Non-Grounded 3-Prong Plugs) without Surge Protection
  - xii. Any item with an open flame or open coil heating element, including:
    1. Hot Plates
    2. Open Coil Burners
    3. Electric Grills (i.e. Panini Press or George Foreman Grill)
    4. Electric Space Heaters
    5. Toasters
    6. Toaster Ovens
    7. Pressure Cookers (i.e. InstaPot)
    8. Outdoor Grills
    9. Candles
    10. Incense
  - xiii. Permissible exceptions include:
    1. Rice Cookers
    2. Electric Tea Kettle
    3. Electric Coffee Maker
    4. Slow Cookers
    5. Lava Lamps and Salt Lamps
    6. Wax Warmer (candles with wicks are not permitted)
- e. **Egress:** Any item that prevents safe egress/passage is prohibited. Keep all designated exits, bathrooms, and walkways (corridors, stairwells, hallways, foyers) clear of obstructions. Do not store or leave any materials, such as furniture, shoes, umbrellas, etc., in communal bathrooms, corridors, stairwells, hallways, foyers, balconies, in front of windows, doorways, or on balconies. Delivered water bottles must be brought into a resident's room on the day of delivery. Any item left in these locations will be removed at the expense of the student responsible.

# Housing & Residence Life

TULANE UNIVERSITY

- 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. Decorations must not hang from or touch any light fixtures, metal furniture, door frames, or fire safety equipment. Only two strands of string lights can be linked together per electrical outlet. Decorations may only be hung inside resident rooms.
- g. **Safety and Security:** Students should actively promote safety and security within their community at all times. Students should immediately report any suspicious person(s) or activities to the Tulane Police Department or Housing and Residence Life staff:
  - i. **Door 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. Students are responsible to ensure the safety of the community by making sure unrecognized individuals are not tailgating or following into the building.
  - ii. **Theft:** Students must keep their room/apartment door closed and locked when not in the room. Keeping the door closed and locked at all time better ensures 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 or renter's insurance along with reviewing their guardian's homeowner's policies for possible coverage.
  - iii. **Emergency Planning:** All residents must complete or update their Student Evacuation Plan and their emergency contact information at the beginning of each academic year via the [Gibson portal](#).
  - iv. **Evacuation Procedures:** In the event of a mandatory evacuation, all residents must evacuate the building immediately. Housing and Residence Life will provide information about emergency procedures in the case of a mandatory evacuation.
- h. **Keys, Cards and Access:** The room and/or exterior door keys/access 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 or duplicated key/access card and for each replaced lock. Residents must report a lost key/access card immediately to arrange replacement. Keys are the property of Tulane University and must be returned by check out, move out date, or the end of the resident's housing contract.
  - i. It is the student's responsibility to keep their room doors locked when not present and to carry their key and Splash Card at all times. Residents must not store their keys outside of their room, such as in the lock, under carpets, light fixtures, above door frames, etc. If a resident temporarily loses their room key or Splash Card, they are permitted to borrow a key, receive an emergency code, or temporary access card from their designated Residence Hall Front Desk.
  - ii. **Lockouts:** A lockout is defined as any time a student needs assistance from Housing and Residence Life staff to access their room because they do not have their room key or access card. The policy is as follows:



# Housing & Residence Life

## TULANE UNIVERSITY

1. 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.
  2. Students will be assessed a \$100 charge for lost keys or a \$30 charge for lost access cards. Students will be charged the same amounts for failure to return room keys or cards within 24 hours after 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.
  3. 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.
  4. 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.
  5. Residents must return all assigned room keys at the time of check-out as directed by Housing and Residence Life; keys sent in the mail after check-out will not be accepted.
  6. For the first 7 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 7 days, residents will be charged a lockout fee for each lockout:
    - a. 1<sup>st</sup> Lockout = \$25
    - b. 2<sup>nd</sup> Lockout = \$50
    - c. 3<sup>rd</sup> Lockout = \$100
    - d. 4<sup>th</sup> Lockout or more = \$100 and a meeting with the Resident Director.
- iii. 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.
  - iv. Under no circumstances will hall staff issue a key, pin, or emergency entrance code to any guest, visitor, or student other than the resident assigned to the room.
  - v. Residents who create an unauthorized duplication of a residence hall room key will be charged to change the lock to their room. Residents that are found to have duplicated their room key will be referred to the conduct process.
- i. **Room Changes:** Residents may change rooms only after first receiving official authorization from Housing and Residence Life. Residents who make an unauthorized

# Housing & Residence Life

TULANE UNIVERSITY

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 their Housing Agreement.

- j. **Living with a Vacancy:** students with an unassigned bed in their room/suite/apartment must keep their personal belongings on their assigned portion of the residence, as the vacancy can be filled by Housing and Residence Life at any time.
4. **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 possess or consume alcohol in the residence halls.
- a. **Alcohol:**
    - i. **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.
    - ii. **Suite and Apartment Common Areas:** Alcohol is not permitted in suite or apartment common areas, such as living rooms and bathrooms, unless all residents are of legal drinking age.
    - iii. A student that is not of legal drinking age and in proximity of alcohol may be subject to conduct processes.
    - iv. **Possessing or displaying empty alcohol containers:** Students under the age of 21 are not allowed to have empty alcohol containers, such as cans, bottles, branded boxes, etc.
  - b. **Higher Risk Alcohol Consumption:** Possession of kegs, communal sources, devices to rapidly consume alcohol, or large quantities of alcohol is not permitted in any student's residence hall, suite, or apartment. In addition, participation in or facilitation of drinking games is prohibited within residential areas regardless of age.
  - 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. As such, smoking (cigarettes, cigars, etc.), use of tobacco products (chew, dip, spitless, etc.), and electronic cigarettes and vaporizers are prohibited in all university areas, including but not limited to residence halls, quads, parking lots, and sidewalks. For more information, please refer to the [Tobacco & Smoke-Free Campus Policy](#).
  - e. When hosting a guest who is also a minor it should be noted that contributing to the delinquency of a juvenile is a felony. This includes furnishing alcohol to a minor or taking a minor to an establishment that serves alcohol.

# Housing & Residence Life

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TULANE UNIVERSITY

Notice of new policies or changes in policies may be made by 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.