NICHOLLS STATE UNIVERSITY
HOUSING AND RESIDENCE LIFE
RESIDENTIAL HANDBOOK

Nicholls State University reserves for itself and its departments the right to supplement, withdraw, or change this handbook.

Nicholls State University
Office of Housing and Residence Life
P.O. Box 2061
Thibodaux, LA 70310

tel 985-448-4479
fax 985-493-3310
email housing@nicholls.edu
web http://www.nicholls.edu/housing/

IMPORTANT PHONE NUMBERS

Campus Police 985-488-4746

Front Desk Phone Numbers
  Brady 985-448-4479
  Calecas 985-448-5001
  Ellender 985-448-5071
  Millet 985-448-5556
  Scholars 985-448-5555
  Zeringue 985-448-5557
  South Babington 985-448-5571

Resident Assistant On Duty
During the normal academic year, each building has a resident assistant on duty at all times except during scheduled breaks. During break times please refer to postings in your building for on duty information.

  South Babington 985-387-5141
  Calecas 985-387-2035
  Ellender 985-387-2097
  Family Housing 985-387-2097
  Millet 985-387-0526
  Brady 985-387-2035
  Scholars 985-387-5140
  Zeringue 985-387-2043

Individuals needing accommodations (ADA)
Contact (985)448-4783 or visit
www.nicholls.edu/ada
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Welcome!

On behalf of the Office of Housing and Residence Life, I would like to welcome you to campus living at Nicholls State University (NSU).

You have joined a community that encourages learning in all aspects of life. Living in campus housing, you will find that we are “more than just a place to live!” We provide facilities, programs, and services that will assist you in achieving your academic goals. I encourage you to get involved in your community, participate in the various residential programs and become involved in the Residence Hall Association to make a difference in your living community. Additionally, between our student assistant and resident assistant positions, we have 100 student leader positions within Housing and Residence Life, so there is something for you!

The Housing & Residence Life Handbook is provided to acquaint you with the services, procedures, and amenities available to you as a Nicholls State resident student. The Handbook also informs you of the policies, rules, and regulations within the residential communities which you and your guests are expected to know and follow. Your understanding of and respect for these issues are critical to your success as a campus housing resident.

If you have any questions, the entire Housing and Residence Life staff is eager to respond to your needs. Please let us know what we can do to assist you!

Sincerely,

Hayward B. Guenard
Director of Housing and Residence Life
MISSION
The Office of Housing and Residence Life at Nicholls State University supports student success by providing dynamic residential communities and co-curricular experiences which are safe, secure, and advance the educational mission of NSU.

MEET THE STAFF
The Housing and Residence Life staff team is always available to assist residents. There are over 50 Residence Life staff members that live in the halls and can assist you at all hours of the day. Several of these people are particularly important, and you should be familiar with their responsibilities. The Office of Housing and Residence Life will work to enhance your life while living on campus.

Assistant Director – Area Coordinator
The Assistant Director - Area Coordinator is a live-in professional staff employee. The Assistant Director - Area Coordinator’s primary responsibility the coordination for the recruitment, selection, training, and evaluation of full-time residence life personnel and student staff who operate the residential facilities. As a key member of the Housing and Residence Life Department, the Assistant Director - Area Coordinator will assume the duties of the director in his/her absence.

Area Coordinators
The Area Coordinators are full-time live-in university employees with a Master’s Degree and at least two years of professional work experience. The AC’s primary responsibility is the overall management of one of the areas of campus. The AC supervises the Hall Directors and Student Assistants, advises student groups, plans and implements residence life programs, and assists with judicial proceedings for Housing and Residence Life infractions.

The West Area Communities include:
- South Babington
- Ellender Hall
- Family Housing
- Scholars Hall

The East Area Communities include:
- Zeringue Hall
- Millet Hall
- Brady
- Calecas Hall

Resident Director
The Resident Director is a live-in university employee with an undergraduate degree who is responsible for the overall daily management of Brady. The Resident Director supervises Resident Assistants and Student Assistants, adjudicates conduct cases, and helps implement the Residence Life program in the area.

Graduate Assistant
The Graduate Assistant is a live-in staff member whose principal responsibilities include staff supervision and development, residential education, community development, crisis management, administration and building management, student discipline, hall council advising, summer operations, and other departmental/university-wide responsibilities.
**Head Residents**
The Head Residents are upper class or graduate students responsible for supervising Resident Assistants, Student Assistants, overseeing judicial proceedings for their area, and planning and implementing residence life programming.

**Resident Assistants**
If you live in a campus residence, the Residence Life staff member you will see most often is your Resident Assistant (RA). RAs are upper class or graduate students assigned to a specific community and live with the students. RAs are chosen for their qualities of leadership, maturity, and desire to help others. Their major responsibilities include: knowing each student in their community, serving as a resource, making referrals, assisting in programming, facilitating a floor environment conducive to community living and learning, and familiarizing students with University regulations.

**Student Assistants**
The Student Assistant (SA) is a student staff member employed by the Office of Housing and Residence Life. SAs are responsible for monitoring the front desk areas, assisting residents, checking in guests, and ensuring the safety and security of the residence halls.
Expectations

This handbook is a compilation of information regarding residence life and housing at Nicholls State University. Students are expected to read and be familiar with the contents of this handbook. The University assumes that students have read it thoroughly and become acquainted with all the policies and regulations it covers. Whether resident or non-resident, student or guest, the rules listed herein are applicable under the designated circumstances.

The information in this handbook is up to date as of the time of publication. However, changes may occur following its publication. If so, appropriate notification will be made.

While this handbook covers most of the University's guidelines and policies, students should be familiar with other publications of the University as well, among them the Code of Student Conduct, University catalog, and various brochures. If any item in this handbook seems vague or ambiguous, please address questions to the Housing & Residence Life Office for clarification.

Please note that throughout this handbook residence halls refer to Ellender, Calecas, Babington, Millet, Scholars, and Zeringue Halls. Brady and Family Housing are referred to as apartments.

Responsibilities

By applying for admission, all students assume full responsibility for their conduct and actions while at Nicholls State University. Nicholls State University assumes a non-custodial relationship with students. Each student is considered an adult and is accordingly susceptible to legal responsibility for his or her acts or omissions. In the event any assertion or claim for damages is made against Nicholls State University due to the negligent or intentional act or omission of any student, the University reserves the right to seek contribution from or indemnity by the student as to all such claims, damages, costs, or expenses incurred by the University in connection with such claim.

The Residential Experience

On-campus living should be an enjoyable and rewarding experience with opportunities for self-development. To encourage that process, students are expected to follow all residential living regulations and to respect the rights of others at all times. The residential experience requires an increasing level of physical, psychological, and emotional independence on the part of students. It is the University’s expectation that all residential students will be capable of living independently and unassisted within the residential facilities. The University retains the prerogative to decline housing for students who are unable to meet the University’s housing expectations.

Nicholls State University policy supports retention research which demonstrates that students who reside on campus are better able to form an important connection, academically and socially, with peers and faculty. Further, there is some evidence that residential students achieve higher grades than their nonresidential counterparts. Students who become involved as members of the college community are more likely to invest greater effort in learning. In support of the educational mission of Nicholls State, all unmarried full-time undergraduate students are required to live in on-campus housing as long as space is available unless the student:

1. has earned 90 credit hours prior to the first day of fall semester classes,
2. is 21 years of age by the first day of fall semester classes,
3. is living with his/her parents, grandparents, or married sibling and commuting daily to Nicholls from their permanent primary residence,
4. is married or a single custodial parent,
5. is a nontraditional student,
6. has a documented financial, medical, or personal hardship and receives approval from Housing & Residence Life.

The University reserves the right to request students who drop to part time status to live off campus. Students desiring to live off campus who do not fall under an approved exemption must submit an exemption application and receive approval from Housing & Residence Life prior to committing to an off campus accommodation.

Full time students who begin the academic year in residence on campus commit themselves to a full academic year of residence in University housing except for marriage, graduation, or resignation from the University. Residents who earn 90 credit hours or who reach 21 years of age during the period of the contract but after the first day of fall classes are not automatically exempted or released from the University’s on-campus residency requirement. Requests for exemptions or contract releases are to be directed to Housing and Residence Life. Students found in violation of the housing requirement policy will be charged for housing and meals.

Residence life at Nicholls State University promotes students’ individual and academic development. It is the wish of the Housing & Residence Life Staff that disciplinary actions will not be necessary and that every resident will make a sincere effort to abide by the standards set for the residential community. Violations of policy are considered a breach of the community standards. Housing and Residence Life strives to enforce residential and University policies and regulations in a consistent, fair, and unbiased manner and reserves the right to apply sanctions based on individual circumstances.
GENERAL HOUSING INFORMATION

Academic Suspension
Residents who are suspended from the University due to academic reasons must vacate the residential facilities within twenty-four (24) hours of the suspension. If the suspension occurs after the end of a semester, the resident’s housing and food services contract for any following semester(s) will be cancelled. The deposit will be refunded less any charge for damages. If a student placed on academic suspension appeals for a waiver of the suspension and the appeal is approved, the student will have to submit a new housing and food service contract. Housing assignment priority will be based on the date of the new application.

We strongly encourage you to take advantage of the various support services available. For example, the University offers tutoring and advising services. The advising center is in 234 Elkins. The Tutoring Center is located in room 143 Peltier Hall. We also encourage you to seek help from your instructors. You will find them to be very supportive in providing students assistance. The Counseling Center in 224 Elkins Hall offers free counseling services and works with many students to address stress related issues. Students are also encouraged to utilize medical services provided by Student Health Services in Ayo Hall.

Advertising and Publicity
Advertising and publicity of any form may not be posted or distributed on or within the residential facilities without the approval and permission of Housing and Residence Life. This includes but is not limited to the sale of services or products as well as off campus events, including those which may be sponsored by or affiliated with University organizations.

Apartment Housing
The Brady and Family Housing Apartments at Nicholls State provide a more independent living environment for students and require a mature and responsible resident. Students are expected to take an active role in the apartment’s care and upkeep. Residents who fail to uphold housing regulations and expectations as published in the Housing and Residence Life Handbook and housing materials may receive disciplinary sanctions. Students must earn a minimum of 30 credit hours to be eligible for apartment housing.

Break Periods
All University housing except facilities designated by the University is officially closed for breaks during fall and spring semesters. Residents needing housing during the Thanksgiving, Mardi Gras, Easter, and/or Spring Breaks should request and submit a break housing contract for the academic year. The rate for a break housing contract is higher than the standard academic year contract in order to cover the break periods. Residents without a Break Housing contract must leave campus during all break periods.

Break housing is only available for students who have requested and paid for break housing in advance. Residents who sign up for break housing but do not have a break hall assignment may be required to temporarily relocate into a break facility.

For safety and security, all residents (including Brady residents) are required to register for break housing if they intend to reside in campus housing for a portion or the entire break. Registration is required for any portion of the break. Failure to register by the specified deadline may result in a $50 fine.

In addition, overnight guests are not permitted during break periods.

Only Brady is open during the period between fall and spring semesters. Residence hall students who need housing between the fall and spring semester may request housing for that period. Requests for
such housing may be granted on a space available basis. There is an additional charge for housing between the fall and spring semesters. If a resident is returning to the same residence hall room in the spring semester, the resident may leave belongings in the room over the break period. Residents moving to a new assignment in the spring semester are required to pack and remove all belongings and officially check out of housing at the end of the fall semester. While University police are available during break periods, all campus departments, including Housing & Residence Life, operate with minimal staff and reduced services.

**Bulletin Boards/Flyers**

Bulletin boards and flyers provide residents with information on issues, activities, events, services, policies, and general information. All decorations, flyers, brochures, and information must be approved by Housing & Residence Life prior to posting. Flyers, bulletins, banners, brochures, and other materials may not be posted on walls, columns, counters, furnishings, or windows of any housing areas without approval and permission of Housing & Residence Life. Bulletin boards located by Housing & Residence Life staff rooms are for staff use only. There are bulletin boards designated in each housing area for announcements and postings. Only approved tape, staples, or push pins may be used when posting on the bulletin boards. Postings using any other adhesive or items may be removed and the person(s) or group(s) sponsoring the posting(s) may be billed for any damages resulting from the use of the inappropriate adhesive and/or item. Damaging, tampering with, and/or destroying the materials approved and appropriately displayed on residential bulletin boards may be considered vandalism and sanctioned accordingly.

**Cable Television**

Each room/apartment and various lounges within the residence halls are connected to cable. Only the NSU contracted cable service provider may be utilized in all residential facilities. Any problems with cable service should be reported to Housing & Residence Life. Private satellite dishes are not permitted. Splicing cable into rooms is not permitted.

**Card Access**

Residential students must use their Nicholls State student identification card to access the residential areas for which they have approved access. All residents must swipe their Nicholls ID card in the card reader each and every time they enter the residence hall to record their entry into the building. Residents must swipe their card even if the door has been opened with another individual’s card swipe. Use of another student’s identification card and/or providing one’s card for use by another individual to gain access to the Nicholls State residential facilities is not permitted.

**Check-In Inspection**

Prior to the students’ arrival, all residential facilities are carefully inspected by staff members utilizing an Inventory and Condition Report (ICR). At check-in, the resident will be asked to thoroughly inspect the assigned room/apartment and note any additional conditions or discrepancies on the ICR. The resident will be held responsible for any damage(s) and/or change(s) in the condition of the room/apartment not previously indicated on the ICR.

**Check-Out Inspection**

All residents are expected to leave their room in as good of a condition as when they checked in.

Students must schedule an appointment to personally check out with a member of the Housing & Residence Life Staff. The staff member will compare the current condition of the room/apartment to the condition noted on the room’s Inventory and Condition Report completed when the student moved into the room/apartment. The room must be cleaned and free of all personal belongings prior to being reviewed by staff. Professional housing staff will make an inspection shortly after the semester ends to make any assessments for damages and/or fines. The resident may be held responsible for damage(s) and/or change(s) in the condition of the room/apartment not previously indicated on the Inventory &
Condition Report. Only professional housing staff may determine and/or assess fines. Students who do not properly complete the check-out procedures may be fined.

Things to do when moving out:

- Remove decorations and decorating materials from all surfaces (walls, doors, windows, desks, shelves, dressers, etc.)
- Remove all personal belongings
- Lower all beds to the level specified by staff
- Empty and clean closets, cabinets, drawers, and counters
- Take all trash to the dumpsters outside the building
- Sweep floors, mop tile floors, and vacuum any carpeted areas.
- Clean mirrors, sinks, toilets, showers, tubs, counters, windows, refrigerators, microwaves, stoves, and ovens
- Dust all furniture, blinds, and windowsills

Failure to clean the room/suite/apartment may result in a fine in addition to charges for cleaning and/or restoring the room to an acceptable condition. Other fines may result if damage is found to the room or its furnishings.

Improper Check-Out

- Failure to schedule a check-out appointment or submit a completed Express Check-Out form
- Failure to vacate prior to the time established by Housing & Residence Life
- If changing rooms, failure to move within 48 hours and/or to fully vacate previous room
- Failure to follow procedures set by the Housing & Residence Life office

Failure to check out properly may result in a $50 fine. Students must check out by 4:00 p.m. on the last day of final exams or within 24 hours after their last exam, whichever is earlier. Students needing to stay past 4:00 p.m. on the last day of finals should follow the late departure request process. Graduating seniors and students involved in the graduation ceremonies must check out by 12:00 p.m. the morning after graduation.

Common Area

Common area is defined as area available for use by all residents of the facility. This may include lobbies, lounges, stairwells, hallways, breezeways, computer labs, laundries, kitchen areas, patios, and elevators. All residents share responsibility for their upkeep and security. Furniture in common and public areas may not be moved to other locations, including residents’ rooms or apartments. Likewise, furniture or other belongings not assigned to or intended for public areas may not be placed or stored in these locations. Routine cleaning is provided by custodial staff. Students who create an unusual or excessive cleaning demand in a common area will be responsible for the cleaning of the area (see Cleanliness).

Common Damages

When damage occurs that is not considered routine, every effort is made to identify the individual(s) responsible for the damage. However, if the responsible individual cannot be identified, the residents of the floor, wing, or building may be assessed common area charges that will be split among all residents involved. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Housing and Residence Life (Attn: Damage Appeal Committee) within thirty (30) days of the billing date. Appeals are only accepted from residents; appeals submitted by other parties are not accepted. Damage charges will be posted to the resident’s account.

Communication with Residents
Housing & Residence Life communicates with residents primarily through their Nicholls State University e-mail and the telephone number associated with the land line which corresponds to their housing assignment.

**Computer Rooms**

Each residence hall has a designated area equipped with computers. No food or drink is permitted in the computer rooms. Personal and/or unauthorized software shall not be placed or used on the computer room equipment. WEPA equipment is available in all residence halls and Brady for printing. The equipment in the residence hall computer rooms is to be used for residents’ academic work and personal communication. Inappropriate use of the equipment, including downloading abusive and/or pornographic materials, is prohibited and will result in disciplinary action.

**Confidentiality**

Residence Life staff members will respect private information that residents may share and keep it confidential. However, staff members will not, and cannot, promise absolute confidentiality. For resident safety and security, staff members are required to report to their supervisors any information concerning the safety and well-being of residents.

**Conflict Resolution**

Residents may encounter conflict with their roommate(s) from time to time. Roommate Agreements are utilized to assist with potential problems. If a conflict is encountered, all roommates must make a determined effort to resolve the problems in a fair, peaceful, and constructive manner. If a resident experiences roommate conflicts, it is important to address the situation early on in a one-on-one conversation. Should roommates be unable to resolve any conflict, assistance is available from Resident Assistants. For serious conflicts, staff members may require the roommate to complete a Roommate Contract.

**Contract Cancellation**

The housing contract is for both the fall and spring semesters. The summer housing contract is for the summer session(s). The deadline to cancel the contract is July 15 for the academic year and May 15 for the summer session. The deadline to cancel new spring contracts for the spring semester is December 15 for new spring residents who did not reside on campus during the previous fall semester. Residents wishing to be released from their contract must complete the Housing and Food Service Contract Release Request along with supporting documentation. Release Requests are available online through the housing portal. Submission of the release request does not result in automatic cancellation of the contract. Release requests must be reviewed and approved by the Director of Housing and Residence Life before the resident makes any alternate housing arrangements.

**Deliveries**

Students who request floral or other such deliveries to the residence halls must make arrangements to receive such deliveries in person in the lobby of the residence hall. No deliveries may be made directly to individual rooms.

**Deposit**

Each resident must submit a $250 housing deposit with the housing application. $50 of the deposit is a nonrefundable processing fee. The remaining $200 may be refunded to the resident when the resident graduates or is exempted from campus housing requirements. The deposit will not be refunded if the resident cancels the contract before the contract ends. If the resident has a balance remaining on his/her University account, the refund will be applied to these charges.

All residential students’ deposit refunds will be processed in the same manner (with the exception of credit card payments noted in items 3 and 4 below).
1. Once a resident’s check-out is completed and the room is inspected, Housing and Residence Life will apply any damages to a student’s account.
2. Housing will then release the student’s Housing Deposit.
   - If the student’s account has a credit, the University will issue a refund.
   - If an international student paid his/her deposit with a credit card, then that card will be refunded. This only applies to International students.
3. For international students who paid with cash or check, the credit will be mailed to the student’s physical primary address listed in Banner.
4. If an international student wishes to have the check mailed to a different mailing address than is listed in Banner as his or her physical primary address, the student should update this address.

**Disruption of Service**
Nicholls State University will not be liable for disruptions to any services that are beyond the University’s control. It is the residents’ responsibility to notify Housing and Residence Life of any disruptions in services and/or any maintenance needs.

**Disruptive Behavior**
Residents and their guests are expected to respect the rights of others at all times. Disruptive behavior is defined as any behavior which disrupts the environment and/or its occupants. Such behavior may include, but is not limited to, shouting or loud noise, the playing of sound devices where the volume violates residence hall quiet or courtesy hours, and damage or destruction of personal or university property.

**Double Rooms as Single Rooms**
When space permits, Housing and Residence Life reserves the right to assign a double room in a traditional residence hall as a single (e.g., only one resident assigned to one side of the suite). Requests for double rooms assigned as singles are approved on a space available basis. Such requests cannot be guaranteed. There are additional charges for double rooms assigned as singles. The University retains the right to reassign single occupancy rooms to double occupancy when necessary to meet the housing needs of all students.

**E-Mail**
Housing & Residence Life communicates extensively with residents through their Nicholls State University e-mail accounts. Residents are expected to check their Nicholls e-mail daily. Residents’ failure to check their Nicholls e-mail daily does not relieve residents of responsibility for information and expectations provided through e-mails sent by Housing & Residence Life.

**Emergency Exit Only Doors**
Doors marked for emergency exit only shall not be used to enter or leave a building except when exiting the building during a University emergency situation. All doors in residence halls other than the primary lobby entrances are designated for emergency exit only.

**Emergency Preparedness and Procedures**
The University has emergency notification and response plans in place, including campus evacuation plans. In the event of an emergency, residents will be informed of the state of the emergency and the response expected of them. Residents and their guests are expected to comply with all directives from staff. Residents are strongly encouraged to register for the University’s emergency notification database. The link for registration may be found by visiting http://emergency.nicholls.edu/emergency-messaging/. Individuals needing accommodations may contact the Office of Disability Services at (985) 448-4430 or visit www.nicholls.edu/disability. Fire drills are scheduled during the academic year in all residential facilities.
Energy Conservation
Conserving energy is both economically and ecologically wise. Utility and water costs are factors that affect room rates. Students are expected to turn off lights, fans, appliances, and other electrical items when not in use, to set thermostats at conservative levels, and to help conserve energy in all possible manners.

Eviction
Eviction from campus housing may occur due to, but not limited to, failure to pay housing or other charges when due, failure to be enrolled, violations of any University policy, and/or academic or disciplinary suspension from the University. Students evicted due to a disciplinary matter or failure to pay one’s University account will receive no refund or reduction of housing or meal charges and will forfeit the housing deposit. The deposit for students evicted due to academic suspension will receive a refund of the housing deposit.

Judicial Violations that May Result in Eviction
The following is a partial list of violations for which exclusion or eviction may result. This list is not all inclusive, but rather is intended to give some examples of serious violations.
   a. Possession or use of dangerous weapons/substances including guns, knives, explosives, or flammable materials.
   b. Possession or use of illegal drugs or bulk alcohol.
   c. Tampering with fire-safety equipment.
   d. Physical abuse of others or self, including assault, sexual assault, or suicide attempts.
   e. Threats of violence to others or self, including physical threats, sexual harassment, or suicide threats.
   f. Throwing or dropping objects from or at a building.
   g. Repeated violation of policies or regulations.

Exemption From University Housing Requirement
All unmarried full-time undergraduate students are required to live on campus as long as space is available unless the student:
   1. has earned 90 credit hours prior to the first day of fall semester classes,
   2. is 21 years of age by the first day of fall semester classes,
   3. is living with his/her parents, grandparents, or married sibling and commuting daily to Nicholls from their permanent primary residence,
   4. is married or a single custodial parent,
   5. is a nontraditional student, or
   6. has a documented financial, medical, or personal hardship and receives approval from Housing & Residence Life.

Students desiring to live off campus who do not fall under an approved exemption must submit an On Campus Residence Exemption Application and receive approval from Housing & Residence Life prior to committing to an off campus accommodation.

Exterior Entrances and Doors
Exterior entrances and doors in the residence halls must remain locked unless authorized by Housing & Residence Life. Locked doors must not be compromised in any manner, including propping doors open, placing a wedge between the door and frame, holding the door open, and/or providing entry for unauthorized individuals. Compromising exterior doors may result in disciplinary action.

Family Housing
Residents of Family Housing are subject to the policies and procedures outlined in this Handbook and the Family Housing Contract. In the event of a lock-out, the resident must report to the Graduate Assistant for Family Housing at his/her apartment. The GA will complete a lock-out form and unlock the resident’s
apartment. If the GA is unavailable, the resident is to report to Ellender Hall’s front desk. Family Housing residents are responsible for providing all interior light bulbs.

**Fire Alarm Evacuations**

When building alarms sound, residents and guests shall evacuate the building immediately and gather in the designated evacuation location. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident’s presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with staff on site will result in disciplinary action.

**Health & Safety Inspections**

To ensure the health and safety of all residents, health and safety inspections are completed twice per semester and residents are provided with at least 72 hours of advance notice via hall postings. Resident Assistants and/or other authorized University personnel conduct these inspections and check for health and safety violations, general cleanliness, and maintenance needs. Residents in violation of University policies may be fined or sanctioned.

- a. Inspections of each apartment will be conducted and a copy of the evaluation will be left in the room/apartment.
- b. If conditions are found that are out of compliance or require attention, the resident(s) will be asked to make the necessary corrections within 72 hours for a second inspection.
- c. If the same or similar condition(s) exist during the second inspection, the resident(s) will face additional administrative action and fines.
- d. Repeated violations of health or safety standards may result in removal from University Housing.

**Housing and Food Service Contract**

To live on campus, a student must complete a Housing and Food Service Contract. This document sets forth the conditions and terms of occupancy and may not be assigned to another person in any way. The individual signing the contract is fully responsible for meeting the conditions and terms of occupancy which are set forth in the document. Every resident in campus housing must have a current signed contract on file. The academic year contract includes the designated fall and spring semesters. The academic year contract does not include the period between the fall and spring semesters. The summer contract covers the designated summer session.

**Housing & Residence Life Staff**

The Housing & Residence Life Staff includes the Director of Housing & Residence Life, Assistant Director of Housing & Residence Life, Coordinator for Contracts and Assignments, Area Coordinators, Coordinator for Facilities, Resident Director, Administrative Coordinator, Graduate Assistant, Head Residents, Resident Assistants, Student Assistants, and Maintenance and Custodial staff. The Graduate Assistant, Head Residents and Resident Assistants are upper class student paraprofessionals who live within designated areas of campus housing. Student Assistants staff the entry desks in the housing facilities. The professional and paraprofessional staff supports residents’ academic and personal development, provides assistance and referrals for residents, coordinates programming, provides on-duty coverage, and enforces residential and campus policies and regulations.

**Housing Opening & Closing**

Opening dates and times are designated and announced for each semester. Early arrivals are typically not permitted. A student is expected to vacate his/her assigned housing by 4:00 p.m. on the last day of final exams or within 24 hours after the student’s last final exam, whichever is earlier. Students needing to stay past 4:00 p.m. on the last day of finals should follow the late departure request process. Graduating seniors are expected to vacate their assigned housing no later than 12:00 p.m. on the day following graduation.
Ice Machines
Ice machines are provided in all residence halls. Residents are expected to use these machines responsibly and to ensure they remain clean and functioning. No items should be placed inside or on the ice at any time. Malfunctioning machines should be reported to Housing and Residence Life immediately.

Identification Card
Residents must carry their University issued student identification card (Colonel Card) at all times. The Colonel Card is required to gain access into the resident's assigned hall. Students who are locked out of their assigned hall due to not having their Colonel card may contact a Housing & Residence Life Staff member for assistance. A student is permitted one free lock-out during the year. Any subsequent lock-outs will result in a $10 fee per lock-out. Residents cannot allow other individuals, including other residents, to use the residents’ ID to enter any residential facility. Lost cards should be reported immediately to the Colonel Card office located in the Student Union and to the Housing & Residence Life office located in the Brady clubhouse. Residents are required to show their ID when requested by a University staff member, including the Housing & Residence Life Staff.

Incident Report
The incident report documents alleged violations of residential and/or University policies, procedures, rules, and/or regulations. The incident report is completed by the Housing & Residence Life Staff and submitted to Housing & Residence Life. The report documents the facts, observations, and relevant information regarding the incident. The submission of an incident report does not automatically mean a resident is deemed responsible for the alleged violation. Please refer to the Student Conduct section for additional information.

Inventory & Condition Report (ICR)
The Inventory & Condition Report (ICR) states the condition of the residence hall room/apartment, including furnishings. The student receives this document when s/he moves into the room/apartment and is expected to inspect the room/apartment and review the report. If the student finds any discrepancies and/or omissions, the student should note these in the appropriate area of the report. The student must return the signed report to Housing & Residence Life. The ICR is kept on file in Housing & Residence Life until the student moves out of the room/apartment. At that time, the ICR is used to inspect the room/apartment. The student may be charged for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the ICR.

Kitchenettes and Common Areas
Kitchenette areas with microwaves and refrigerators are provided in the traditional residence halls. Residents are responsible for keeping these areas clean and labeling any food or drinks that are placed in a community refrigerator, as the Office of Housing and Residence Life is not responsible for any items stored in these refrigerators. Personal dishes and utensils are personal property and are to be kept in individual rooms. Items left in Kitchenettes or Common Areas are subject to removal and will be discarded.

Food preparation in the residence halls should be confined to designated common kitchens specifically equipped for such activity. The use of microwaves is the only acceptable and approved method of cooking permitted in residence hall rooms. Residents who use common kitchen areas are expected to clean the areas, including all equipment, after their use.

Laundry
Each residence hall has card-operated washers and dryers which accept the Colonel Card. All washers and dryers also accept coins. Rates may change at any time during the year. Residents using the common laundry facility are expected to keep in it orderly and clean condition. The University does not accept responsibility for any personal belongings left in the laundry facilities or for any damages to
personal belongings due to use of the equipment. Any problems with the machines should be reported immediately to Housing & Residence Life. Washers and dryers are included in all Brady apartment units.

**LaundryView**

LaundryView provides information about the current status of laundry room equipment in each laundry room. The program allows residents to check if washers and dryers are available, as well as monitor the progress of their laundry. LaundryView may be accessed at www.laundryview.com.

**Light Bulbs**

In all residential facilities, burned out fluorescent tubes will be replaced by the Office of Housing and Residence Life.

Within Brady and Family Housing, the replacement of incandescent bulbs is the responsibility of the resident. Appliance light bulbs, such as refrigerator and oven lights, will be replaced by the Office of Housing and Residence Life.

Within all of the traditional residential facilities, incandescent bulb replacement is the responsibility of the Office of Housing and Residence Life.

Black lights and colored light bulbs are not permitted in any light fixtures supplied by the university.

**Lock-Outs**

Students should carry their Colonel Card and Room Key with them at all times. Students who are locked out of their hall, rooms, or apartments for any reason may contact a Housing & Residence Life Staff member for assistance. A student is permitted one free lock-out during the year. Any subsequent lock-outs will result in a $10 fee per lock-out.

**Mail**

All campus residents (including Brady residents) must obtain a mail box in the campus post office located in the Student Union. US Postal Service will not deliver to individual residence halls or apartments. Housing and Residence Life will not receive mail for individual residents, and residents must not use the department’s mailing address for their personal mailing address.

**Maintenance**

Only NSU staff members or University-authorized contractors are allowed to conduct maintenance on/in campus residential facilities. Residents are not permitted to make any repairs. Residents will be charged for damages to any University property. Maintenance and custodial staff lock each room/apartment upon leaving, even if the room/apartment was unlocked upon entering.

Any maintenance needs to your living unit or community area should be immediately reported to the Housing and Residence Life Office electronically through the Online Maintenance Request link on the Housing & Residence Life website (www.nicholls.edu/housing). Problems may be reported at any of the desks in the respective halls or in Housing & Residence Life located in the Brady clubhouse.

In the event of a maintenance emergency during normal office hours, residents should contact the Office of Housing and Residence Life at 985-448-4479 to report the issue.

After business hours, contact the RA on duty for emergency maintenance issues.

Maintenance issues that are considered EMERGENCIES include:

- No heat
- Power outages that impact an entire apartment, floor, or building
- Flooding
- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms associated with fires or other disasters

**Meal Plan**

Every student living in Nicholls State University’s campus housing is required to select a meal plan. An announced period is available prior to and at the beginning of each semester during which residents may change their meal plan for the semester. Meal plan changes must be submitted by the announced deadline. No changes may be made after that date.

Meal plans begin at dinner the first day the residential facilities open at the beginning of each semester. At the end of each break (Thanksgiving, Mardi Gras, Easter, etc.), meal plans begin at breakfast the day after the residential facilities open. Meal plans end at lunch on the day that facilities close.

The 19 meal plan provides meals seven days a week. The 15 and 10 meal plans provide meals from Sunday dinner through Friday lunch. The 15 and 10 meal plans do not include meals on weekends after Friday lunch or before Sunday dinner.

**Mediation**

Mediation is strongly recommended when residents are in conflict with each other and unable to resolve the situation themselves. In mediation, residents have the opportunity to express their perspectives and feelings in a mutually respectful atmosphere and manner. Housing & Residence Life Staff are trained to assist residents in mediating disagreements and resolving problems.

**Microwave**

Only one compact microwave is allowed per room in Calecas, Ellender and Babington (one on each side of the suite). In Scholars, Millet and Zeringue, one compact microwave is allowed per bedroom. Both the microwave and the power cord must be UL approved and be in safe electrical condition.

**Missing Persons**

A student may be considered missing if

1. there is contact from one or more concerned individuals about a specific student’s absence or lack of contact which is contrary to his/her normal behavior and/or
2. if unusual circumstances may have caused the absence or lack of contact.

Notification should be made to the Head Resident of the student’s residence hall and to the Assistant Director of Housing & Residence Life. All students living on campus have the option to register a private contact person with Housing & Residence Life who will be contacted by the Director of Housing & Residence Life or his/her designee if the student is determined to be missing. The name and contact information of the designated contact person will only be given to authorized officials within the University’s missing persons procedures. All students should also be aware that, should they choose not to register a confidential contact person, University Police will still be contacted if the student is determined to be missing. Any student living in University housing who is under the age of eighteen (18) and who is not emancipated should be aware that his/her parent or guardian must be notified. All reports regarding possible missing persons must, by law, be referred to University Police.

**Munch Money**

Much Money is a declining balance associated with the residential meal plans. The amount of Munch Money available to a resident is dependent on the meal plan the resident selects. Munch Money may be used for purchases in any campus dining facility. Munch Money balances do not carry over from one semester to the next.

**Occupancy Conditions**
Periods of occupancy of the residential facilities by the assigned students are governed by the academic calendar. Residence halls and apartments may be occupied only by the assigned students and their guests in accordance with the visitation and guest policies. Assigned students cannot reassign or transfer occupancy to another person. With the exception of Family Housing, all occupants assigned to an individual room, suite, or apartment must be of the same gender. Any person living in University residential facilities without a valid contract or permission from Housing & Residence Life will be considered a trespasser. Trespassers may be subject to criminal charges of trespassing and/or loitering, and such individuals will be required to leave the residential facilities immediately. Residents who permit a person to live in University residential facilities without a valid contract may be sanctioned and/or fined.

**Occupancy Terms**

The terms of occupancy shall be for the full academic year (fall and spring semesters). If a student moves into campus housing after the beginning of a semester, the terms of occupancy shall be for the remaining portion of the academic year. Occupancy during session(s) other than the academic year requires a separate contract. Any student occupying a room or apartment without authorization from Housing & Residence Life after the contract period ends will be liable for late check-out fees and housing charges until the premises are vacated, as well as disciplinary sanctions and/or fines. The fee for unauthorized late check-out is announced by Housing & Residence Life prior to the end of each semester.

**Package Delivery**

United States Postal Service does not deliver to Housing and Residence Life facilities or the office. Residents utilizing USPS must obtain an NSU Post Office Box to receive USPS mail. Deliveries by UPS, FedEx, and DHL should be addressed as noted below:

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Resident Name
Building & Room Number
145 Cercle de L'Universite
Thibodaux, LA 70301
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An e-mail will be sent to the resident’s Nicholls e-mail address advising him/her of the package’s arrival. All packages may be picked up between 8:00 a.m. - 4:00 p.m. Monday through Friday at the Housing & Residence Life Office located in the Brady clubhouse. Residents must show a photo ID to claim a package. Packages will be given only to the resident to whom it is addressed. Any package not picked up within 14 days will be returned.

**Parking**

All residents are required to display a current University parking permit and to park only in the lot(s) designated by their permit. Any vehicle parked in a lot not approved for its displayed permit is subject to being ticketed. Non-resident guests visiting the residence halls or apartments must obtain a temporary guest permit from University Police prior to parking on campus. There is no fee for the temporary guest permit. Any apartment guest visiting overnight must also obtain a Brady guest parking pass from the Housing & Residence Life Office prior to parking at Brady.

**Personal Belongings**

The University cannot assume responsibility for the personal belongings of students or for any damages to personal property. This refers to all areas on campus and to personal property taken off campus in connection with a University function. Personal items of value such as phones, electronics, computers, televisions, jewelry, etc., should be properly insured through the resident’s personal insurance policy. Insurance coverage for residents’ property is not included in or available through the University’s institutional insurance coverage. Personal property should be marked for identification. Serial numbers and other identification information for electronic equipment and other personal property should be recorded and filed for reference purposes. It is the responsibility of students to lock the door(s) and window(s) of their rooms/apartments, and they are expected to do so. Vehicles should be locked, and books, bags, and other personal property should not be left clearly in view on the seats and floors of
vehicles. Personal property left behind in the residence hall or apartment after the closing of campus housing may be reclaimed up to three days after departure. After that point, all remaining items will be disposed of at the discretion of the University.

**Pool Policies**
1. Pool Hours: Sunday-Saturday 8am-dark
2. Pool is restricted to residents and their guests
3. Proper swimming attire is required
4. Running, wrestling, and diving in the pool area are not allowed
5. Pets, bottles, and glass are not permitted in the pool area
6. Use the pool at your own risk, not responsible for injury
7. There is no lifeguard on duty

**Postings**
All postings within the residential facilities must be approved by the Assistant Director of Housing & Residence Life or his/her designee. Any unapproved postings will be removed.

**Property Insurance**
The resident assumes the risk of theft, loss, damage, or destruction of personal property which may occur in the housing area. The University assumes no responsibility for residents' personal property. It is strongly recommended that residents cover their personal property through a family or personal insurance policy.

**Refrigerators**
Only one compact refrigerator (maximum size 5.0-7.0 cubic feet) is allowed per room in Calecas, Ellender, and Babington (one on each side of the suite). In Scholars, Millet, and Zeringue, one compact refrigerator is allowed per bedroom. Both the refrigerator and the power cord must be UL approved and be in safe electrical condition. For proper sanitation and utilization, refrigerators must be cleaned prior to holiday breaks and hall closings. Refrigerators must be cleaned and defrosted prior to leaving at the end of each semester.

**Refunds**
Refunds of housing and meal service charges are made in accordance with the University's refund policy. Residents who request to be released from their housing and meal service contract before the terms of the contract are completely met do not receive a refund of housing and meal plan charges, and they forfeit their housing deposit.

**Residence Hall Door Access**
For the safety and security of residents, residence halls will be accessed through the use of an ID card reader located at the primary entrance door(s) of all residence halls. Residents should carry their student ID cards at all times in order to enter their residence hall. Each resident is expected to swipe his/her ID card in the card reader each time s/he enters the building. Residents should not allow other residents, unescorted guests, or other unknown persons to “piggyback” on their entry. If residents observe others providing such improper access, the residents should report the situation to a Housing & Residence Life Staff member and/or the front desk staff immediately.

**Residence Hall Association (RHA)**
RHA serves as the voice for all residential students. Every student living on campus is a member of this student organization which provides leadership opportunities, seeks to enhance campus living by working
with Housing & Residence Life on important housing issues, and provides activities and programs in the residential community. The RHA advisor may be contacted in the Housing & Residence Life office.

**Residence Hall Association Dues**

Residence Hall Association Dues in the amount of $10.00 per semester are assessed to each resident to fund activities, events, and services for residents provided through Housing and Residence Life. Students who do not pay the Residence Hall Dues upon check-in may be assessed an improper check-in fee.

**Resignation from University**

A student who resigns from the University must vacate his or her residence hall/apartment and check out within 24 hours of the resignation unless permission to stay longer is granted by Housing & Residence Life. Students who occupy any housing facility but check out before the first day of classes during either semester of the contract period will be charged a pro-rata charge for housing and, as applicable, meals for the number of days the student has a key to the assigned housing space and/or belongings in the housing space. Students who resign from the University after the first day of classes during either semester of the contract period will receive a refund/credit of charges in accordance with the schedule published for refund of tuition and fees. The housing and food service deposit will be forfeited.

**Room Changes**

It is expected that residents will remain in their assigned rooms/apartments throughout the contract period. Any empty/unassigned spaces in a room or apartment are the property of the University and are to remain unoccupied. Residents of the room or apartment are not permitted to utilize the space(s) or grant access to the space(s).

All room change requests begin in Housing & Residence Life. Room changes must be completed within 48 hours of approval unless otherwise approved by Housing & Residence Life. Unauthorized room changes carry a $250 fine. A resident requesting a change due to difficulties with a roommate, suitemate, or apartment mate is expected to discuss the situation first with a member of the Housing & Residence Life Staff prior to requesting a change. The staff member(s) will work with residents and assist them in resolving the conflict. If no workable agreement can be reached after sincere attempts at mediation and resolution, a room change may be considered.

**Room Consolidation**

Students who are without a roommate/suitemate for any reason in rooms or apartments and have not requested a paid single room (where available) may be required to move to consolidate room usage. This policy ensures that all persons having the privilege of a single room are treated equitably. Being required to consolidate means the student must either select a new roommate/suitemate from among other residents who must consolidate or be assigned to another room/apartment. Students will be given the option to choose their own roommate/suitemate if possible. Housing & Residence Life is available to help by providing names of persons who need roommates/ suitemates. Students may not select a change that places another student in the consolidation category. Students may select as a roommate/suitemate another resident who is currently without a roommate/ suitemate, accept a roommate/suitemate selected by Housing & Residence Life, be reassigned to another room, or, if sufficient space is available, be given the option to pay for a single room. The choice must be made within one week of notification from Housing & Residence Life. Failure to comply may result in disciplinary action and additional fees. If students fail to make their own arrangements or fail to request Housing & Residence Life administratively reassign them, Housing & Residence Life reserves the right to assess the single room rate, to reassign them to another room/apartment, or to assign them a new roommate. Once Housing & Residence Life has taken action, the new assignment shall remain in effect for the remainder of the semester.

**Room Decorations**

Posters and decorations may be used as long as they do not present a fire or safety hazard and do not damage or mar walls, furnishings, or other surfaces. Certain items will typically cause damage to surfaces
and furnishings within the residential facilities and are not permitted in the residence halls and
apartments. Prohibited items include, but are not limited to, nails, screws, hooks, bolts, pins, tacks, tape,
glue, putty, or any type of adhesive or mounting material not approved by Housing & Residence Life.
These items may not be used to hang items to the walls, doors, woodwork, or furnishings. Nothing should
be taped or affixed to the ceiling or braces, including "glow in the dark" decorations. Nothing shall be
attached to, placed on, or suspended from ceiling light and fan fixtures. Rooms may not be painted. Fines
will be assessed for any violations of this policy in addition to any damage expenses associated with
violations of this policy.

Room Entry
Residents have the right to privacy within all campus residential facilities. However, the University
reserves the right for Housing and Residence Life staff members and duly authorized agents to enter
individual rooms in performance of their duties, including, but not limited to, maintenance issues, routine
closings, health and safety inspections, and emergencies.
A University residence is not a private living place over which the college has no jurisdiction; rather it is a
place provided by the college for students to carry on their personal lives in ways that do not put
members of the campus community in jeopardy, do not violate policies outlined in the Residential
Handbook, and do not violate laws. The relationship of the University to the student is not defined as that
of landlord to tenant.

The University is sensitive to the privacy of students living in campus housing. The University reserves
the right for University personnel to enter rooms for the following purposes:

1. Maintenance:
   to check on and/or complete repairs, inspections, inventory, sanitation, furnishings,
   preventive maintenance, etc.
2. Safety:
   to monitor for missing persons, illnesses, safety, violations of residential and/or University
   regulations and/or other rules and laws, etc.
3. Welfare:
   to conduct an inspection whenever it is felt that the community’s or individual’s welfare is
   at risk.
4. Inspections:
   to ensure residential facilities are being regularly and properly cleaned and maintained.
   Although not required, the University will attempt to notify the resident(s) when University
   personnel have entered or plan to enter their living quarters. An inspection is made of all
   rooms and apartments at the beginning of each semester and periodically throughout the
   year. The resident(s) may or may not be present during the inspection. Staff members
   have the authority to enter the room/apartment even if the resident(s) is/are not home at
   the time of the inspection.
5. Room Search:
   The Director or Assistant Director of Housing & Residence Life shall determine if
   reasonable belief of policy violation and/or imminent harm sufficiently exists to search a
   student’s room or apartment. If reasonable belief is determined, the student will be
   informed of the basis for the search. If possible, the search will be conducted in the
   student’s presence. However, the student’s absence will not prohibit a search. A student
   living in University residential facilities is not immune from a legal search by law
   enforcement officers.

Room Types
All residence hall accommodations are arranged in suites. Bath and vanity facilities in a suite are shared
by the residents of that suite. Suites in Millet, Scholars, and Zeringue Halls are designated as either
private or semi-private. Private suites have two separate rooms with individual lockable doors to each
room. Semi-private suites have a wall dividing the suite in two resident living areas. Suites in Ellender and
South Babington Halls have two separate resident living areas with one living area on each side of the
bath. Babington suites have lockable doors to the two individual living areas. Each Calecas room shares a bath with another Calecas room.

Each private and semi-private suite is designed to accommodate two residents. Each traditional hall suite is designed to accommodate up to four residents (two residents in the left living area and two residents in the right living area). A double is defined as two residents assigned to the same side of a suite. A single is defined as only one resident assigned to the side of the suite. Residents may request one double side of a suite be assigned to them as a single; however, such assignments are made on a space available basis and cannot be guaranteed. Residents may not request an entire suite be assigned to them exclusively.

Roommate
If your roommate should depart, Housing and Residence Life will give as much notice as possible before assigning a new roommate. However, you may be assigned a new roommate with little or no notice. Therefore, you should make sure that common areas are kept clean and maintained as outlined to accommodate any newly assigned resident(s). If your unit is not cleaned in an acceptable manner prior to your roommate's arrival, we reserve the right to have the unit cleaned, and the cost will be billed to the current resident(s) of the unit.

Sanitation
Residents are responsible for maintaining a neat and clean room at all times. Good housekeeping practices are expected of each resident. Residents are required to maintain their unit to the following minimum standards:

- All bathroom fixtures (tubs, toilets, sinks, etc.) should be cleaned weekly.
- All appliances are to be maintained in a clean condition at all times.
- Floors and walls are to be maintained in a clean condition at all times.
- Food should be properly stored. All areas in your living quarters must be maintained in a clean and sanitary condition.
- Trash should be emptied regularly. Daily disposal of trash in the exterior common trash dumpsters will help maintain health and safety standards and a desirable environment in your living unit. Fire and health regulations prohibit leaving trash in the hall.
- Submit work orders for damaged items in their rooms.

All residents are expected to assume and share responsibility for keeping common areas of the residential facilities (i.e., lounges, computer rooms, kitchen areas, laundry rooms, etc.) clean, neat, and orderly. The University reserves the right to check rooms regularly to determine if unsanitary or unsafe conditions or unreported damages exist. If such conditions exist, residents will be expected to correct the condition immediately. Although the residential areas are treated for pests by professional exterminators on a regular schedule, cleanliness is the best form of pest control and the elimination of possible breeding grounds. Empty cans, bottles, and other trash should be discarded immediately and in proper receptacles.

Storage
The Office of Housing and Residence Life does not provide short or long term storage space for students' personal belongings. Residential students are expected to remove all personal items, clean, and vacate their room at the end of the contract term. Should you need storage over the summer months, we encourage you to make appropriate plans with local storage facilities. Some local facilities include:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Mini Storage</td>
<td>(985) 446-6464</td>
</tr>
<tr>
<td>Acadian Villa Mini Storage</td>
<td>(985) 637-7096</td>
</tr>
<tr>
<td>Affordable Mini Storage</td>
<td>(985) 228-0487</td>
</tr>
<tr>
<td>American Mini Storage</td>
<td>(985) 446-2377</td>
</tr>
</tbody>
</table>
Subletting/Contract Transfer
The Housing and Residence Life Contract Agreement and the right of occupancy are not transferable or assignable. Transference of assignment to siblings, children, extended family, or others is not permitted and shall result in contract termination, fines, and/or disciplinary action deemed appropriate by the Office of Housing and Residence Life. Persons other than those on the contract agreement or authorized and on record with the Office of Housing and Residence Life may not occupy the premises on a permanent or semi-permanent basis.

Telephones
Each suite and apartment is pre-wired for telephone service within the University's telecommunications system, including voice mail. Students must provide their own touch tone telephone. Students are expected to set up and use their campus voice mail and to check for messages daily. Any misuse of the phone service may result in loss of service and/or disciplinary action. Problems with phone service should be reported to Housing & Residence Life immediately.

Trash Disposal
Residents are responsible for removing trash from their rooms or apartments and placing it in the proper dumpsters. Trash shall be discarded in the exterior dumpsters. It is not acceptable to place excessive trash in the common area trash containers in the residence halls or in the courtyard trash receptacles. It is not acceptable to place trash or trash bags outside apartment doors or on balconies. It is not acceptable to place trash or trash bags in residence hall corridors, stairwells, or common areas. Residents shall not dispose of trash bags by placing them in trash cans located inside or immediately outside the residence halls and around the Brady courtyard. These receptacles are designed for smaller, individual items (i.e., candy wrappers, single drink containers, etc.).

Vending Machines
Vending machines are located on the first floor of all residence halls and in the mail kiosk in the Brady apartments. Vending machines will accept the Colonel Card or cash for payment. Requests for refunds should be directed to Housing & Residence Life. Malfunctioning machines should be reported to Housing & Residence Life immediately. Tampering with vending machines may lead to disciplinary action.

Windows
Windows should be kept closed. Windows in common areas (lounges, kitchens, etc.) must remain closed and locked. Items should not be thrown, hung, or placed outside of any window. Decorations and signs, unless authorized by Housing & Residence Life, should not be displayed from windows. Windows are not to be covered with foil, paper, or other coverings. Blinds may not be removed from the windows. Entering or leaving a building through a window, including assisting and/or permitting someone to enter or leave a building through a window, is not permitted and will result in disciplinary action.

Window Screens
Window screens must remain securely fastened to the window frames at all times. Screens from campus residences may not be removed, except in an emergency. If a window screen or a storm window is removed or unfastened, the maintenance staff will reinstall it, and a fine of $50.00 per removed or missing screen will be assessed. If the screen or storm window is completely removed and cannot be located, a new screen or storm window will be installed, and residents will be charged for the new materials.
RESIDENTIAL LIVING POLICIES

Alcohol
Alcohol is prohibited in all residence halls. Brady residents who are 21 years of age or older may possess alcohol in their apartment. If any resident assigned to the unit and/or any guest is under 21 years of age, alcohol may be consumed only by an individual over 21 years of age and only in the bedroom of a resident over 21 years of age. If any resident assigned to the unit and/or any guest is under 21 years of age, alcohol may not be present in any common area. The possession or consumption of alcohol is not permitted on the exterior of any apartment area including, but not limited to, doorways, breezeways, stairwells, sidewalks, courtyards/lawns, parking lots, and adjacent campus streets. Alcohol is not permitted in or around the Brady pool. The possession, consumption, and/or provision to minors of alcohol are prohibited. Beer kegs, party balls, wine boxes, or any other similar party container is prohibited in all housing facilities. Funnels and/or any other devices designed and/or used to facilitate rapid and/or dangerous consumption of liquids is prohibited in and around all residential facilities. All students are expected to read and be aware of the University’s policy on alcohol as outlined in the general regulations and policies section of the Student Handbook, *The Paddle*.

Automobile Repairs
Residents are permitted to conduct minor preventive maintenance and automobile repairs in the campus housing parking lots as long as these activities do not interfere with the normal use of the parking lot. Dismantled or disabled vehicles may not be kept in housing parking lots. Any fluids or parts must be disposed of in accordance with all federal, state, and local laws.

Balconies & Patios
Balconies, breezeways, and patios are to be kept neat and free of garbage, towels, clothes, University and/or personal furniture, or other items that may detract from the appearance of the campus and/or pose a safety concern. Failure to maintain these areas in an appropriate manner will result in disciplinary action.

Barbecue Grills
In compliance with state fire code regulations, personal barbecue grills are not allowed in or on residence hall and apartment facilities (including balconies, breezeways, and patios). Built-in barbeque pits are available around campus for public use. Users of all grills or similar equipment must remain with the equipment and visually monitor it throughout its use. Users of public grills are expected to clean the grills after using them.

Bicycles
Students may use bicycles around the residential facilities, fully understanding that pedestrians always have the right of way. High quality locks and chains are recommended since Nicholls State is not responsible for lost, stolen, or damaged property. Bicycles cannot be locked or stored in stairwells, balconies, hallways, lounges, common areas, or in any manner that obstructs a ramp or walkway. Bicycle racks are available outside all residential facilities. If a bicycle is kept in a resident’s room or apartment, the resident will be responsible for any damage resulting from such storage. A fine may be assessed and/or the bicycle confiscated if it is stored improperly or ridden inside any facility. All bicycles must be removed from residents’ rooms when they move out at the end of each semester.

Break Housing/Registration
Break housing is only available for students who have requested and paid for break housing in advance. Break housing is only available in designated buildings, including Calecas, Ellender, Zeringue, and Brady. However, available break housing is subject to change. Residents who sign up for break housing but do
not have a break hall assignment may be required to temporarily relocate into a break facility. Residents who have a break housing contract can cancel break housing by the cancellation deadline with no penalty. However, if the resident subsequently needs break housing, the resident will be responsible for the entire cost (not the pro-rated cost) of a break housing contract.

For safety and security, all residents (including Brady residents) are required to register for break housing if they intend to reside in campus housing for a portion of or the entire break. Registration is required for any portion of the break. Failure to register by the specified deadline will result in a $50 fine.

**Bullying**
The Department of Housing & Residence Life seeks to create a community where everyone is provided an opportunity to achieve their educational goals. The University identifies “bullying” as sanctionable misconduct. Bullying is defined as conduct that is so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to an educational opportunity or benefit.

**Business Establishment**
No individual or group may act as a vendor or sales agent or in any manner set up a business enterprise in the campus housing facilities. Any resident considering the establishment of any type of business necessitating the use of a room for a business office or the use of a room telephone for transaction of business, other than business officially sanctioned by the University, must obtain special written permission from the Office of Housing and Residence Life.

**Candles**
The possession or burning of flamed candles (lit or unlit) is strictly prohibited in residence halls and apartments, including during a loss of electrical power.

**Cleanliness**
Students are expected to maintain a clean and orderly residence. Residents are responsible for regularly cleaning their assigned rooms and apartments, including all bath areas. The University’s custodial staff provides standard cleaning services in common areas (hallways, stairwells, lounges, and lobbies). Students are expected to be considerate in the way common areas are used. All residents are responsible for keeping the area outside all residential facilities free from trash. Students who create an unusual or excessive cleaning demand in a common area will be responsible for the cleaning of the area. If the responsible person(s) cannot be identified, the cost for the excessive cleaning may be assessed to all residents of the wing/floor/hall/building. Aluminum cans and glass bottles should not be stored outside to avoid problems with pests. Residents will be held financially responsible at check-out time for damages and the cost of extra cleaning. Residents who misuse or abuse residential facilities will face disciplinary action.

**Cohabitation**
Long term occupancy of any campus residential facility is limited to the residents officially assigned to the accommodation. Residents may not permit any individual not assigned to the accommodation by Housing and Residence Life to reside in the accommodation. This includes other campus residents assigned to other housing facilities. Cohabitation by members of either the same or opposite sex is not permitted in either the residence halls or Brady apartments. Cohabitation occurs when a guest appears to be staying longer than three consecutive days or nights and/or staying for three or fewer consecutive days or nights on two or more occasions during the same week. Multiple residents may not host one or more guest(s) for consecutive periods resulting in sustained or continuous occupancy of the residential facilities by the guest(s). Residents and guests may not engage in any arrangements or actions which may result in a nonresident appearing to reside in campus housing. Residents may not engage in any arrangements or actions which may result in a resident appearing to reside in any campus housing other than that to which the resident is assigned. Failure to comply with this policy will result in sanctions and may jeopardize access to campus housing.
Contact Paper
The use of contact paper on furniture, shelves, doors, walls, floors, ceilings, or other surfaces is prohibited. Charges will be assessed to resident(s) for its usage.

Damages
The residents of each room, suite, and/or apartment are responsible for keeping the room and its contents in good order and free from damage.

Upon moving in, residents are provided the ICR and expected to review it thoroughly. The resident should add any items or conditions which s/he wants recorded as present when the resident initially moved into the unit. The ICR must be completed and turned in promptly to the facility staff. Residents who do not turn in their ICR will be responsible for all damages recorded in their unit when they check out, regardless if the damages were present upon move in. Failure to turn in a ICR forfeits the resident’s right to appeal any damage charges accrued.

Damages caused by abuse or misuse of Housing and Residence Life facilities or equipment will be billed to the individual(s) responsible for the damage. Multiple or repeated incidents of damages may result in disciplinary action.

Residential rental fees are designed to cover routine cleaning and maintenance. When damage occurs that is not considered routine, every effort is made to identify the individual(s) responsible for the damage. However, if the responsible individual cannot be identified, the residents of the floor, wing, or building may be assessed common area charges that will be split among all residents involved. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Housing and Residence Life (Attn: Damage Appeal Committee) within thirty (30) days of the billing date. Appeals are only accepted from residents; appeals submitted by other parties are not accepted. Damage charges will be posted to the resident’s university account, and the resident is responsible for paying the charges directly to Fee Collections.

Dart Boards
Dart boards or any other object which may cause holes or other punctures in walls or other surfaces are prohibited in all residence halls and apartments.

Drugs and Paraphernalia
Illegal drugs, as well as drug paraphernalia or any item(s) which may facilitate drug usage, are prohibited in and around all University residential facilities. This includes, but is not limited to, lawns, courtyards, driveways, sidewalks, parking lots, and adjacent streets. Illicit use or use other than that prescribed and monitored by a physician of over the counter and/or prescription medication is also prohibited. All students are expected to read and be aware of the University’s policy on drugs and other substances as outlined in the general regulations and policies section of the Nicholls State Code of Student Conduct and the Nicholls State University Paddle Student Handbook. State and federal law is very explicit in regard to illegal drugs. Nicholls State University upholds these laws and forbids the illegal use, sale, transportation, transfer, or possession of drugs or any controlled substance including, but not limited to, marijuana, narcotics, hallucinogens, non-prescribed amphetamines, barbiturates, Rohypnol, GHB, ketamine, Ecstasy and other “club drugs”, as well as the abuse of prescribed medicines. Any violation of these regulations will result in notification of the students’ parent(s) or guardian(s) and sanctions.

Electrical Appliances
Electrical appliances must be U.L. (Underwriters Laboratories) approved and must not cause a disruption to the electrical circuits or disturb other residents. Students may not use toaster ovens, stoves, grills, electric frying pans, hot plates, space heaters, or any appliance with open filaments or heating elements in residence hall rooms. All coffeepots and irons must have an automatic shut off feature. The use of halogen lamps and space heaters is prohibited in all residence halls and apartments. If such items are
found, the items will be confiscated and the resident(s) may face disciplinary action. Students may bring and use a small microwave oven and a small mini-refrigerator. The mini-refrigerator must be no larger than 5.0-7.0 cubic feet. The use of surge protectors is required. Only UL approved extension cords of 16 gauge or greater are allowed. The overloading of electrical circuits is a dangerous fire hazard and therefore not allowed. Electrical appliances and equipment must be used in accordance with the manufacturer’s instructions. The University reserves the right to deny use of any appliance and/or to confiscate any unapproved appliance or appliance used in a manner contrary to University standards. Please note that in Calecas, Ellender, and Babington, there are additional appliance restrictions as outlined under refrigerators and microwaves.

Escort Policy
All guests must be escorted by and be in the company of their resident host at all times while in rooms, common areas, and on the grounds of all housing facilities. This means guests must be in sight of and in the immediate proximity of the host escort at all times. Residents of the Brady apartments are expected to accompany their guests at all times while the guests are on the property. Guests of Brady apartment residents must be escorted by their host when traveling between units and/or buildings. Guests may not remain in the residence hall or in the Brady apartment when the host leaves. Host escort responsibilities may not be transferred from one resident to another. The registered host of record is responsible for the guest throughout the time the guest is registered under his/her name. Failure by a resident to escort one's guest(s) will result in disciplinary action.

Failure to Comply
A resident may be cited for failure to comply if s/he refuses to comply with requests and/or instructions from a member of the Housing & Residence Life Staff, professional staff, and/or front desk staff. Examples may include, but are not limited to, refusal to identify oneself or produce identification when asked, failure to remain in or leave an area when asked or instructed, etc. Failure to comply also refers to failure to adhere to and follow all instructional and informational signage and previous judicial sanctions.

Fire Alarms
All occupants of a building (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering location for the building and report to the Housing & Residence Life Staff on site. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident’s presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with the staff on site will result in disciplinary action. The setting of false fire alarms and/or the improper and/or unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including lighting candles and/or igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary action.

Fire Drills
In an effort to ensure residents’ safety, fire drills are scheduled in all housing facilities each semester. Residents and guests are expected to immediately evacuate the building, go to the designated gathering site for the building to check in with staff on site, and comply with all directives from staff and all emergency personnel. Failure to evacuate promptly and/or to comply with evacuation procedures and directives will result in disciplinary action.

Fire Equipment, Alarms, and Extinguishers
In the event a fire extinguisher is discharged in response to a fire, the discharged extinguisher must be reported to the Housing & Residence Life Staff immediately to ensure the extinguisher is refilled. Pulling a false fire alarm is a felony. Tampering with fire protection equipment and systems may result in criminal charges in addition to University sanctions. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging
or damaging them are not identified. Residents found to be tampering or disabling smoke detectors will be subject to disciplinary action.

**Fire Exits**

Fire exits may be used only in cases of emergency. Residents should not exit or enter through any exits other than the designated primary entrance(s) to the building. Use of fire exits at any other time will result in disciplinary action.

**Flammable Items**

The possession or burning of incense, candles, fireworks in any form, ammunition, petroleum fuel, motorized vehicles, gasoline-fueled machinery, explosive devices or materials, Sterno, kerosene or oil lamps, or any combustible materials are strictly prohibited in residence halls and apartments, even during a loss of electrical power. If such items are found, the items will be confiscated, and the resident(s) will face disciplinary action. For safety reasons, ceilings, air vents, and light fixtures may not be covered by paper or other materials such as wrapping paper, fishnets, parachutes, large flags, etc. Students are strongly encouraged to purchase renters insurance. Nicholls State accepts no liability for loss of residents’ personal property due to fire.

**Furniture**

All University furnishings must be kept inside campus residences, except for properly designed patio furniture designated for use outside the facilities. The University does not remove or store furniture for residents. Misplaced furniture or furniture not in its designated location may result in disciplinary action and/or cost of replacement. Furnishings in common areas may not be removed to individual rooms or apartments. Removing furniture from its designated location may result in disciplinary action. Damage to University furniture will require restitution for the cost of the property in addition to sanctions. Students may bring their own furniture items (with the exception of water-filled furniture) provided they do not present a safety hazard and/or create the need to store or displace furniture provided by the University.

**Gambling**

 Gambling of any type is prohibited in all housing facilities.

**Guests**

Residents are fully responsible for the actions of their guests. All guests in all residence halls must be registered at the front desk of the hall. All guests must leave a valid photo ID at the front desk throughout their visit. Acceptable forms of valid ID include student ID card, driver's license, passport with recent picture, and military ID card. Credit/debit cards, social security cards, employment IDs, or other documents are not acceptable forms of valid identification. All guests in residence halls and in the Brady apartments must be in the company of and escorted by their resident host at all times while in the housing facilities. Resident hosts may not pass off these responsibilities to other individuals, including to another resident. Guests under the age of 17 years of age must be accompanied by a parent or legal guardian before being registered and escorted beyond the residence hall lobby. A resident may register and host no more than three guests simultaneously. Guests are expected to abide by all University and Housing & Residence Life rules, regulations, policies, and procedures. Housing & Residence Life reserves the right to deny guest privileges to anyone who does not abide by all rules, regulations, policies, and procedures or who fails to conduct him/herself in a responsible and respectful manner.

Guests under the age of 17 years of age must be accompanied by a parent or legal guardian unless the guest is a sibling or child of the host.

**Hallway & Door Decorations**
Residents may decorate or post items on their doors as long as the decorations or posts do not pose an imminent threat to safety or impede ingress or regress from a room or hallway. Decorations may not be placed in hallways. Posting in hallways is limited to the bulletin boards.

**Hallway Sports**
Games such as soccer, football, frisbee, baseball, golf, basketball, skating, or other such activities are not permitted in the rooms, hallways, or interior common areas of campus housing. Water balloons, water and/or cream fights, and other such activities are prohibited inside all residential facilities. Rollerblades, skates, skateboards, and bicycles may not be used in the halls and common spaces of University buildings. Individuals participating in sports or other recreational activities on the exterior of residential facilities are expected to ensure they are adequately at a distance to ensure windows, doors, overhangs, and other parts of the building(s) are not damaged. Damages to the interior and/or exterior of a building will be billed to the university accounts of the responsible student(s), regardless of whether the damage was intentional.

**Halogen Lamps**
Halogen lamps and halogen bulbs are not permitted in any residential facilities.

**Housing Security**
All students are expected to assume and accept responsibility for the security of the housing areas. Students should immediately report any suspicious person or activity to University Police, Housing & Residence Life Staff, and/or the front desk staff. Propping exterior residence hall doors open is a security threat and therefore prohibited. Students found responsible for propped doors, including individuals who do not remove props when found, will be sanctioned. If those responsible are not identified, sanctions may be assessed to all residents of a wing, floor, and/or hall. To provide a more secure environment, students:

- Should be attentive to persons and activities around them
- Should remove any objects used to prop open exterior doors
- Should lock room and apartment doors and automobiles
- Should not remove window screens
- Should not leave windows open or unlocked
- Should not permit unknown persons to enter housing areas
- Should not open doors to strangers
- Should not keep valuables in open view in living area
- Should mark all valuables and personal property with identification
- Should record all identification information (e.g., serial numbers) and keep in a secure location
- Should not keep valuables, back packs, and textbooks in plain view in automobiles

**Incense**
Incense is not permitted in the housing facilities at any time.

**Keys**
All residence hall and apartment keys are the property of Nicholls State University and shall not be duplicated. Keys may not be modified in any manner or loaned to other persons. Possession of a key by anyone other than the individual to whom the key was issued is considered unauthorized possession and is prohibited. Students are charged $50 per each lock core replaced as a result of the lost key(s). Lost keys are to be reported to the Housing & Residence Life Staff and/or Housing & Residence Life Office immediately. Failure to notify a Housing & Residence Life Staff member or the Housing & Residence Life Office of a lost key within 24 hours of the loss may result in disciplinary action. Locks and keys will be changed when considered appropriate by Housing & Residence Life. Residents should keep their room doors locked and their keys with them at all times.

**Ledges, Roofs, and Window Frames**
No persons or property are allowed on ledges, fire escapes, overhangs, roofs, or window frames of University buildings. Such actions will result in disciplinary action.

**Littering**
Littering in or around the exterior or interior of residential facilities is prohibited. Litter includes cans, bottles, cups, wrappers, papers, and other trash or debris. Littering may result in disciplinary action.

**Lofts**
The height of beds in all housing facilities may be adjusted according to the design of the beds. Beds may not be additionally elevated by the use of lofting equipment (unless approved by Housing & Residence Life staff), cinder or concrete blocks, bricks, cartons, wood, or other items. Certified, commercially manufactured bed risers may be used to raise beds three to six inches. Lofting beds may result in disciplinary action.

**Noise**
Residents are expected to be considerate of other residents in the building and adjacent areas and keep noise to a reasonable and considerate level. Generally, if the noise can be heard in another room, the volume level must be lowered to a level where it is no longer a disturbance. It should not be necessary to repeatedly approach a resident about noise. When quiet hours are in effect, conversations in hallways and other common areas should be lowered to levels similar to a whisper.

**Overnight Guests**
With prior approval of one’s roommate(s), students may occasionally host an overnight guest no longer than three consecutive nights. A resident host may have no more than one overnight guest at a time. The University account of the resident host will be billed $12 per night for each guest. The overnight charge will be billed for both off campus guests and for a current resident staying in a room other than the one to which s/he is assigned. All overnight guests must be registered at the front desk, provide acceptable identification, and be of the same sex as the occupants of the room. The guest must always be escorted by the resident host. The host is responsible for informing the guest of the University’s rules and regulations, and the resident host is held accountable for the actions and conduct of the guest. Residents may not register overnight guests in any manner that may appear as cohabitation. Cohabitation occurs when a guest appears to be living in the residential facility by staying longer than three consecutive nights and/or staying for three or fewer consecutive nights on two or more occasions during the same week. Multiple residents may not register one or more overnight guest(s) for consecutive periods resulting in sustained or continuous occupancy of the residential facilities by the guest.

**Passive Participation**
Residents are obligated to remove themselves from any situation where a violation is occurring. Residents present during a violation of the Residential Policies or Procedures and/or the Student Code of Conduct could be held responsible for that violation.

**Pets**
Residential students are permitted to have fish as pets in aquariums not to exceed 10 gallons in size. Prohibited pets include turtles, frogs, snakes, or anything not meeting the scientific definition of fish. Species of fish determined to be dangerous are prohibited. The presence of a prohibited pet will result in a $50.00 fine and appropriate disciplinary action. A $100 charge and appropriate disciplinary action will be assessed for a second violation, and the University may declare the contract to be in default. This includes animals belonging to individuals other than the resident. Residents will be responsible for any damages and cleaning to the residential facilities, including pest control, as deemed necessary by the University. Registered service animals are allowed in residence halls. Also, professional live-in Housing and Residence Life staff are allowed pets in compliance with the Live-In Staff Pet Policy.

**Prohibited Items**
Prohibited items in campus residential facilities include but are not limited to:

1. Air conditioning units not provided and installed by the Office of Housing and Residence Life are not allowed in any residential facility.
2. Candles (lit or unlit) or any other appliances that make an open flame or have exposed heating elements are prohibited in all residential facilities. Wax/oil warmers that do not have an open flame or element and tarts (without wicks) are allowed.
3. Firearms: All firearms including BB & paintball guns, knives, and other weapons (bows/arrows, blow guns and martial arts weapons, etc.) are strictly prohibited.
4. Fireworks
5. Open-element cooking items, induction element appliances, and Crock-pots.
6. Personal Grills, Hibachis, or Barbecue pits: Common area grills are provided around the Campus Housing facilities which residents may use. Personal grills of any kind are not allowed.
7. Fog machines
8. Halogen lights (including neon lights and black lights)
9. Incense
10. Knives and other weapons (including bows, arrows, blow guns, bullets, ammunition, and martial arts weapons)
11. Lofts/Loft kits
12. Pets (except fish)
13. Space Heaters
14. Waterbeds

University environmental health and safety regulations prohibit the possession of animals, alive or dead, and laboratory specimens in the University housing facilities. An exception to this policy is a registered service animal. In addition, live-in professional Housing & Residence Life staff members are permitted to have a pet. Professional staff members with pets will have a sign posted on their doors indicating that there is a pet inside the residence. Fish in a well maintained, 10-gallon tank or smaller aquarium are permitted. A $50 fine will be assessed for the possession of unauthorized pets in University housing. A $100 charge will be assessed against the resident for a second violation, and the University may declare the contract to be in default. Additional fines will be imposed if cleaning or deodorization procedures are required.

**Quiet and Courtesy Hours**

Quiet hours help ensure students’ rights to an appropriate environment for sleep and study. Quiet hours are maintained to provide an atmosphere conducive to study. Quiet hours are in effect from 10:00 pm to 10:00 am, Sunday through Thursday; 1:00 am – 10:00am Friday through Saturday.

 courtesy hours are in effect 24 hours a day, however. During this time, students should respect their neighbors’ rights and be courteous by controlling noise levels at all times. Generally, if the noise can be heard in another room, the volume level must be lowered to a level where it is no longer a disturbance. Certain areas of campus residential facilities may be designated “quiet areas” and are enforced 24 hours a day.

Loitering in hallways, foyers, entryways, parking lots, or other areas that may disturb other residents is strictly prohibited during quiet hours.

Twenty-four hour quiet hours are in effect prior to and during final examinations each semester. Quiet hours are posted in each living unit. Additionally, in rare instances, quiet hours may be suspended by Housing and Residence Life for approved Housing and Residence Life functions. In these instances, event notices will be posted a minimum of 48 hours in advance.

The Director of Housing and Residence Life may temporarily adjust quiet hours to allow officially sponsored building programs to occur in the facilities.

**Resident Meetings**
Resident meetings are held in each residence hall and in each apartment building on a regular basis. These meetings communicate important campus information to residents and/or gain information and feedback from residents on ideas or concerns. Residents are expected to attend all scheduled resident meetings. On some occasions, a resident meeting will be announced as mandatory and attendance by all residents is required. Due to the crucial and/or serious nature of these mandatory meetings, sanctions may be imposed on residents who fail to attend.

**Roof Usage**
The unauthorized use of the roof of any of the residential facilities is prohibited.

**Room Responsibility**
Each student shares responsibility for violations that occur in his or her room or apartment. This is defined as room/apartment responsibility. Residents are expected to intervene and/or notify Housing & Residence Life staff when violations occur.

**Safety Equipment**
Tampering with fire safety equipment is a federal offense and may result in criminal charges, fines, disciplinary action, and/or termination of a resident's housing contract. This includes fire extinguishers, fire alarm pulls, smoke detectors, sprinkler systems, fire panels, propping fire doors, etc. Covering smoke detectors is strictly prohibited. This includes the hanging of tapestries or other items from the ceiling.

Residents and/or their guests are not permitted to remove the batteries from the smoke detectors, nor remove smoke detectors from their fixed positions. Only authorized Campus Housing, University staff, or their authorized agents may remove/replace the batteries or perform necessary repairs to smoke detectors. Violations of this policy (batteries missing from the detector, disconnected detectors, etc.) can result in assessment of fines and/or judicial action. In addition, experiments involving the use of toxic chemicals or chemicals capable of exploding are prohibited.

Tampering with elevator safety equipment is prohibited. The alarm is designed to be used in case of an emergency. Persons responsible for tampering with, causing damage to, or disrupting the operation of the elevators are responsible for repair costs and are subject to disciplinary action.

**Sales and Solicitation**
Solicitation is prohibited in all housing areas. Individuals, including residents and/or other students representing on or off campus interests and/or organizations, may not sell or solicit within the residential facilities or on the property. Door-to-door or commercial sales activities are not permitted. Candidates in campus or off campus elections may not campaign or solicit door-to-door in any residential facility. Requests for informational displays and/or tables in the residential facilities should be directed to the Office of Housing and Residence Life. Residents should notify Housing & Residence Life Staff, the front desk staff, or University Police if sales and solicitation activity occurs. Surveys conducted in the residential areas must have the prior approval of Housing & Residence Life.

**Sharps**
Due to the potential hazards and strict handling requirements associated with regulated medical waste, students or staff can face disciplinary action for improper disposal of any environmental hazards. Students who utilize needles/sharps must dispose of the waste in approved empty sharps containers. When full, students should dispose of full containers directly into an approved receptacle to ensure containment of all medical waste and prevent accidental exposure.

**Signs**
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 Housing & Residence Life and University signs and notifications. Tampering or removal of Housing & Residence Life or University signs is prohibited and may result in disciplinary action.

**Smoke-Free/Tobacco-Free Campus**

Effective January 1, 2011, the entire Nicholls State University campus is a tobacco free environment. Acknowledging the clear scientific evidence that smoking, including the use of smokeless tobacco products and the effects of second-hand smoke, is injurious to health, and acknowledging the University's desire to promote healthy living/working environments and a considerate community life, smoking and tobacco use is prohibited in, on, and around all housing facilities including, but not limited to, stairwells, lawns, sidewalks, parking lots, and adjacent streets. This includes all residence halls and apartments. Violations will result in disciplinary action.

**Sound Equipment**

Radios, stereos and all audio equipment may be played in your room/apartment as long as the volume is maintained at a level that is not disruptive to the community. Speakers are not allowed to be placed in windows without written consent of the Director of Housing and Residence Life. Standard-size pianos and organs are prohibited in your room or apartment. The use of electronic audio equipment is a privilege that may be revoked if used in such a way as to interfere with maintaining quiet and courtesy hours.

**Stairwell Doors**

Stairwell doors in all residence halls serve as fire suppression doors and must remain closed at all times. Propping open these doors and/or failure to remove props found in the doors will result in disciplinary action.

**Trash Removal**

Residents are responsible for emptying their own waste basket and disposing of any trash in the designated dumpster for their facility. Daily disposal of trash will help maintain health and safety standards and a desirable environment in the living unit. Trash receptacles are provided in designated areas in each hall. Fire regulations prohibit leaving waste baskets in the hallways or balconies. A fine may be assessed for removal of trash from the hallway or common areas. Brady and Family Housing residents must dispose of their trash in the community trash dumpsters located in the adjacent parking lots; disposal of trash elsewhere on housing property is not permitted and may result in fines.

**Unauthorized Access/Entry**

Residents are not allowed to gain unauthorized entry or presence in any residence hall facility, room, or closet. Residents may not loan or utilize a key or I.D. that is not assigned to her/him by the university.

**Vandalism**

Vandalism is prohibited in all housing areas. Any action by a student or a student’s guest which results in damage to the facilities or grounds of the housing areas and/or to the property of others may be defined as vandalism. All expenses resulting from intentional or accidental vandalism and/or its repair will be assessed to the responsible person(s) or group(s). Whenever the individual(s) responsible for vandalism can be identified, the individual(s) will be held accountable. In such cases, disciplinary action will be taken and repair/replacement costs will be assessed. If the individual(s) cannot be identified, the costs may be assessed among all residents of the wing, floor, hall, or apartment through a group billing procedure.

**Visitation**

In all residential facilities, a "visitor" is defined as a guest, present in a particular residence hall, apartment, or residence hall room with the consent of a hosting resident of that hall, apartment, or room.
Residents are responsible for notifying campus police or housing staff members immediately if an unapproved visitor is present in a room without the consent of the resident. Visitors must be 18 years or older.

Anyone entering or leaving a residence facility must comply with all Housing and Residence Life Policies and Procedures. While in a residential facility in which he or she does not reside, a visitor must be escorted by the resident host at all times. Residents are responsible for insuring that visitors comply with all residence hall policies and will be held accountable for the behavior of their guests. Guests are expected to conduct themselves in a considerate manner with regard to the rights and needs of roommates and other residents.

Students living in the residence halls may have guests from 10:00 a.m. to 12:00 midnight Sunday through Thursday and from 10:00 a.m. to 2:00 a.m. on Friday and Saturday. Residence hall residents are permitted to register a maximum of two guests at any one time.

The Brady Apartment Complex is an upper-class facility with exterior access to apartments. Between the hours of 10:00 p.m. and 9:00 a.m., all guests in Brady must be registered at the Clubhouse Office. During other times, the residents of a particular apartment are expected to discuss the visitation of guests with their apartment roommates and determine a mutually acceptable agreement regarding visitation within the apartment unit.

Housing & Residence Life reserves the prerogative to establish and/or revise visitation policies in any residential facility should it be deemed necessary. A resident may lose visitation privileges as a result of a disciplinary situation. Loss of visitation means the resident may not register and host guests in the facility in which s/he lives and may not be registered and hosted as a guest in any other residential facility during the designated period of lost privilege. If the host and guest cited on the incident report are both residents, both are subject to sanctions for a violation of the visitation policy.

**Water Beds**

Water beds and other water filled furnishings are prohibited in all housing areas.

**Weapons and Firearms**

Any object which could potentially inflict injury or cause harm when used in a threatening, careless, reckless, or aggressive manner will be considered a weapon. Possession of weapons of any type, including but not limited to firearms, ammunition/bullets, air guns, BB guns, paint ball guns, gun replicas, bows, arrows, incendiary and/or explosive devices, slingshots, knives, razors, blades, swords, and martial arts or medieval weapons, are prohibited in all housing facilities. Hunting equipment must be registered with and remain in the custody of University Police. Possession and/or use of fireworks, including sparklers, are prohibited. Possession and/or use will result in immediate confiscation of the item(s) and disciplinary action. All students are expected to immediately report any weapons or firearms to the Housing & Residence Life Staff and/or to University Police.
STUDENT CONDUCT WITHIN THE RESIDENTIAL COMMUNITY

Understanding the Conduct System
All residents within residential facilities owned and operated by Nicholls State University are expected to adhere to and comply with all residential and University rules, regulations, policies, and procedures. In the event a student violates this expectation, the violation is adjudicated through established student conduct processes. Housing & Residence Life adjudicates alleged violations of residentially based rules, regulations, policies, and procedures. This section outlines the student conduct process as administered through Housing & Residence Life.

Behavior that is a violation of the Code of Student Conduct and/or seriously disrupts the normal functioning of the residential community or that threatens the health and safety of the community may be referred to the Office of Student Judicial Affairs for adjudication in lieu of formal proceedings by Housing.

Sanctions imposed by Housing and Residence Life staff may include, but are not limited to, loss of privileges, fines, service hours, residential probation, and/or suspension from campus housing.

Guests who violate Housing policy may also be subject to conduct action. If the non-resident guest is a guest of a resident, the resident may be held accountable and liable for the actions of the guest. All decisions regarding policy violations require a preponderance of evidence before a resident can be found responsible.

A Step-by-Step Guide through the Housing and Residence Life Conduct Proceeding

If residents are alleged to be responsible for violating the Residential Policies & Procedures, they are guaranteed certain procedural rights. This section outlines these procedural rights under the Office of Housing and Residence Life. In addition, students can be held responsible for their behavior per the Code of Student Conduct.

The following procedural guidelines apply when a case is heard by a Residence Life staff member in their role as a housing staff member or during an appeal. It is the resident’s responsibility to be aware of his or her rights contained within these guidelines. Should a student depart before investigation and/or adjudication of an alleged infraction is completed, the judicial process may proceed.

Alleged Incident Occurs
Anyone involved in, is witness to, or has information about an incident may choose to write an Incident Report to document the facts of the incident.

Report Is Written
Incident reports are generally initiated by a Resident Assistant and submitted to the Head Resident, Area Coordinator, or Director of Housing and Residence Life. When the incident report contains information regarding alleged policy violations, the students who are alleged to have violated the policy are entitled to view a copy of the report upon request. Typically, lower level violations, such as visitation and noise, are adjudicated by Head Residents, with higher level violations, such as repeated lower level violations and property damage, being adjudicated by professional staff members.

Email/Letter of Notification
If substantial information exists within the incident report to indicate an alleged policy infraction, a notification will be sent to the resident(s) who allegedly violated the policy. This notification will inform the student of the policy and date of the alleged violation. It will also request that the student contact the staff member to schedule a judicial meeting or it will note a time and date in which a student must appear.
Under most circumstances a judicial meeting will be conducted within 7 business days after the resident has been notified of a need for a judicial meeting.

**Student Schedules a Conduct Meeting**

Once a resident has received notification to appear at a conduct meeting, it is his or her responsibility to contact the appropriate staff member to schedule the conduct meeting within five business days. In some cases, the case will be scheduled in advance. Should a resident choose not to schedule or attend a conduct meeting, the meeting may proceed, and conclusions may be reached in his or her absence. Findings will be based on the information made available to the staff member at the time of the conduct meeting. Although residents are expected to comply with all conduct procedures, failure to respond or appear as provided in these regulations will not be construed as an admission of guilt. In cases where more than one student is alleged to be responsible for a violation of these regulations, the staff member may determine that a single consolidated conduct meeting be conducted to review and determine the matter(s) pertaining to those students. Residents may request to have their cases heard individually.

**Conduct Meeting**

During a conduct meeting, residents will have the opportunity to review the evidence alleging their involvement in a policy violation(s). Residents will have an opportunity to respond to the allegations(s) contained in an Incident Report by presenting information relevant to their case as provided in these regulations. Documentary evidence and oral statements relevant to the case will be considered by the staff member only when the person(s) providing that evidence or statements can be made available for examination at a conduct meeting, unless the staff member determines that it is unreasonable or impossible to enforce this requirement. At the conclusion of the meeting, responsibility will be determined by a preponderance of evidence, meaning that the majority of evidence indicates that the resident is responsible for the incident or behavior.

**Decision is Made and an Outcome Letter Is Sent**

Students will be notified in writing of the final decision of the conduct meeting officer after the judicial meeting is completed. Under most circumstances, this will occur within five business days. The decision of the staff member shall constitute the written record of the meeting and shall be kept on file with the Office of Housing and Residence Life. All conduct proceedings under these regulations are subject to all applicable laws and regulations governing the privacy and disclosure of student records. The Office of Housing and Residence Life shall make the final determination(s) in all disciplinary actions taken under these procedures.

**Resident May Choose to Appeal in Writing/Email**

The decision of the staff member may be appealed, in writing, within three (3) business days of the date the decision letter is rendered. In general, decisions regarding appeals are rendered within 10 business days. Appeals must be submitted in writing to:

    Director of Residence Life
    NSU Box 2061
    Thibodaux, LA  70310
    (Please note “JUDICIAL APPEAL” on the outside of the envelope or in the email subject line)

Written appeals must cite specific reasons for a reconsideration of the decision. The right to appeal the decision is limited and may be based only on:

1. the grounds that procedural error(s) occurred at the judicial meeting that unfairly affected the outcome of a case.
2. compelling new evidence, relevant to the outcome of a case, was discovered and was demonstrably not available at the time of the judicial meeting. New evidence may be submitted after the three-day appeal limit; however, sanctions do take effect after the three-day timeline. Thus, appeals may or may not affect sanctions.
specific conditions that provide good cause for reconsidering a case. This can include unduly harsh sanctions or demonstrated bias against a resident during the conduct process.

Sanctions
 Normally, no sanction(s) will be imposed against a resident before the conclusion of the conduct meeting process as provided in these procedures. However, if a resident is involved in a conduct case in any capacity, they may be permanently reassigned at any time as stated in the Residential Handbook. Reassignment actions do not constitute sanctions and are not applicable.

The Office of Housing and Residence Life may determine that sufficient cause exists to impose interim eviction or relocation on a student pending disciplinary proceedings. If imposed, a resident is required to leave the residence within the time specified in the interim eviction notice and cannot return until written notice is received.

In violations where a fine is imposed, future violations for similar offenses are progressive. Below is a potential example of a progressive fine:

First Violation:
Fine - $25.00 and an educational sanction

Second Violation:
Fine – $50.00, educational sanction and residential probation

Third Violation:
Fine - $100.00 and potential eviction

Sanctions may include, but are not limited to:

Assignment Change: A student’s housing assignment may be changed as a result of the student’s behavior or actions.

Fines: Fines must be paid by the student and cannot be satisfied through financial aid or other University based funding. Fines must be paid in full to Fee Collections by the specified deadline. If full payment is not made by the specified deadline, an additional late fee may be assessed and a hold may be placed on the student.

Personal Growth Activity: A personal growth activity is designed to assist the student in better understanding the overall impact of his/her behavioral infraction(s). Such assigned activities might include but are not limited to research papers, the creation of educational materials, or the planning and/or presentation of educational programs related to the policy infraction.

Residential Eviction: Residential eviction is the cancellation of the student’s housing contract. The student will be expected to completely vacate the housing facility by the date and time specified by Housing and Residence Life. Unless otherwise stated in official written correspondence, the student will also be banned from all housing facilities and not permitted to be in, on, or around the facilities at any time.

Residential Probation: Residential probation is typically the last sanction prior to eviction from campus housing and is usually accompanied by one or more restrictions of privilege. If on residential probation and found to be responsible for any additional residential or University violations, the student will be immediately evicted from campus housing.

Restitution: A student may be held financially responsible for damages or excessive cleaning which results from the student’s behavior or actions.
**Restriction of Privilege**: A restriction of privilege means the student loses one or more specified residential privileges or access for a designated period of time. One example would be a loss of visitation privileges.

**Service**: A service sanction is designed to compensate for the student’s unacceptable behavior or action through a community service activity.

**Written Warning**: A notice that continued or repeated violations of University policies or campus housing policies will result in further conduct action.

**Judicial Violations that May Result in Eviction**
The following is a partial list of violations for which exclusion or eviction may result. This list is not all inclusive, but rather is intended to give some examples of serious violations.

1. Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
2. Possession or use of illegal drugs or bulk alcohol.
3. Tampering with fire-safety equipment.
4. Physical abuse of others or self; including assault, sexual assault, or suicide attempts.
5. Threats of violence to others or self, including physical threats, sexual harassment, or suicide threats.
6. Repeated violation of policies or regulations.
Sample Damages, Fines and Other Charges

The following is a list of potential damage and fine charges. Depending on the severity of specific damages and/or violations, the actual cost can vary. The best way to ensure that no damages or fines are incurred is to maintain a safe and clean living environment, avoid damaging or altering the facilities, report any potential damages or maintenance needs in a timely manner, and follow all policies.

<table>
<thead>
<tr>
<th>Access Control</th>
<th>HVAC</th>
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<tbody>
<tr>
<td>Card Reader</td>
<td>Thermostat damage $100.00</td>
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<tr>
<td>Door Hardware</td>
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<td>$500.00</td>
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<td>$200.00</td>
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<table>
<thead>
<tr>
<th>Appliances</th>
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<tbody>
<tr>
<td>Dishwasher</td>
<td>Room Light $150.00</td>
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<tr>
<td>Dryer</td>
<td>Replace Lens $75.00</td>
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<tr>
<td>Garbage Disposal</td>
<td>Ceiling Fan $200.00</td>
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<tr>
<td>Microwave</td>
<td>Ceiling Fan Light Fixture $75.00</td>
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<tr>
<td>Refrigerator</td>
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<td>Stove</td>
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<td>Washer</td>
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<thead>
<tr>
<th>Bathroom</th>
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<tbody>
<tr>
<td>Bathtub Damaged</td>
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<tr>
<td>Drawers each</td>
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<tr>
<td>$50.00</td>
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<tr>
<td>Lavatory broken</td>
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<td>$150.00</td>
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<tr>
<td>Mirror broken</td>
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<td>$150.00</td>
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<td>Mold due to Poor Resident Upkeep</td>
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<tr>
<td>Toilet broken</td>
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<tr>
<td>Toilet Replace</td>
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<td>$250.00</td>
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<td>Toilet Seat</td>
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<td>$45.00</td>
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<tr>
<td>Towel rack remount</td>
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<tr>
<td>$25.00</td>
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<tr>
<td>Towel rack replace</td>
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<td>$50.00</td>
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<tr>
<th>Ceiling</th>
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<tr>
<td>Paint</td>
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<tr>
<td>$100.00</td>
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<tr>
<td>Patch Plaster (minimum)</td>
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<td>$50.00</td>
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<table>
<thead>
<tr>
<th>Doors</th>
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<tbody>
<tr>
<td>Set of Closet Mirror Doors</td>
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<tr>
<td>Re-core lock</td>
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<tr>
<td>Replace Door</td>
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<td>$300.00</td>
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<td>Actual cost</td>
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<tr>
<th>HVAC</th>
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<tr>
<td>Thermostat damage $100.00</td>
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<tr>
<th>Light Fixtures</th>
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<tr>
<td>Room Light $150.00</td>
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<tr>
<td>Replace Lens $75.00</td>
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<tr>
<td>Ceiling Fan $200.00</td>
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<tr>
<td>Ceiling Fan Light Fixture $75.00</td>
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<tr>
<th>Mattresses</th>
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<tbody>
<tr>
<td>Single Mattress $200.00</td>
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<tr>
<td>Double Mattress $250.00</td>
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<tr>
<td>Bed Frame $150.00</td>
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<tr>
<td>Single Bed Frame $200.00</td>
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<tr>
<td>Double Bed Frame $250.00</td>
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<tr>
<th>Miscellaneous Charges</th>
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<td>Cleaning charge(minimum) $25.00</td>
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<tr>
<td>Elevator Actual cost</td>
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<tr>
<td>Recreation equipment Actual cost</td>
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<table>
<thead>
<tr>
<th>Miscellaneous Damage</th>
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<tbody>
<tr>
<td>Trash Can $30.00</td>
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<tr>
<td>Room Clean Up $75.00</td>
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<tr>
<td>Trash in Hallway $100.00</td>
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<tr>
<td>Cable Ends $15.00</td>
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<tr>
<td>Remove Screws, Nails (minimum) $25.00</td>
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<tr>
<td>Switch Cover $25.00</td>
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<tr>
<td>Toilet Seat $45.00</td>
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<tr>
<td>Shower Bar $25.00</td>
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<tr>
<th>Walls</th>
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<tr>
<td>Ceramic Tile Replacement $200.00</td>
<td></td>
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<tr>
<td>Hole – door knob or smaller diameter $50.00</td>
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</tbody>
</table>
### Fire Safety
- Recharge Extinguisher: $100.00
- Fire Alarm Box: $150.00
- Smoke Detector: $100.00
- Strobe Alarm: $200.00
- Evacuation Map/Cover: $25.00
- Lighted Exit Sign: $300.00
- Fire Suppression Hood Reset: $1,400.00

### Windows
- Blinds fixable: $25.00
- Blinds replacement: $50.00
- Screen (reinstall): $25.00
- Screen (replacement): $50.00

### Floors (prices are minimums)
- Bicycle Tread Marks: $75.00
- Burns/Cigarette: $50.00
- Burns/Iron: $75.00
- Stains: $25.00
- Rips in Carpet: $50.00
- Tile Damage: $50.00
- Linoleum Damage: $50.00
- Duct Tape/Other Residue: $25.00
- Actual cost/minute: $150.00

### Example of Other Fines
- Building Security Violation: $100.00
- Candle: $25.00
- Excessive trash: $25.00
- Failure to Comply: $25.00
- Failure to Evacuate: $25.00
- Fire Equipment Violation: $100.00
- Fire Hazard Violation: $100.00
- Improper Check-Out: $50.00
- Improper Room Change: $50.00
- Improper Use of Empty Space: $50.00
- Improper Disposal of Grease/Oil: $50.00
- Lock Change/Loss of Room Key: $50.00 per core
- Lock Out Charge: $10.00
- Missed Mandatory Meeting: $25.00
- Removal of Window Screen: $50.00
- Smoking: $25.00
- Trash Removal (minimum charge): $25.00
- Unauthorized Appliance Per Unit: $25.00
- Unauthorized Pet: $50.00
- Unauthorized Pet 2nd Violation: $100.00
- Unauthorized Removal/Use of Furniture: $50.00
- Unauthorized Room Changes: $100.00

### Hole
- Hole – 2”-4” diameter: $100.00
- Hole – 4” or larger diameter: $150.00

### Paint
- Paint One Wall of Room: $100.00
- Paint Entire Standard Room: $300.00

### Remove Stickers/Graffiti (minimum)
- $50.00

### Recharge Extinguisher
- $100.00

### Fire Alarm Box
- $150.00

### Smoke Detector
- $100.00

### Strobe Alarm
- $200.00

### Evacuation Map/Cover
- $25.00

### Lighted Exit Sign
- $300.00

### Fire Suppression Hood Reset
- $1,400.00

### Blinds fixable
- $25.00

### Blinds replacement
- $50.00

### Screen (reinstall)
- $25.00

### Screen (replacement)
- $50.00

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- Unauthorized Removal/Use of Furniture: $50.00
- Unauthorized Room Changes: $100.00

### Furniture
- Clean Upholstered Furniture (per section): $35.00
- Upholster Lounge Sofa: $600.00
- Upholster Lounge Love Seat: $475.00
- Upholster Lounge Chair: $400.00
- Replace Desk Chair: $100.00
- Replace Love Seat: $450.00
- Replace Sofa: $700.00
- Replace Casual Chair: $375.00
- Replace Desk: $400.00
- Replace Dining Table: $400.00
- Replace Dining Chairs: $150.00
- Replace Chest of Drawers: $350.00
- Replace End Table: $150.00
- Replace Coffee Table: $175.00
- Replace TV Stand: $250.00

### Example of Other Fines
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- Unauthorized Pet 2nd Violation: $100.00
- Unauthorized Removal/Use of Furniture: $50.00
- Unauthorized Room Changes: $100.00
Individuals needing accommodations (ADA)
Contact (985) 448-4783 or visit
www.nicholls.edu/ada