

INTRODUCTION

McNeese State University welcomes you to your new home. It is our sincere hope that your stay in our apartments will be pleasant and comfortable. We hope this will be a positive experience for you while you are attending the university. Residing in our apartments offers you and your family a unique opportunity to live among other families from different parts of the United States, as well as the world. We hope your housing experience will enable you to make lasting friendships.

The regulations contained in this handbook are designed to provide a safe and healthy environment for all residents. Please consider this a handy reference for apartment living. The handbook contains guidelines, regulations, and policies, which are incorporated into your Agreement as a part of the terms and conditions of occupancy. It is your responsibility to become familiar with the guidelines, regulations and policies so that you know and understand the expectations placed on you as a resident.

ELIGIBILITY REQUIREMENTS, APPLICATION PROCESS, ASSIGNMENT PROCEDURES AND DEPOSIT

Student Status

Apartments are for registered McNeese State University students and their dependants. To be eligible for an apartment, the occupant must be enrolled as a full-time graduate or undergraduate student at McNeese State University during the semester. Each semester, an undergraduate resident must take at least 12 credits and a graduate resident at least 9 credits unless completing thesis or dissertation requirements. Students who drop below full time status will need written approval from the Dean of Student Services to remain in a university apartment.

Eligibility

Eligibility is based upon the following:

- A. Applicant is an admitted full-time student of McNeese State University.
- B. Applicant is married.
- C. Applicant is a single parent.
- D. The university reserves the right to offer short-term housing arrangements to non-students in order to fulfill maximum occupancy. Applications for housing by non-students are considered on a case by case basis.

Proof of Eligibility and/or Changes in Status

The student must provide, upon request, proof of eligibility for all occupants through a marriage certificate, birth certificates, custody papers, and/or documentation of legal dependency, etc. All occupants living in the apartment must be listed on the housing application before moving into the apartment. Only the persons named on the housing application and any individuals added through such means as marriage, birth, adoption, or legal guardianship may occupy the apartment. Changes in family status must be immediately reported in writing to the Student Services office.

Apartment Rate and Utilities

Application Fee and Deposit

The total Deposit is \$150. Concurrently with Student's execution of an Apartment Housing Application, the Student shall pay a \$50 Deposit. The remaining \$100 shall be paid when the student moves in. The University agrees to refund the Deposit to the Student within thirty (30) days following Student's surrender of the Apartment, less the apartment cleaning fee if, (1) the Apartment to which the Student has been assigned is left in as good a condition as at the time of original occupancy by Student, reasonable wear and tear excepted, and (2) the Student has satisfied all other Student financial obligations to the University.

Apartment Rates

As of July 1, 2005, rent is \$375.00 per month. Rent is to be paid at the Cashier's window in Smith Hall (the round building).

Payments

Apartment fees are due the first day of each month. Apartment fees are for the period beginning with the officially assigned date of availability of the Apartment. Applicable late fees will be assessed for each payment that is not made within the first ten (10) days of each month. A late fee of \$10.00 will be assessed after the tenth day of the month, after the 20th day of the month an additional fee of \$20.00 will be assessed for a total of \$30.00 in late fees for the month.

Utilities

The University shall provide local phone service, water, electricity, sewer, and trash disposal service. Other utilities such as long-distance telephone service and cable shall be paid by the student resident.

Record Hold

A hold is placed on the registration, transcripts, and/or diplomas of the student resident when debts owed the University are not paid in full.

Check out

The student must contact one of the Resident Managers two weeks in advance to schedule a walk-through inspection before vacating the apartment.

University Residences Staff and Resources

Resident Managers

Resident Managers are staff members who live in apartments in each of the living areas to serve as a resource for apartment residents. Resident Managers are responsible for upholding the guidelines and policies outlined in this handbook and are available to help when conflicts arise between residents. There are two Resident Managers who work in the apartment community. Although they are specifically assigned an apartment area, both of the Resident Managers are available to help any resident at any time. By utilizing all of these staff members, you will find they are available to you almost any time you need them. Spouses and children of Resident Managers are not members of the University Residences Staff and they cannot act on behalf of the University. Please refrain from asking them to do so. Only Resident Managers are authorized to let people into their apartments, answer university related questions, and act as a representative of Student Services.

Harassment of Residents or Staff

Residents of the apartment community should treat fellow residents and their Resident Managers with respect. Residents should offer full and timely compliance with any and all directives issued by a member of the Pinehaven staff, insofar as such directives are consistent with the responsibilities or requirements of a resident living in apartment housing. Any resident found harassing other residents or staff members may be referred for university judicial action. Harassment could result in a behavioral Agreement with the Dean of Student Services and/or cancellation of the Apartment/Family Housing Agreement.

Keys

The student resident is issued two apartment keys. All university-issued keys that are not returned at the time of check-out will result in a lock change and a charge billed to the student account for the lock change and key replacement. Unauthorized duplication of keys is prohibited. If an apartment key is lost, the lock will be changed to insure privacy and security. The student account will be charged a fee to replace the lock and key(s).

Mail

The physical address is: 700 E. McNeese St. Apt. # _____ Lake Charles, LA 70607.

Motor Vehicle Regulations and Hangtags

The student resident is responsible for proper driving and parking by his or her family and visitors. Hangtags are available at the MSU Police Department. The cost is \$35.00 for each vehicle that is registered on campus.

Subletting/ Guests

McNeese State University strictly prohibits “subletting.” Student cannot have roommates living with you in the unit. The only people that are legally allowed to live in the unit are the people listed on the application and they must be legal dependants.

Community Responsibility

Successful apartment living requires that each resident be aware of those in other apartments and of how behavior in one apartment affects residents in other apartments. It is necessary that all residents consider the rights and privileges of their neighbors in the conduct of their affairs. Be considerate of others. Always try to communicate with your neighbors if you have a concern.

Telephone Services

Each apartment is equipped with its own telephone line, providing on-campus and local calls. You will need to bring your own telephone.

On campus calls: dial the last four digits of the telephone number to make calls.

Local off campus calls: can be made by dialing the number 9 and then the seven-digit telephone number of the off campus telephone.

Long Distance Calls: are available through a pre-paid phone card or toll free number only. Collect calls may not be accepted to your phone.

Cable Television

Apartments are wired for cable television service. All residents must have cable installed at their own expense by an outside vendor.

Satellite Dishes

Satellite dishes and/or antennas are not permitted.

Laundry Facilities

Pinehaven apartments have space provided for washer hook-ups only. Dryers inside of the apartments are prohibited. A laundry room with dryers is located between buildings C and E and is for the exclusive use of Pinehaven residents only. Laundry cards are available at Collette Hall.

General Apartment Care and Maintenance

Reporting Problems

We want to help you keep your apartment in an orderly condition by repairing items when they become faulty or damaged. All breakage, damage, and need for general maintenance and repairs for your apartment and laundry facilities, must be reported to Student Services. Only the university is authorized to make such repairs.

Modifying Your Apartment

Residents are **not permitted** to modify either the inside or outside, or the immediate grounds surrounding the apartment building, without prior written authorization from the Dean of Student Services. This includes attaching anything to the building, painting, adding satellite dishes, additional shelving, installing air conditioning units to walls, placing semi-permanent signs outside of your apartment, hanging laundry wire or string, modifying landscaping, installing dead bolt locks or installing drapery hardware, etc. Apartments should not have blinds, appliances or other fixtures removed without prior approval from Student Services. If you have questions regarding modifications to your apartment, call Student Services at 5706. Modifications made without prior written authorization could result in billing for repairs to bring the structure to its original form, fines and other action including termination of the apartment Agreement.

Right of Entry

University employees will enter apartments at any time when an emergency or situation that endangers health or safety arises and to take corrective action and/or to make needed repairs. Normally, at least 24 hours notice is given before entering an apartment. However, MSU reserves the right to enter the apartment without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose deemed necessary or desirable by the University.

Prepare in Case of a Fire

Before a fire ever occurs, you and/or your family should prepare by having an escape plan and a designated place outside to meet.

Fire Safety

Each resident must be alert to the danger of fires. Every fire must be promptly reported by first calling 9-911 and then the MSU Police Department.

University Maintenance staff routinely checks and maintains smoke alarms and fire extinguishers to insure they are in proper working order.

Fire Extinguisher

A fire extinguisher is located in all apartments. If the extinguisher is used to extinguish a fire, call a Resident Manager immediately and it will be recharged. The university checks fire extinguishers at least once a year. Periodically inspect the gauge to be certain the fire extinguisher is properly charged. If the needle indicates that it is undercharged or overcharged, call a Resident Manager immediately.

Smoke Alarm

A smoke alarm is located on the ceiling in the hallway between the bathroom and bedroom. When the alarm beeps intermittently, the batteries need to be replaced. Please call a Resident Manager as soon as possible and have the batteries replaced at no cost. It is the resident's responsibility to report whenever the smoke alarm is inoperable. Smoke alarms that have been removed, tampered with or have had the batteries removed will result in a fine of \$25.00.

Apartment Care

The University requires that the student maintain the premises and its equipment in a clean and orderly condition.

Health and Safety Code Compliance

The student shall comply with the city, county, state and federal codes regarding health and safety. Upon proper notice, the student shall comply with all requests from the Office of Student Services pertaining to the correction of health and safety violations in or around the apartment, including services for pest control.

Cleanliness and Sanitation

For the health and safety of all families, it is the responsibility of the residents:

1. To keep the apartment clean and free from garbage and trash.
2. To share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells and laundry room.
3. To dispose of all trash and garbage in the dumpsters provided near each building. Residents shall not sweep trash from inside to outside of the apartment or throw dirt, trash, garbage, or waste from windows.
4. To keep stairwells, landings, and patios clean and free of clutter from toys, bikes, boxes, etc.
5. Not to shake rugs and dust mops out of doors or windows.
6. To keep children's toys and all bikes off the common areas, grass, sidewalks, and parking lots when not in use.
7. Not to use corrosives such as Drano or Liquid Plumber. They are a safety hazard to our employees as well as our pipes.

Care of Apartments and Equipment

1. Residents are responsible for the care of the apartments and equipment inside or attached to the apartment.
2. Initial inspection of the apartment and its furnishings must be made by the student upon occupancy by completing the Apartment Condition form. This check-in record will be retained in the student's file at the Student Services office and will be the basis for determining damages, loss, or cleaning charges assessed during or at the termination of residency.

Some examples for which charges are usually assessed are:

1. Damage beyond normal wear and tear (can be caused by decorating).
2. Labor costs that result from cleaning apartments that are not cleaned sufficiently when resident vacates.
3. Large or excessive nail holes.
4. Burns or burn holes of any kind.
5. Stained carpets that will not steam clean.
6. Frozen pipes during the winter months if the heat has been turned below 60 degrees.
7. Toilets and sinks plugged with food, grease, toys or other miscellaneous items.

Pests and Nuisance Prevention

All residents must help by practicing good housekeeping techniques and doing additional spraying. Since bugs in an apartment can be unbearable, the following suggestions for the control of roaches as well as other bugs are made:

1. Purchase a trash can with a tight-fitting cover, and, when possible, use plastic liners in all trashcans.
2. Do not leave dirty dishes or food on the countertops or sinks overnight because this is when pests feed.
3. Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.
4. Do not use contact paper in cabinets. Roaches feed on the sticky backing.
5. Do not leave paper bags or newspapers sitting in your apartment. Pests nest in these areas.
6. Keep all floors clean and free of food crumbs.
7. Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down.
8. Do not allow grease to build up on the stovetops and burners or in the oven.
9. Do not leave articles of clothing on closet floors, in corners, etc. Pests nest in dirty closets.

Roofs

Walking, playing or climbing on any roof in the Pinehaven is prohibited. Caution children not to play on the building roofs.

Stairwells

All stairs and stairwells must be kept clear at all times for the purpose of providing completely clear exits. Children's toys are especially hazardous and must be kept away from these areas. Hence, toys, children's vehicles, boxes, newspapers, plants, bicycles, etc. must not be left on stairwells. Motorcycles and mopeds may not be parked under stairwells at any time.

Alterations

In order to assure that the residence remains safe for occupants, occupants shall make no repairs, alterations or installations to their apartments, buildings or grounds without prior written authorization from the Dean of Student Services. Such alterations include, but are not limited to, painting, papering, wiring, satellite dish, adding or changing locks. Unauthorized alterations could result in loss of deposit and any additional costs incurred by the University to correct the alterations.

Apartment Housing Policies

Alcohol

The use and/or consumption of alcohol is strictly prohibited on all University property.

Smoking

Smoking is not permitted in Pinehaven Apartments.

Burning Candles and Incense

Any material or item of any kind or description that is combustible or would increase the risk of fire is prohibited in all University housing, including Pinehaven Married and Family Apartments. These items include but are not limited to candles, incense, halogen lamps, and/or open burner cooking devices.

Abandoned Personal Property

Any personal property left in the apartment or on the premises by students who vacate or abandon an apartment will be held for 10 days and then deemed abandoned, and the university may immediately dispose of the property without compensation and may charge the student for labor involved in removing any trash or property. The University may sell or otherwise dispose of such property in any manner without liability.

Appearance of the Outside of the Residence

Residents are expected to keep the front and rear of their apartment tidy. Anything seeming to create a hazard or unsightly appearance will be addressed by the Apartment Management staff, including but not limited to, clotheslines, bicycles, garbage, children's toys and storage of barbecues.

Pets

No cats, dogs or any other animals, fish, fowl, or reptiles shall be permitted in the apartment or the apartment complex in which the apartment is located at anytime.

Barbecue Grills

Use and storage of gas, electric or briquette barbecue grills must take place a reasonable distance from buildings. Barbecue grills should be used in areas away from motor vehicles and cannot be stored on the walkways or chained to the building. Barbecue grills not stored properly will be considered abandoned and may be removed. Ash and briquettes must be disposed of properly and only when considered safe and **MUST NOT** be dumped in the grass. Barbecue grills are prohibited from being stored inside of the apartments.

Car Repair

University parking lots are not be used for car repair or oil changes. This practice is strictly prohibited.

Baby-Sitting

Fee-based baby-sitting is prohibited.

Children

The student is responsible for the actions of children who occupy his or her apartment. Children are to be properly supervised at all times. Neglect of parental responsibility may result in termination of the Agreement. The student shall be financially responsible for the actions of the children. The university is not liable for accidents which may occur to children. Please keep children away from trash dumpsters for their own safety as well as safety of others.

Conduct of Guests

The student resident is responsible for the conduct of guests while the guests are visiting the Pinehaven community. Any violation of the policies outlined in the Agreement or this handbook or the McNeese State Code of Student Conduct by guests of an apartment will be held against the student resident of the apartment. Unwanted guests should be reported to the MSU Police. The irresponsible conduct of a guest could result in judicial action.

Disturbing the Peace

The student may not make disturbing noises on the premises or permit acts to be done by family or visitors which interfere with the rights and comfort of others. Students and their family members should respect their neighbors and be courteous at all times. Disturbing the peace of the community could result in disciplinary action.

Drugs

The possession or use of controlled substances is strictly prohibited on all University property and violators will be referred to the police. Any violations may also result in judicial action.

Exclusions/Barring

The Dean of Student Services reserves the right to exclude or bar (prohibit entry to a specific area) those whose behavior is determined to be detrimental to the well being of the apartment living community or incompatible with its functions as part of an educational institution.

Firearms

Firearms are not allowed on campus or in private vehicles on campus. No resident shall possess a dangerous weapon in the Apartment community, such as but not limited to, knives, air rifles, BB guns, pellet guns, numchucks, throwing stars or swords. Firearms and weapons are further defined in the Student Code of Conduct. Any item used in the act of intimidation or harassment may be confiscated by MSU Police.

Fireworks and Explosives

Fireworks, gunpowder, explosives, gasoline, and other flammable liquids are strictly prohibited from being stored inside of the apartments.

Future Regulations

The university reserves the right to make and enforce other rules and regulations as may be appropriate or necessary for the safety, care and cleanliness of the premises, and for securing the comfort and convenience of all residents. Future policies may be announced by letter or mandatory resident meetings.

Guest Policy

The University Residences office reserves the right to deny a guest's visit. Guests are not permitted to stay longer than three (3) days per month.

Holiday Decorations

LIVE CHRISTMAS TREES ARE PROHIBITED. All decorations are required by fire codes to be non-combustible. All decorative lighting should be UL listed and of the type that does not produce heat. Do not overload electrical outlets with too many plugs. Christmas trees are required to be treated with flame retardant. A support device shall be used that holds the tree in a stable, upright position. Never place your tree near heaters, heat producing appliances, lighting fixtures, televisions or computers. Do not use electric lights on metal trees; light them with companion spotlights only.

Motorcycles

Motorcycles cannot be parked outside individual apartments or by the front door. They should be parked in the designated parking spots in the parking lot.

Removal of Obstructions

The University reserves the right to remove any obstruction that may create a hazard or unsightly appearance, including such items as motorcycles, appliances or any item that could be considered a safety hazard to children or others. These items will be held for 10 days at which time they will be disposed.

Property Insurance

The university encourages all residents to carry appropriate insurance. McNeese State University is not liable for theft or damage to personal property for any reason. MSU does not assume any liability for personal injury or property resulting from explosion, fire, or mechanical failure of the water, gas, or electrical systems, or for negligence by occupants of the buildings. To have protection from the possibility of such losses or personal injury, the student should carry property insurance, and personal possessions should be marked and engraved with names. To ensure structural safety, waterbeds are not allowed. Property insurance can be purchased through most local insurance companies.

Resolving Differences

Differences between residents should be resolved, if at all possible, between the residents involved. If there is a discrepancy between you and your neighbor, it is your responsibility to contact them first. Banging on the walls is not considered a proper form of contacting your neighbor. If differences cannot be resolved after contacting your neighbor, contact your Resident Manager or Student Services to aid in finding a solution.

Solicitation

The Office of Student Services attempts to support a resident's desire for privacy by restricting door to door sales or solicitation, regardless of purpose or the nature of the sponsoring organization. Outside vendors cannot sell items in the apartment communities without a permit from the Dean of Students or their appointed representative. It is the responsibility of the student or spouse to notify their Resident Managers if solicitors or salespersons are on the premises.

CONCLUSION

We hope the information provided in this handbook has been helpful and informative and that you will use it throughout your stay in Family Housing as a reference guide to successful community living. We sincerely hope that your stay in Pinehaven Married and Family Apartments is a good experience for you and your family. If you have any suggestions as to how we can improve, please do not hesitate to contact the Student Services Office at 475-5706. Your comments and suggestions are always welcome.

Frequently Asked Questions

Q. Who can I contact if I have a maintenance problem?

A. For your maintenance needs, you need to contact a Resident Manager immediately.

Q. I've lost my key, now what?

A. You need to contact a Resident Manager or Student Services. Maybe it has been turned in. If not, we will change the locks and get you new keys for your safety. You will be billed for the cost of replacing the lock(s) and keys.

Q. Who do I talk to about parking problems?

A. For parking information, contact MSU Police at 475-5711.

Q. What happens if I am locked out?

A. You need to contact your Resident Manager. If they are not home, then you may contact University Police at 5711, 24 hours a day.

**MCNEESE STATE
UNIVERSITY**

PINEHAVEN APARTMENTS

**FAMILY HOUSING RULES
AND REGULATIONS**