



## **Family or Graduate Student, and Employee Housing (FGSEH) 2023-2024 Policies and Procedures Handbook**

**\*\*These policies are in effect as of September 1, 2023\*\***

All Family or Graduate Student, and Employee Housing (FGSEH) residents (students and non-students) are responsible for abiding by all applicable university policies, including, but not limited to, the Student Code of Conduct, Residential Life and Housing Services (RLHS) Community Standards, and, for employees (including student employees), all policies governing Langston University employees, in addition to those found here. Violations of policies will be handled according to the applicable policies and procedures. Failure to follow Residential Life and Housing Services procedures will be handled as this handbook outlines. Any question, issue, or situation not outlined in this manual will be handled and/or decided according to the appropriate University policies and procedures.

Information provided in this handbook is for the benefit of the Family or Graduate Student and Employee Housing (FGSEH) community and residents of Langston University. FGSEH residents are responsible for adhering to this information and could be held accountable if individual or group actions are a detriment to the community. Residents are responsible for what happens in their living units.

The information contained in this document is the information you need to know about living on campus. Being well-versed in this information will help make your living experience an educational and enriching one and will provide the resources to be a good community member. Any resident found in violation of these policies will be subject to fines, disciplinary action, and/or contract termination.

Residents of FGSEH and their guests are responsible for adhering to all applicable University, state, and local rules, procedures, and laws. This information is to be considered as part of the FGSEH contract.

Residents who fail to abide by FGSEH Policies and Procedures will be contacted by either their community Resident Assistant or RLHS staff, depending upon the type of violation. Failure to abide by FGSEH Policies and Procedures may result in service disruption, fines, sanctions, contract termination, and/or suspension from the University. The University can change the FGSEH Policies and Procedures with at least a 30-day notice

# Family or Graduate Student, and Employee Housing 2022-2023 Policies and Procedures Handbook

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## 1. Eligibility for Occupancy

To be eligible to live in FGSEH, an individual must be affiliated with the University; affiliation is defined as having the status of Langston University (LU) student, faculty, staff, or visiting scholar/researcher and those who have an LU bursar account. Residents must submit evidence of eligibility to live in FGSEH when applying to live in FGSEH and at any other time when requested. If an individual does not meet these eligibility requirements at any time while living in FGSEH, he/she/they will be required to vacate his/her/their apartment immediately; this includes students who withdraw from classes before the semester is officially completed.

Students married or single parents with children enrolled in at least 12 undergraduate credit hours, or 6 graduate hours will be given preference in FGSEH. Students with children must provide the RLHS office confirmation of a birth certificate inclusive of the student's name to confirm eligibility. As space is available, faculty and staff or students 25 years or older who meet the above criteria may also be housed in FGSEH.

Residents enrolled in LU for the first time may request to move in to FGSEH no more than one month prior to the semester in which they are enrolled begins; requests for early move in will be honored pending availability. Residents who lose eligibility to live in FGSEH (no longer enrolled, no longer employed, etc.) must vacate their apartment within 72 hours of losing eligibility to live in FGSEH. Students who do not meet the above requirements but want to live in FGSEH should contact the Office of Residential Life and Housing Services.

FGSEH residents may live with family members and/or roommates of the same gender. Residents who are identified as Faculty/Staff are allowed to have one non-related/non-family member roommate of the same gender. Residents who are identified as Graduate Student are only allowed a double occupancy unit. No opposite gender roommates are allowed unless the individuals are family members or married. Proof of relationship (i.e., marriage, proof of custody of children, etc.), photocopy of ID's and/or passports, and verification of class status or LU employment will be required at the time of moving into FGSEH. Any changes in marital, dependent, or academic status must be immediately reported to the Office of Residential Life and Housing Services.

Multiple families may not reside in any apartment. Any resident who has a child and wishes to have an unrelated person become a Secondary must meet with the Office of Resident Life and Housing Services. Such a request does not guarantee a secondary.

## 2. Email

Residential Life and Housing Services will periodically send valuable information to FGSEH residents via email. Residents are highly encouraged to check their LU email account (or the email account to which all [@langston.edu](mailto:all@langston.edu) correspondence is forwarded). Email correspondence from the Residential Life and Housing Services Office will come from [luhousing@langston.edu](mailto:luhousing@langston.edu) or the community assigned Resident Director. Residents are responsible for reading the emails and responding accordingly.

### **3. Resident Photos**

All FGSEH residents (adults, children, and authorized pets) may be requested to have their photo taken at the Residential Life and Housing Services office; these photos will be stored in the resident's electronic housing file and will be used for safety and security reasons to help staff identify residents. These photos are for internal use only and will not be distributed, posted, or made available to the public.

### **4. Housing Application Fee**

All primary residents must pay an application (processing) fee to contract for housing. No housing assignments will be made until the application fee has been received in full. Housing assignments will be prioritized based on the date the application fee is received. The application fee is a non-refundable \$100 for a new applicant; there are no fees for contract renewals. The application fee will be submitted to the Business Office for processing. See the terms below for further information regarding this fee.

### **5. Payment of Rent**

Semester rent payments should be made at Student and Employee Services (Page Hall – 1st Floor) to ensure all payments are made/processed securely. For more information about designating payments for rent or other acceptable forms of payment, please visit the Office of the Student and Employee Services. Rent is charged on a semester basis for fall, spring, and summer

Faculty/Staff Residents must complete a payroll deduction form before accessing their housing assignment, enabling monthly payments. Payroll deduction must remain updated with the Bursar Office for duration of Faculty/Staff housing stay. Should the faculty/staff resident cancel their payroll deduction, the Residential Life and Housing Office requests that the resident departs at the end of the current month. The Office of Residential Life and Housing Services reserves the right to terminate the housing contract and assignment should faculty/staff resident fail to follow the payroll deduction process as communicated. If a Faculty/Staff Resident prefers not to submit a payroll deduction the Office of Student Employee Services will accept approved forms of payments.

FGSEH Residents may be requested to renew their payroll deduction or monthly payments should housing fee amounts increase for the upcoming contract period. Housing fees increases are considered for approval by the Oklahoma A&M Board of Regents in June of every year. During this period, faculty/staff residents will be requested to visit the Residential Life and Housing Service office to complete an updated payroll deduction form if an increase in housing fees is approved.

For the purpose of determining rental fees, one month is 30 days. Daily charges for partial monthly periods shall be computed based on 1/30 of the monthly rate. Failure to pay rent in a timely manner will be considered a breach of contract and may result in the cancellation of the housing contract as well as immediate removal from the housing community.

## 6. Contract Obligation

The contract period extends through May 31 each calendar year. Graduating residents and family residents whose employment ends before May 31 will have their contract terminated as of the end of the graduation/employment month. This means that FGSEH residents graduating/ending employment in May or December will be charged for the full month of rent, and they may stay in housing until December 31 or May 31, respectively. Even if a graduating/ending employment resident chooses to leave early they will be charged for the full month of rent. FGSEH residents may only stay beyond their contract time if they receive approval from the Residential Life and Housing Services office. Approval must be sought at least a month before the end of their contract's final month. Visiting Scholars must present documentation when checking out to receive pro-rated rent.

Student family resident contract period extends through December 31<sup>st</sup> or May 31<sup>st</sup>, respectively. Student family residents whose enrollment ends prior to the End of December and May will be charged for the full month of rent. Student family residents must confirm their enrollment with the Office of Residential Life and Housing Services before the end of the current enrollment term. Failure to do so will lead to contract termination.

### Summer Term Housing:

Summer term housing may be available for graduate and student family residents seeking to reside on campus during the summer period (June 1<sup>st</sup> through July 28<sup>th</sup>). Summer term housing is only available to individuals (Graduate and Student Family Residents) who reside in the Commons community at the time of the summer application submission. In addition, the requesting residents must confirm enrollment for the upcoming Summer and Fall academic period.

Summer term residents who complete a contract with the FGSEH community will be required to pay a rental rate equivalent to the regular monthly rate for the available for the apartment. Summer term residents are required to give a vacating notice before leaving (see #16 in this handbook) and must adhere to FGSEH checkout procedures, including scheduling a checkout inspection in their apartment (see #17 in this handbook). Summer-term residents will not be allowed to transfer to another apartment or complete a primary change. In addition, summer term residents may be assigned a roommate pending availability in the housing community.

All residents not planning to be at LU for a full housing contract period must inform Residential Life and Housing Services of their intended stay of duration. If a resident departs with the first month and does not inform Residential Life and Housing Services of their checkout, the Resident will be charged for the entire summer term session.

Acceptance or possession of the key or placement of personal property in an apartment constitutes occupancy. The FGSEH contract is binding for the length of its actual space assignment and for any subsequent contract for continued residence in FGSEH.

Rental rates for payment under this contract are determined by the Rate Sheet incorporated into the housing contract by reference. Rental rates are subject to change as approved by the Oklahoma A&M Board of Regents.

Housing and Residential Life has the right to reassign the residents to any apartment unit upon thirty (30) day notice and when the University authorities consider it to be needful and necessary. In such an event, a new agreement will be made between the parties of the housing unit to which the residents are assigned. Conducting any kind of business in/around Housing and Residential Life properties is prohibited.

For a Single Occupant (one Primary):

The Primary lessee assumes all financial responsibilities for the apartment. The Primary lessee controls the terms of occupancy and what services are to be rendered in the case that additional costs may be added to the Primary lessee's account. Further, the Primary lessee controls whether such service is to be continued.

For a Primary/Secondary arrangement:

The Primary lessee assumes all financial responsibilities for the apartment. The Secondary for the apartment must meet the criteria for becoming a resident of FGSEH and must abide by all the rules and regulations. How costs are shared is a matter to be determined between the Primary and the Secondary. The Primary lessee controls the terms of occupancy and what services are to be rendered in the case that additional costs may be added to the Primary lessee's account. As a result, the Secondary may not request an additional service which adds to the contractual costs. Regardless, the Primary lessee controls whether such service is to be continued.

For a double occupant (Graduate Students):

All graduate students will be assigned double-occupied housing space with another graduate student-eligible resident. Should a single occupied space be assigned, the RLHS office will secure the second room to ensure a space for newly eligible graduate students. Both residents will be recognized as Primary Leases with the office. Both residents will be responsible for ensuring the housing space meets expectations as outlined in this contract.

Any resident who has a child and wishes to have an unrelated person become a Secondary must meet with the Office of Residential Life and Housing Services before he/she/they will be allowed to enter into a Primary/Secondary arrangement. Such a meeting request does not guarantee the additional resident.

All arrangements between Primary and Secondary regarding rent payment, duration of stay, and providing unofficial notices to vacate (including the Secondary's notice to vacate) are to be made by the Primary and Secondary. FGSEH is not responsible for such arrangements and will not mediate disputes related to payment of rent and notices to vacate between Primary and Secondary lessees.

If the Primary terminates the housing contract, a qualified Secondary may sign a Housing Contract as the Primary resident; otherwise, the Secondary must vacate the premises when the Primary's contract is terminated.

## 7. Cancellation and Termination of Contract

### Cancellation of Contract Prior to Beginning Occupancy

Customers that contract for housing will pay an initial application fee of \$100. Cancellation of the contract prior to beginning occupancy is subject to the following conditions and deadlines:

Tenant applications will be deleted once a written notice of cancellation is received by the Residential Life and Housing Services office within five (5) days of making the application payment or before May 1st, (or January 5th for contracts commencing during the spring semester).

### Cancellation of Contract After Beginning Occupancy

If a resident chooses to cancel his/her housing contract before the end of the contract period (May 31st) for any reason other than losing eligibility to live in FGSEH, he/she will forego his/her housing application fee credit. In addition, he/she may be assessed charges at checkout, such as charges for damages, improper checkout fees, etc. If a resident vacates his/her apartment during a final examination week, he/she is still responsible for the fulfillment of the contract. Graduating residents must give appropriate notice to vacate (see #16 of this handbook) and follow all check out procedures.

### Termination of Contract

The Office of Residential Life and Housing Services may terminate a housing contract if rent or other charges due are not paid in a timely manner; a resident does not comply with the University or FGSEH Policies and Procedures; a resident is not enrolled as a student at LU and/or employed by the University; or eligible to live in FGSEH; a resident's personal information and payroll deduction is not updated with the Office of Residential Life and Services; or in rare cases, the housing area is to be converted to another use. Residents who have had their contract terminated due to contract or policy violations may be assessed a two-month buyout charge.

## 8. Contract Renewals

Each Spring, all FGSEH residents must renew their housing contracts. The Residential Life and Housing Office will send a notice about contract renewals to all residents; however, it is each resident's responsibility to ensure that he/she has renewed his/her housing contract no later than May 1. During the contract renewal process, the RLHS office will schedule unit assessments and walkthroughs with the primary lessee to confirm the apartment space meets expectations.

Student family residents will be offered a short-term summer contract at the end of each Spring semester to confirm summer housing. Conditions of summer housing are contingent on student resident eligibility. Students must be enrolled for the upcoming Summer/Fall semester to request summer housing.

If Primary lessees do not sign a new contract by May 1, Residential Life and Housing Services may reassign the apartment to another applicant. In this case the current resident will need to vacate the unit by May 31<sup>st</sup>. Residents who are delinquent in their FGSEH rent payments and/or associated charges will not be eligible to renew their contract. Again, new room rates are approved at the end of June. Regardless of contract status, all faculty/staff residents will be required to complete a new payroll deduction form.



## 9. Lessee Changes

### Primary Lessee Changes

Primary lessee changes must be approved by the Residential Life and Housing office (or a designated RLHS staff member). Residents must schedule a Primary Change appointment by emailing the office at [luhousing@langston.edu](mailto:luhousing@langston.edu). Resident Life and Housing Services reserve the right to refuse any request for a primary change. Further, a Primary lessee change may be considered a contract cancellation on behalf of the vacating Primary. Residential Life and Housing Services reserves the right to charge the vacating Primary a contract termination fee if he/she is leaving for any reason other than loss of eligibility to live in FGSEH. See #7 (Cancellation and Termination of Contract) in this handbook for information about contract termination fees.

Primary changes can only be made between a current Primary and a registered Secondary. To qualify for a Primary change, the new Primary must have lived in the apartment, in which they wish to become the primary, for at least one month. The new Primary must not have delinquent rent or related charges on his/her Bursar account and must agree to remain in FGSEH for the housing contract period. If the new Primary does not meet these criteria, he/she will not be allowed to make a Primary change.

For cleaning and maintenance purposes, a Primary change will not be granted under any circumstances if an apartment has not been vacated for three years or more, unless the change is being granted between spouses. Further, a Primary change will only be permitted up to three consecutive times for a given apartment. If an apartment has already undergone three consecutive Primary changes without being vacated, a Primary change will not be granted under any circumstance. For any Primary lessee changes, the current Primary lessee and Secondary lessee must meet with the Office of Residential Life and Housing Services (or other designated RLHS staff member) to sign the appropriate papers and pay the appropriate fees (if applicable). In addition, the Office of Residential Life and Housing may request to assess the requested housing assignment to ensure maintenance needs are met before a new lease is finalized.

If a Primary is graduating, all paperwork for Primary changes must be completed by the first of the month in which the Primary graduates. Otherwise, all paperwork for Primary lessee changes must be completed before the first of the month in which the Primary change is set to take place. The qualifying Secondary will assume responsibility for the apartment on the first day of the next month after the Primary change has been approved.

The following outlines the procedure for making Primary lessee changes for each of the various contract arrangements:

- For families/related occupants in a Primary/Secondary Arrangement: If the Primary lessee is no longer associated with LU, whichever family member is still affiliated with LU must become the Primary.
- For unrelated occupants in a Primary/Secondary Arrangement: The Secondary who is assuming the role of Primary lessee must meet the criteria for becoming a resident of



FGSEH and must have lived in the apartment for the last one month prior to the primary change. The new Primary will be required to pay a housing application fee. Should the new Primary lessee desire a roommate (Secondary), the new roommate must meet the criteria for becoming a resident of FGSEH, and the new roommate must sign the housing contract prior to moving into the apartment.

- **Secondary Changes:** When a Primary wishes to live with a different Secondary, the new Secondary must meet the criteria for becoming a resident of FGSEH and the following procedure must be followed:
  - The former Secondary must sign the proper form stating that he/she has vacated the apartment or has become the Primary lessee before a new Secondary may be added to the lease.
  - Before the new Secondary may move into the apartment, the Primary lessee and new Secondary must go to the Housing and Residential Life Office in Iba Hall and have the new Secondary's name added to the contract.

## **10. Damage or Loss to Personal Property**

RLHS recommends that residents always keep their apartments locked. Personal property is not liable for losses, damages, and injuries of any sort occurring in the apartment area (including facility failure, severe weather, theft, or other incidents). Residents are strongly encouraged to obtain personal renter's insurance. Residents should contact an insurance agent for further information.

## **11. Mail Service**

All mail service is delivered by the United States Postal Service. RLHS staff cannot unlock mailboxes at any time. Residents can find their exact address on the letter given at move in. Instructions on how to address correspondence and how to write an FGSEH mailing address are as follows.

### Mailing Address – Langston Commons Apartments

The mailing address should include only the following:

- Resident's Name
- Resident Hall Name (Langston Commons Apartments)
- Apartment Number
- Old Highway 33-2000
- Langston, Oklahoma 73050

### Mailing Address – Cimarron Apartments

The mailing address should include only the following:

- Resident's Name
- Resident Hall Name (Cimarron Gardens Apartments)
- Apartment Number
- Old Highway 33-2000

- Langston, Oklahoma 73050

### General Mailing Information

All mail correspondence should be addressed as listed above; residents should ensure they use the appropriate zip code.

Mail will be placed in the Commons Housing clubhouse until retrieved by assigned Resident. Mail pick up times may vary pending the request of the assigned Resident Director.

### Outgoing and Misrouted Mail

RLHS staff will not handle outgoing mail. Should residents request to send or return mail, they are encouraged to visit the location post office in the Town of Langston to ensure outgoing mail mandates are met.

Please note that the Office of Residential Life and Housing Services reserves the right to revise the mailing location list in this handbook and will update all residents at least two weeks in advance should such revisions occur during the contractual period.

## **12. Apartment Transfers**

Transferring apartments (moving from one apartment to another) is permitted under the following conditions. Transfer assignments are only made as space is available; as such, a transfer request may not be honored immediately. New housing contracts will be given priority over transfer requests; therefore, transfer requests will not be granted before new *housing contracts are assigned*.

For residents on a Primary/Secondary contract, only the Primary lessee may request a transfer. Transfer requests must be approved by the Residential Life and Housing office or other designated RLHS staff member. Residents must schedule an Apartment Transfer appointment via email at [luhousing@langston.edu](mailto:luhousing@langston.edu). Transfer requests are accepted any time of year; however, the Residential Life and Housing office reserves the right to refuse or delay any transfer request. Transfer requests will not be approved if the resident requesting the transfer will not be eligible to live in FGSEH for at least six months after the transfer is completed.

Vacating residents will not be allowed to apply for a transfer. Further, residents whose apartments are in short-term housing status will not be allowed to transfer during the time of their contract.

A non-refundable processing fee of \$100 will be charged to the Primary's bursar account. This fee is non-refundable, even if the resident(s) requesting to transfer to another apartment choose not to move to another apartment before receiving their new apartment assignment.

To ensure healthy living conditions, transfers will be allowed only after 30 days have passed if an apartment has been treated for issues such as bed bugs. When the transfer apartment is ready, the resident(s) requesting the transfer must move immediately. Residents are allowed three working days to move from one apartment to another. Keys for the old apartment must be turned in by the third working day after the beginning of the move to allow for inspection of the apartment being vacated. If the keys for the old apartment have not been turned in by the third day, the Primary will be charged

rent for both apartments until the keys are returned. Any cleaning and/or damage charges for the old apartment will be applied to the Primary's bursar account. Residents will be charged the rental rate of the new apartment beginning the day the resident accepts the keys for the new apartment.

If the resident(s) requesting a transfer decides he/she/they do not want the transfer apartment he/she/they have been assigned, the Primary lessee must decline the apartment in writing.

After declining the offered apartment in writing, the resident(s) may begin the process for another transfer request and pay another deposit.

### **13. Short Term Housing**

Short term housing may be available for residents who have non-standard matriculation status at the university (such as visiting professors, visiting scholars, visiting/invited researchers, summer school, etc.), and who are not planning to be at LU for the duration of a full housing contract period, and who need housing for less than 3 months. Short term housing is only available to individuals who can provide documentation from their university department regarding their employment status. Such documentation must include the dates on which they will be working/affiliated with Langston University.

Short-term guests who fill out a contract with FGSEH will be required to pay an application fee and rental rate equivalent to the regular monthly rate for the available apartment. Short-term guests are required to give a vacating notice prior to leaving (see #16 in this handbook) and must follow normal FGSEH checkout procedures, including scheduling a checkout inspection in their apartment (see #17 in this handbook). Short-term guests will not be allowed to transfer to another apartment or complete a primary change. In addition, short-term guests may be assigned a roommate pending availability in the housing community.

All residents not planning to be at LU for a full housing contract period must inform Housing and Residential Life of their intended stay duration. If a resident stays three months or less and does not inform Housing and Residential Life of their short-term status, his/her rent will be retroactively adjusted to the short-term rate.

### **14. Room Condition Sheet (RCS)**

All residents will be given an RCS (inventory sheet) on paper when they move into their apartment. The RCS lists the LU furniture that may be in your apartment. This form should be filled out according to the number of furniture pieces/appliances in each apartment and returned to the RLHS office within five business days after moving in.

Residents should note any needed cleaning, repairs, or damages to the apartment on the RCS. Residents are encouraged and expected to be specific and complete in listing any existing damages or needed repairs; for example, list any nail holes, scratches, dirt on walls, doors, and/or floors, any appliances not working, dripping faucets, light fixtures not working, paint peeling, damage to furniture, etc. Remember, the resident is responsible for any damages not listed on the RCS. Take time to be thorough.

After the resident(s) have noted all problems, the Primary lessee must sign the RCS and bring it to the Residential Life and Housing Services office. Residents have five business days after moving in to fill out the RCS.

Once the RCS is turned into the Residential Life and Housing office, the Primary will receive the apartment key. When the Primary brings the RCS to the RLHS office, he/she must initial it and sign for any additional keys received. Further, once the RCS has been turned into the RLHS office, no damage may be added to it. An assigned RLHS staff member will verify the submission of all RCS's.

If an RCS is not turned in, the apartment will be considered clean and in good condition, and the Primary lessee will be charged as such upon move-out. The RLHS Office will note that the RCS form was not submitted for documentation. Further, RCSs not returned within five business days will be marked as late or null in void, the apartment will be considered clean and in good condition, and the resident will be responsible for any damage in the apartment regardless of what is marked on the RCS.

## **15. Notice Required for Vacating Residents**

No matter the reason for vacating an apartment, all Primary lessees must give written notice to the Office of Residential Life and Housing Services before vacating his/her apartment. The vacate notice must be received in writing in the Office of Residential Life and Housing Services and must be approved by an RLHS staff member. Residents may give notice regarding their planned checkout day at any time; there is no time requirement for giving advance notice of checkout. If a resident would like to be present at the checkout inspection for his/her apartment, the resident must give at least two business days' notice to allow for an inspection appointment to be scheduled. Schedule a checkout inspection via email at [luhousing@langston.edu](mailto:luhousing@langston.edu).

If the resident is vacating the apartment for any reason other than losing eligibility to live in FGSEH, contract cancellation fees will be assessed upon checkout (in addition to applicable cleaning/damage charges). All residents in the apartment must move out of the unit by the date indicated on the vacating notice. If no notice is given in writing to the office, or the requested vacate or inspection time is missed, the resident will be charged an additional \$100 improper checkout fee.

### Obligations of Primary

The Primary must give written notice to Residential Life and Housing Services office via email before vacating his/her housing apartment. Once the vacating notice is accepted with a confirmed response, the Primary and all other occupants of the apartment must vacate the apartment by the date he/she indicated on the vacating notice. The Primary is also responsible for scheduling a checkout inspection for the apartment via email with the office. The Primary will be charged rent until his/her keys have been received by a RLHS staff member conducting the checkout inspection.

All residents in the apartment must vacate the apartment by the date indicated on the vacation notice; once the Primary has checked out of the apartment, neither the Primary nor any Secondary lessees may reenter the apartment.

## 16. Checkout Inspections

All residents must ensure their apartment is thoroughly cleaned before checking out, to avoid cleaning charges. The minimum cleaning charge is \$100. Please refer to the RCS and damage cost sheet form to ensure proper cleaning.

Once a resident has given his/her/their notice to vacate to the Office of Residential Life and Housing Services, the resident can schedule a check-out inspection via email with the RLHS office. If a resident schedules an inspection, the Primary **MUST** be present at the checkout inspection. **If the resident would like to be present at the checkout inspection, the resident must schedule the inspection at least two business days before the day in which he/she/they would like the inspection to occur.**

If the Primary resident does not want to be present for the checkout inspection or if they are planning to vacate after 5:00 PM or over the weekend, he/she must turn in his/her key in advance before the weekend or afterhours. By choosing not to be present at the checkout inspection, the resident acknowledges that he/she accepts all damage and cleaning charges assessed for the unit by the apartment inspector (if any are due).

When a resident moves out of his/her apartment, all keys must be either turned in to the apartment inspector (RLHS Staff) at the time of the checkout OR turned into the RLHS office. Leaving keys in an apartment is not considered a proper checkout, and the resident will be charged an improper checkout fee of \$100. Once the keys have been turned in, the resident will no longer be allowed access to the apartment. Keys may not be mailed to the Residential Life and Housing Services office. Following the checkout inspection, the Residential Life and Housing Services office will contact the Bursar Office to cancel all payroll deductions moving forward. They will not prorate charges at any point. If the resident move-outs during the month, they will still be responsible for rent for that entire month.

Residents have 14 days from the date of the checkout to contest any checkout charges. If a resident wishes to appeal any charges, he/she must submit their appeal request via email to [luhousing@langston.edu](mailto:luhousing@langston.edu).

## 17. Property Abandonment

Items left by a vacating or evicted resident will be removed at the resident's expense and/or disposed of according to the discretion of staff. University staff reserve the right to determine which item(s) are considered abandoned property and which item(s) are trash. The vacating/evicted resident has 30 days to claim abandoned property not disposed of appropriately. To claim abandoned property, residents should call the Office of Residential Life and Housing Services at 405-466-6028. If the resident has not claimed his/her abandoned property within the 30-day deadline, the University will donate the items to a local charity.

Removal and storage fees may be charged to the resident's bursar account; the minimum removal and storage charge is \$100 including \$25 per bag that requires removal. Residents must pay any storage/removal fees associated with abandoned property before the items will be released to the

resident.

Items left by a vacating/evicted resident in a breezeway/balcony will be removed at the resident's expense. Any item left in a breezeway/balcony will be considered trash and will be disposed of immediately; vacating residents will not be granted a claim period prior to the removal of any items left in the breezeway/balcony after the resident has turned in his/her keys. A fee of \$100 will be charged to the vacating resident's bursar account if any items are left in the breezeway after the resident has turned in his/her keys.

## 18. Keys and Lockouts

Keys are issued for the use of the resident(s) only. When a new resident moves in, he/she will be escorted to their housing assignment to complete the Room Condition Sheet (RCS) before a key is issued. Graduate and family student residents will be provided with one (1) door key. Faculty/Staff and Married residents will be issued two (2) keys. Additional keys can be requested at the RLHS office; only one extra key will be allowed per eligible registered resident.

Lending keys to a person not listed on the housing contract is not permitted. All keys are the property of the University and may not be duplicated.

If a resident is locked out of his/her apartment, the resident must go RLHS office during office hours or contact the after-hours on-call phone (identification is required). Children under the age of 13 will not be allowed to check out a key to their apartment: children over the age of 13 will only be allowed to checkout a key to their apartment if their parent has provided written permission to the RLHS office prior to the key request.

Unregistered guests will not be helped into the apartment in case of a lockout. Excessive lockouts could lead to disciplinary action. All lockouts for each contract year (August 1 – May 31) will be charged to the Primary's bursar account according to the following rate structure:

- 1<sup>st</sup> Lockout: Free
- 2<sup>nd</sup> Lockout: \$10
- 3<sup>rd</sup> Lockout: \$375.00 Key replacement fee

At the end of the housing contract, all keys must be turned in to the RLHS office. **No keys can be mailed to the RLHS office.** If all keys are not turned in, charges for a lock change will be assessed. Keys not returned will result in a key replacement fee of \$375.00.

## 19. Apartment Entry

In the event that civil authorities, including Langston University Police, have cause to enter a resident's apartment, it is outside the jurisdiction of the University to prevent entry and/or search.

It is sometimes necessary for an LUPD/RLHS staff member to enter a resident's apartment. Resident(s) must permit duly authorized University representatives to enter his/her apartment with or without notice during reasonable hours, when necessary, to provide efficient service repairs/improvements or conduct safety/wellness/inventory checks. To the extent permitted by applicable

law, Staff may enter an apartment at any time without notice, regardless of whether a resident is home; however, to respect residents' privacy and schedules, RLHS makes every effort to keep the number of unannounced apartment entries to a minimum. Efforts are made to ensure prior notification, when possible, but such notice cannot always be guaranteed. RLHS Staff are required to show ID and wear their university-issued nametag when entering an apartment.

Staff will enter the apartment under one of the following circumstances:

- To check on the general welfare, health, and/or safety of a resident.
- Under appropriate circumstances, higher departmental leadership may retrieve items from an apartment when a resident/resident's family member requests.
- Under appropriate circumstances, to correct any situation intruding upon the comfort or well-being of the surrounding area residents.
- To conduct a periodic general room inspection for health and safety reasons; during a health and safety check, violation(s) of Residential Life and Housing Services policy will be noted and addressed.
- To give maintenance personnel access to the space to address any maintenance-related activities.
- If there is a reasonable belief that a policy or law has or is being violated.

If entry is made for one of the above reasons, the staff member will either post prior notice of the scheduled entrance timeframe (e.g., for scheduled Health and Safety checks) or leave an explanatory note in the apartment stating what took place. The RLHS office may also submit an email outlining the rationale for visiting the space.

## **20. Illegal Roommate, Unregistered Occupant, and Guest Policy**

### Illegal Roommate/Unregistered Occupant

An illegal roommate or unregistered occupant is a person who is not assigned to an apartment but is living in an apartment. If a resident is suspected of having an illegal roommate or unregistered occupant, an RLHS staff member will enter the apartment and perform a safety inspection. The staff member will be looking specifically for evidence that someone other than the individual(s) listed on the housing contract resident in an apartment. Such evidence includes but is not limited to extra bedding, clothing, cosmetics, accessories, toiletries, and mail. The housing of any persons other than the registered lessee(s) and approved family members constitutes a breach of contract. If a Primary is found to have an illegal roommate or unregistered occupant, he/she will be fined according to the following:

- 1<sup>st</sup> Illegal Roommate/Unregistered Occupant: \$500
- 2<sup>nd</sup> Illegal Roommate/Unregistered Occupant: \$500 with discussion with Resident Director
- 3<sup>rd</sup> Illegal Roommate/Unregistered Occupant: Removal from housing.

In addition to the charge schedule above, the Primary is subject to immediate contract termination and/or any other charges deemed necessary by the Office of Residential Life and Housing Services.

### Guests



A guest is someone not assigned to your apartment and with whom you are socializing in it. Residents are welcome to have overnight guests. All RLHS policies must be observed, and guests must not infringe on the rights of other residents. Guests are limited to three-night visits in a semester. Visits of greater than three nights are prohibited except with permission of the RLHS Assistant Dean and Associate Director or a designated RLHS staff member. Residents are responsible for all guests for the duration of the time the guests visit their assigned location.

## **21. Parking at RLHS**

Any motor vehicle belonging to an RLHS resident or the guest, Secondary, or dependent of an RLHS resident must be properly registered according to the Langston University Police Department regulations and in operating condition. Any vehicle that has not been moved in 7-days or more will be towed at the owner's expense.

All drivers must abide by Langston University Police Department rules and regulations. To obtain a parking permit for RLHS parking lots, the vehicle must first be registered with LUPD.

### Guest Parking

Click [here](#) to review the Parking Guidelines.

### Parking on Lawns and Other Areas

Cars and motorcycles should be parked only in the designated parking spaces. No motorized vehicle may be parked on lawn areas, breezeways, curbs, or access roads, even when moving in or out of your apartment. Vehicles parked in these areas will be ticketed, and any damage that occurs to lawn or sidewalk areas will be charged to the resident. Also, parking boats, trailers, RVs, and disabled vehicles in striped areas is not permitted.

## **22. Furniture**

Before arriving, the resident must indicate whether they would like their apartment to be furnished or unfurnished. Commons and Cimarron will be furnished; however, items can be removed should residents indicate that they have their own items.

## **23. Appliances**

### Major Appliances

All RLHS apartments are equipped with a refrigerator, garbage disposal, dishwasher, washer & dryer (Commons Apartment), and a stove. Because of apartment infrastructure, plumbing, and electricity capacities, residents are not permitted to install washers/dryers, dishwashers, additional freezers, or replace the appliances provided by RLHS. This includes all portable models.

### Ranges

Apartments are equipped with both gas ranges (Cimarron) and electric ranges (Commons and Cottages) that have an electronic pilot light. Should the electronic pilot lights for a stove's top burners

not ignite the resident should call the Office of Residential Life and Housing Services at (405) 466-6028. If after hours, residents should call their assigned housing on-call number.

Residents are not required or expected to move the stove to clean behind it; doing so could result in a rupture of the gas line. If a resident wishes to move the stove for any reason, he/she should call the Office of Residential Life and Housing Services or place a maintenance request. The [Office of Residential Life and Housing Services](#) will send someone to disconnect and reconnect the stove.

Residents should never leave stoves/cooktops unattended when cooking. If left and identified that primary may be assessed and emergency response fine.

### Garbage Disposals

Only food should be placed in garbage disposals; residents should place lesser amounts of food in the disposal and run plenty of cold water when using the disposal. Foods with skin such as potatoes and bananas should not be placed in the disposal; do not place items such as oil, grease, bones, metal, plastic, paper, or cloth in the garbage disposal. Further, residents should not place rice in the garbage disposal, as rice often swells and causes the disposal/plumbing lines to back up.

Residents should NEVER put their hands or a tool in their disposal when it is running. For problems with garbage disposal, residents should call the Office of Residential Life and Housing Services.

### Water Heaters

Apartments are equipped with gas water heaters. Residents may notice a “rumbling” noise coming from the water heater from time to time; this is caused by a mineral build- up in the bottom of the tank and is nothing about which to be concerned. The water heaters are equipped with a safety device that cuts the gas off if the pilot light goes out. If the pilot light goes out, the resident should call the Office of Residential Life and Housing Services.

Residents should not, under any circumstances, use the heater closets as storage areas. Doing so poses an extreme fire hazard. If a resident is found with items stored in the heater closet, the heater and hot water tank will be turned off until the items are removed and stored elsewhere. A charge may be assessed for the safety violation.

### Furnaces

Most FGSEH furnaces have electronic pilot lights. If a furnace has a gas pilot light and the pilot light in your furnace goes out, the resident should call HES Facilities at (405) 466-3359. If after hours, residents should call the afterhours housing on-call number. For safety reasons, the gas will automatically be shut off if the pilot goes out. Residents should not, under any circumstances, store items in or around furnaces because it poses an extreme fire hazard.

### Small Appliances

Small appliances such as toasters, microwaves, irons, televisions, and radios may be used in FGSEH apartments. FGSEH apartments are wired only for 110–115-volt electrical appliances. Any appliance requiring a higher voltage may not be used in the apartments. Residents should

check appliances for voltage before purchasing them.

#### Prohibited Furniture and Appliances

The following furniture items and appliances are not permitted in FGSEH:

- Water beds
- Window air conditioners (not provided by housing)
- Portable washing machines
- Portable dryers
- Portable dishwashers
- Ceiling fans
- Security Cameras
- Outdoor Grills

Pianos and organs are permitted if authorized by the Assistant Dean of Students or designated staff member. Should Residential Life and Housing Services find that a resident has any large appliances or furniture other than ones authorized and noted in his/her file, the resident will receive a notice from Residential Life and Housing Services and the resident will have seven (7) days to remove the item(s) listed in the notice or his/her contract will be terminated.

#### **24. Light Bulbs**

Energy efficient light bulbs in FGSEH are supplied by the University. If a resident needs a fluorescent light, appliance bulb, or outside breezeway lights replaced, if a light bulb burns out in a regular light fixture (such as an overhead ceiling light), the resident should contact the Office of Residential Life and Housing Services at (405)466-6028 and it will be replaced. A 60-watt (or 60-watt equivalent) bulb is the maximum size for any LU-supplied fixture in the apartment.

#### **25. Decorations and Alterations to the Apartment/Building**

Residents have a great deal of flexibility in making their apartment “home.” The following guidelines must be adhered to. Residents may not remodel or make alterations, changes, or repairs to the premises or of the furnishings and/or equipment. Painting, refinishing, placing holes in the walls, building partitions or shelves, installing special locks or peepholes, or making any other permanent alterations to the apartment is not allowed. In addition, residents are not allowed to install surveillance devices of any kind, both external and internal in their apartment space. Residents may not hang items from the apartment windows or place items on the exterior windowsills or balcony railings. This includes planters and/or televisions, air conditioners, radio antennas, and satellite dishes. Residents may not remove the FGSEH-installed clips on the front door of their unit. Residents will be charged for any unauthorized alterations, changes, repairs, or remodeling done in or outside the apartment. The resident may also be liable for any time the apartment is vacant due to extensive repairs.

#### Hanging Pictures

The use of scotch tape, plastic foam back pictures hangers, nails, and contact paper on walls, woodwork, or cabinets of the apartment is prohibited. When hanging pictures in the apartment, residents may only use canvas gum-backed picture hangers or alternate 3M-type products. This

type of picture hanger is the only type of hanger approved for use in FGSEH. Residents may not use plastic foam-backed picture hangers, as these cause extensive damage to the walls. Regardless of the type of picture hanger used, residents will be held responsible for any wall damage.

### Holiday Decorations

Because of the fire danger present with some holiday decorations, residents must abide by the following safety rules:

- No live trees or live cut greenery are permitted in apartments, balconies, or breezeways.
- Non-combustible materials and UL-approved electrical wiring are permitted in FGSEH apartments. Lighting/wiring may not stretch across doorways or hallways in a way that impedes egress.
- No lighting or decoration of any kind is permitted in the breezeways or on the exterior of the facilities. Holiday lighting must be turned off when unattended.
- Decorations may be left in apartments unless the resident is not returning for the spring semester. will be held responsible for the costs of damage associated with decorations deemed unsafe or harmful to the facilities.

## **26. Fire Protection Devices Smoke Detectors**

Every apartment in FGSEH is equipped with a smoke detector. The smoke detector in each unit is inspected periodically and should be in good working order. If any smoke detector fails to work upon test, residents must notify the Office of Residential Life and Housing Services at (405)466-6028 immediately.

If at any time the smoke detector starts beeping periodically, a malfunction may exist, or the battery may be low. If this happens, please call the Office of Residential Life and Housing Services and they will send someone to respond to the problem.

Residents should not replace the battery themselves. All smoke detectors and batteries will be checked during an unannounced visit during each fall and spring semester. These checks will be conducted by a representative from either Residential Life or HES Facilities.

### Fire Drills

For the protection and safety of our community, announced and unannounced fire drills may be held at the direction of the Langston University Police Department and Langston Fire Marshall at any time. Any time the alarm sounds, residents must leave the building. Participation in fire evacuations is required by state law.

### Tampering with Fire Protection Devices

Regulations are in effect regarding tampering with any fire safety equipment. This includes smoke detectors, sprinkler heads, fire alarms, and fire extinguishers.

- The first offense of tampering will result in the student(s) being assessed a fine of \$500 plus the cost of repairing the equipment. The resident(s) will also be placed on Residential Life probation.

- The second offense of tampering will result in being assessed a \$500 fine plus the cost of repairing the equipment. The resident(s) will also be removed from FGSEH and rent charges will continue until the end of the semester; further, an incident report will be forwarded to the Langston University Police Department for a code violation ticket (potential fine of \$5,000- and one-year imprisonment); and resident(s) will be referred to the Office of Student Affairs.
- A third offense of tampering will result in possible criminal charges (Title 74 O.S. 324.11aE) being filed, and/or suspension from the University.

It is possible to have more than one concurrent offense (for example, a battery missing from a smoke detector and sprinkler head wrapped in a bandana). Each violation could be considered a separate offense.

A false fire alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false alarm may be charged with a misdemeanor and fine.

## **27. Candles and Incense**

Plug-ins and warmer devices are permitted in FGSEH, but no open flames are allowed in FGSEH. Burning candles, incense, kerosene lamps, and/or other flammable liquid-fueled devices for any reason is prohibited in all University-owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless. Damage caused from the burning of candles will be billed to the resident(s).

Residents found in violation of this policy will be issued a warning letter to have the item(s) removed by a specific date. If the item(s) remains after the specified date (or returns later), the resident(s) will be assessed a charge of \$100. If the item remains or returns after a third inspection, the \$100 charge will be assessed again, and disciplinary action will ensue.

## **28. Community Standards**

The FGSEH community is a multicultural community made up of people from diverse national, racial, ethnic, and socioeconomic origins and encompasses a broad spectrum of religious beliefs, political beliefs, and sexual orientations. This community is unique, and all residents and staff members strive to work and live together. In the process, all members of the community learn from one another in an atmosphere of positive contact and mutual respect.

FGSEH residents should be committed to behaving and expecting others to behave in ways that show the respectful treatment of each community member. Residents should be individually and collectively responsible for their behavior and should be fully accountable for their actions. Residents must take initiative and responsibility for their own learning and awareness of the differences which exist in the FGSEH community and avoid all actions that diminish others. Residents should be committed to these principles, which are an integral part of the FGSEH community's purpose, values, and daily activities.

While each resident has the right to his/her own personal beliefs, these beliefs in no way give any resident the right to engage in harassing or discriminatory behavior based on someone's race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran. The FGSEH community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against residents or coworkers. The Office of Residential Life and Housing Services adheres to all Langston University policies pertaining to non-discrimination and harassment. Individuals engaging in behavior that is believed to violate these policies will be held accountable through the appropriate disciplinary process.

## **29. Children**

Children are the responsibility of their parents/legal guardians and should always be supervised by a parent/guardian. If children are found unattended, they/their parents/legal guardians may be referred to the Department of Human Services. Children are not permitted to play in parking lots, driveways, or adjacent streets. Further, parents/legal guardians will be held financially responsible for any damage caused to FGSEH facilities or property by their children.

Residents should remember that much cooperation is needed from residents both with and without children who live near them without problems. Families and children should try to limit their children's active play in the evening hours. At the same time, residents without children should be patient, realizing their own social activities may require similar patience from families.

## **30. Quiet and Courtesy Hours**

Because FGSEH is a student community, the distraction of noise makes studying difficult, even during the day. Residents are required to always observe Quiet Hours and Courtesy Hours.

### Quiet Hours

Quiet Hours in FGSEH are from 10:00 PM each evening to 8:00 AM the next morning during the week and 11:59 PM to 8:00 AM on weekends starting of Friday. If noise problems arise between neighbors, the best solution is for the residents involved to discuss the situation and reach a compromise between themselves. If this fails, residents should contact their Resident Director. Noise problems which cannot be remedied may result in the involvement of the Langston University Police Department. Residents who contribute to noise disturbances may be subject to contract termination.

### Courtesy Hours

Courtesy hours are always in effect. Noise should not be disruptively audible within the building or outside. During courtesy hours, a resident may ask another resident to reduce the noise coming from their apartment. Compliance is necessary to ensure an environment for academic success. Residents who contribute to noise disturbances may be subject to contract termination.

## **31. Compliance and Respect**

There are people from many diverse backgrounds living in FGSEH. We appreciate that our residents have chosen to live in FGSEH and expect that all residents will always be respectful to one another.

action. To ensure safety, residents and their guests must follow the directions of university staff members (RLHS staff, Dining staff, Physical Plant Services, and other University staff).

Providing false information or failing to provide documentation (such as a University ID) to staff, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive to staff is unacceptable and could lead to disciplinary action.

### **32. Resident Confrontation**

Policies for the FGSEH community are developed to establish an environment where many residents may live together with maximum freedom while recognizing fellow residents' rights.

When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be confronted.

When a resident infringes upon the rights of another individual or the community, he/ she should first be confronted by the person(s) whose rights have been violated. This statement assumes that the most effective tool to help others learn that their behaviors are violating personal rights and community regulations are the people in the community whose rights are being violated. Residents should ask themselves, "If people are having a problem with my actions, wouldn't I want them to speak directly to me so that we can work it out?"

Residents are expected to be the first to handle a situation when their own or the community's rights are being violated. If, after confronting the inappropriate behavior of another individual, the individual does not attempt to alter his/her behavior, the resident should visit with his/her Resident Director.

As a member of the FGSEH community, each resident can do a great deal to help others learn to live in the community by taking the initiative to start solving their own problems when they begin, to confront fellow residents initially, and to follow-up with further steps in the conflict mediation process when appropriate.

### **33. Use of Grounds, Facilities, and Outdoor Space**

The lawns and recreation areas around the buildings are part of the community living environment. Residents are expected to care for them just as they would their own community, apartment, or room. Residents often gather formally and informally in these areas for picnics, sports, or other social events. Noise must be kept at a reasonable volume. If damage to the grounds or facilities occurs, the resident(s) will be held responsible for restitution to repair the damage.

FGSEH recreational facilities (such as gazebos, picnic tables, playgrounds, volleyball courts, and basketball courts) are for personal use by FGSEH residents only. FGSEH reserves the right to ask non- residents to leave these facilities at any time. Further, FGSEH recreational facilities may not be used to host large parties or gatherings and may not be reserved or rented for social events by any on- or off- campus group or organization. No alcohol is permitted in any outdoor space in FGSEH.



Slaughtering of animals, butchering, or processing meat of any kind is prohibited in/around FGSEH buildings.

Yard sales are not permitted in FGSEH except when they are sponsored by the Family Resource Center.

The University is responsible for the upkeep of the lawn area around the apartments. For this reason, residents may not use communal areas for storage. Further, residents cannot plant gardens or flowers or erect any structures in the area around the apartments (please see Garden Plots for more information). Toys and trash should be picked up so the groundskeeper can mow more efficiently. FGSEH is not responsible for any toys, plants, or flowers disposed of or damaged by groundskeepers.

### **34. Playgrounds**

Playground equipment is located throughout the housing area. Children must be supervised while playing. Parents should keep the safety of children in mind when allowing them to play on the equipment. Residents should report playground equipment repairs to the Office of Residential Life and Housing Services.

### **35. Bicycles**

Chaining bicycles to trees, stairways, signposts, gas meters, areas common to foot traffic, or any other unauthorized location will result in tickets and/or confiscation by the Langston University Police Department. Bicycles may be kept in a resident's apartment. Motorcycles, mopeds, and other vehicles must be kept in designated parking lots and are at no time to be left on sidewalks or in pathways. As an exception, residents who live in neighborhoods that do not have assigned bicycle racks may store bicycles under the stairwells in the breezeway. No bicycles may be left anywhere in the breezeways except under the stairs. FGSEH is not responsible for bicycles left unattended and/or unsecured.

### **36. Breezeways**

By order of the Office of Residential Life and Housing Services, all breezeways must be kept clear. This includes stairway areas on all floor levels. In order to allow residents to safely evacuate the area in times of an emergency, no item should in any way block the path of egress that may be stored in breezeways. This includes locations under the stairway areas.

At no time are breezeways to be used for storage. No trash, recycling, furniture, household items, toys, plants, flowerpots, garden tools, or any other personal item may be stored in breezeways for any length of time. Residents are not permitted to hang clothes lines in the breezeways at any time.

Residents can leave their shoes in the breezeway if they are neatly stacked by the door. If residents store shoes on a rack or shelf, the rack/shelf must be small and may only be used for storing shoes.

Residents are permitted to have one flowerpot per apartment in the breezeway. The pot must be no larger than 14" in diameter and, for safety reasons, must be placed on the hinge side of the door.

Flowerpots in the breezeway must be used for ornamental purposes only; plants used for food should be grown only in the FGSEH garden plot area.

FGSEH is not responsible for any item left in the breezeways. Any item left in a breezeway will be considered trash and will be disposed of immediately, and the Primary will be charged a disposal fee of \$50. Breezeway locations are inclusive of areas near the resident's front door or balcony spaces. All areas must always remain clear

### **37.      Trash, Sanitation, and Cleanliness**

Every resident is responsible for keeping their apartments, breezeways, and the FGSEH community clean and free from waste. Trash, food containers and unsanitary situations can attract pests (rodents, cockroaches, ants, etc.), as well as create unpleasant living situations for the community. Residents found to be living in unsanitary conditions will be asked to clean their living space; residents may face disciplinary action (including loss of housing contract) if living spaces are not kept clean. This includes hoarding of any sort, as residents are required to keep all areas clean and accessible by members of the facility and housing staff. The Residential Life and Housing Service office has the right to terminate a resident's contract if he/she/they fail to comply with living sanitation and cleanliness standards as outlined in this handbook.

Trash may not be placed in the breezeway to be carried to the dumpster later; all trash must be placed in the dumpster. Any trash (litter or in bags) in the breezeway is a violation of this policy and will result in a judicial hearing and/or sanctions. Improper trash disposal may result in a charge of \$25 per bag or item and disciplinary action.

Garbage is collected in the FGSEH area two times per week. Large dumpsters are provided near each apartment. Residents should frequently empty garbage into the dumpster to reduce the chance of drawing insects into their apartment. All garbage placed in dumpsters should be in bags to prevent attracting flies.

### **38.      Pest Control**

Residents who have or suspect they have pest control problems in their apartment are required to report the issue to the Office of Residential Life and Housing Services through the work order process or by calling (405) 466-6028. FGSEH reserves the right to treat apartments for pest control when considered necessary.

Residents must follow pest control preparation procedures to have a successful treatment. Once an appointment for treatment has been scheduled, the resident(s) of the apartment is (are) required to prepare his/her for treatment and vacate the space for a minimum of 4 hours during the treatment. Failure to prepare the apartment appropriately for treatment will result in a \$100 rescheduling fee.

#### Bed Bugs

FGSEH takes a proactive approach in addressing the issue of all types of household pests, including bedbugs. Residents should be proactive and respect the health of others in the building as well as the furniture and apartment. Any resident who suspects he/she may have bedbugs in his/her apartment is required to immediately notify the Office of Residential Life and

Housing Services (405-466-6028) so that an inspection and, if necessary, treatment can be scheduled. Discovery of bed bugs at any time by Housing staff, including discovery due to routine checks or move-out inspection checks, will result in a fine plus the cost of treating the apartment for bedbug infestation and repairing/replacing damaged surfaces and/or furniture.

If a resident suspect there are bedbugs in his/her apartment, the resident must immediately notify the [Office of Residential Life and Housing Services](#) at (405)466-6028, the resident should include his/her name, phone number, and apartment number in the notification. The Facilities Office will correspond with the resident on or before the next business day after the issue is reported and will have a professional exterminator inspect the apartment. If an apartment is found to have bed bugs, the apartment will be treated by a professional exterminator. Residents are required to make an appointment for the extermination. Once an appointment for treatment is scheduled, the resident(s) of the apartment must prepare his/her for treatment. Failure to prepare the apartment appropriately for treatment will result in a fine of \$500. Residents who refuse to cooperate with the Pest Control staff during the treatment/extermination process will be referred to the Facilities Manager for appropriate action.

Resident-owned furniture that is discovered to have bed bugs must be permanently removed from the apartment.

### Cost of Treatment

The cost for bed bug inspection/treatment is as follows:

- **First Inspection/Treatment:** There is no charge for the first bed bug inspection and/or treatment. This is intended to encourage residents to take the necessary steps to eradicate their apartment of bedbugs. The resident is advised verbally and in writing of steps they must take to ensure bugs are eradicated. The apartment will be subject to follow-up inspections by the Facilities Office and/or Pest Control to ensure the bedbugs have been eradicated.
- **Second Inspection/Treatment:** The cost of the second inspection and/or treatment is a minimum of \$150.00 (or the actual cost of inspection/treatment, whichever is less), plus the cost of replacing mattresses/covers. Since the first treatment completely eradicates bedbugs from the apartment (as determined/verified by follow-up inspections), any future infestations are attributed directly to the resident. Repeat infestations are

considered to be caused by the resident not following the necessary steps to eradicate the problem and/or visitors bringing in bedbugs.

- **Third Inspection/Treatment:** The cost of the third inspection and/or treatment is a minimum of \$300.00 (or the actual cost of inspection/treatment, whichever is less), plus the cost of replacing mattresses/covers. Additionally, the resident housing contract is terminated, and the resident is given 30 days to vacate the apartment. Any appeal to rescind the notice to vacate must be made within 15 days of notice of contract termination.

#### Other Applicable Costs

Other costs associated with bed bug treatment are as follows:

- Resident not prepared on day of treatment - \$300
- Resident does not present on day of treatment - \$300 minimum
- Failure to report infestation – full cost of treating the apartment, plus replacement of mattresses/covers, plus administrative fine:
  - Twin-size mattress - \$200
  - Twin-size mattress cover - \$55
  - Full-size mattress - \$255
  - Full-size mattress cover - \$75

If a resident knowingly allows roommates, visitors, and/or family members to come into the apartments, the resident will be charged the full cost for inspecting and/or treating the unit for bed bugs regardless of the number of previous instances in the unit.

### **39. Internet/Computer Support**

FGSEH communities have wireless internet accessible with Langston University credentials. Every apartment has a physical Ethernet connection. Due to University policy, residents may not connect a personal wireless router to the network to get wireless internet access in the apartment/room.

Tampering with network equipment provided by the University is prohibited in FGSEH. Removing or tampering with the wireless access point in your apartment may cause outages and reliability issues to the network. If a Primary is found to have tampered with Langston University network equipment, he/she will be fined according to the following:

- 1st time: \$50 2nd time: \$100 3rd time: \$150
- In addition to the charge schedule above, the Primary is subject to immediate contract termination and/or any other charges deemed necessary by Housing and Residential Life.

Residents are prohibited from contacting external vendors (Suddenlink, AT&T, Hugh Net, Direct Cable, etc.) to establish or install internet and/or cable in their university owner housing unit.

### **40. Pets**

Residents are not allowed to have or keep pets permanently or temporarily in any FGSEH facility, with the

exception of:

- Small, healthy, well-cared-for pets that live in cages (two cubic feet or less) or legal fish, small crustaceans, mollusks, turtles, and small amphibians in aquariums (10 gallons or less in size; maximum total gallon per resident may not exceed 10 gallons) are permitted in FGSEH.
- Feline/domestic cat must be approved by Residential Life and Housing Services Office and ADA Compliance Office prior to having the pet living in the apartment, without any exception.
- Canine/dog must be approved by Residential Life and Housing Services Office and ADA Compliance Office prior to having the pet living in the apartment, without any exception.

All legal pets must be reported to the Office of Residential Life and Housing Services; a record of legal pets will be kept in the resident's file. Legal pets must always remain in their cages/aquariums. Legal pets found to cause a community disturbance must be removed. Residents are responsible for any damage caused by a legal pet and/or its habitat. Anytime a resident leaves campus for any length of time, he/she must take into consideration the care of his/her pets. Pets should be properly cared for at all times. Not picking up after an approved animal's waste will result in an immediate minimum fine of \$500 and will be subject to disciplinary action.

Fish or other crustaceans that are dangerous or harmful to humans or creatures and are prohibited by state or federal laws are prohibited. No dogs, cats, reptiles, or exotic animals are allowed (except for the dogs or cats approved by the ADA Compliance Office). This includes pets of guests—"Just Visiting" is not a valid excuse. Illegal pets are not allowed in FGSEH at any time.

Illegal pets must be removed immediately and may be removed by university staff or other officials. Residential Life and Langston University are not responsible for what happens to any pet when it is removed or while it is living on LU property.

Residents found with an illegal pet will face an immediate minimum fine of \$500, with additional billing as needed to restore the unit to an occupiable state (determined by Residential Life and Housing Services) which may include (but is not limited to) carpet and/or furniture replacement and repainting. Additional disciplinary sanctions may be applied, including termination of the housing contract.

Second time violators of the pet policy will be evicted from on-campus housing. The only exception to this policy is that of service animals for students or their guests with such a need. All current occupants of apartments found with an illegal pet or related pet paraphernalia (food and water dishes, toys, litter boxes, etc.) will be held responsible for the illegal pet. Residents are responsible for settling "ownership" and pet responsibility issues between themselves. Residential Life will not decide where the pet has been and where it has not the entire unit will be deep cleaned (at a minimum) at the resident's expense. All residents are responsible for what occurs in their living space. Any pet "reappearances" will be subject to additional charges and contract revocation.

#### Service, Emotional Support, or Assistance Animals Policy

Service, Emotional Support, or Assistance Animals are welcome in FGSEH provided all

necessary paperwork and authorization/evaluation from the Office of Student and Employee Services has been completed prior to the animal's arrival in FGSEH. All policies outlined in the Service, Emotional Support and Assistance Animals contract must be followed. The animal must be housebroken prior to entering FGSEH property. When a Service, Emotional Support or Assistance animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. The Owner must clean up after and properly dispose of the animal's waste in a safe and sanitary manner.

Not picking up after an approved animal's waste will result in an immediate minimum fine of \$500 and will be subject to disciplinary action.

Reasonable behavior is expected from service, emotional support, or assistance animals while in FGSEH and surrounding grounds. If the animal displays unacceptable behavior, the owner is expected to utilize necessary training techniques and support to rectify the situation. Disturbing or disruptive noise by the service animal must be kept to an absolute minimum. Any disruptions or concerns about the service animal must be reported to an Apartment Assistant immediately.

All shots must be kept current and service, emotional support, or assistance animals must always wear their current rabies vaccination tag. Current and up-to-date medical care for the animal should be provided as requested. Service, emotional support, or assistance animals must also be kept clean and well-groomed. Their food must be kept in a covered storage container. Plastic and/or paper bags are not sufficient at keeping out pests.

Flea/tick control is essential and adequate preventative measures must be taken. If a flea/tick problem develops, the owner of the service, emotional support, or assistance animal must notify FGSEH staff immediately and take immediate and appropriate steps to deal with the problem.

Residents are financially responsible for all damage resulting from the service, emotional support, or assistance animal. Violations of this policy may result in the required removal of the service animal from FGSEH.

#### **41. Alcohol**

In addition to the Student Code of Conduct, residents are required to comply with state and local laws regarding the use of alcohol. Possession or consumption of alcoholic beverages by residents is prohibited in FGSEH apartments.

#### **42. Smoke/Tobacco Free Environments**

Langston University is a tobacco-free campus, per university policy (including those governing employees) and the Student Code of Conduct. Tobacco products include cigarettes, cigars, chewing tobacco, smokeless tobacco (such as snuff), hookahs, electronic cigarettes, vapor devices, and clove cigarettes. Residents found to be in violation of this policy in and around any University- owned housing facility will face disciplinary charges and may be removed from the community. To return the unit to Residential Life standards, residents will be charged cleaning/damage costs to remove odors, stains, burns, or other damages caused by tobacco products. Residents in FGSEH will face housing contract termination following a third violation of the tobacco-free policy. A fourth violation will result in

adjudication by the applicable University body for suspension from the University. Residents may also be cited by LUPD for violating the smoke/tobacco free policy.

#### 43. Drugs/Drug Paraphernalia

Residents and their guests are expected to comply with the Student Code of Conduct and all local, state, and federal laws regarding the use and possession of drugs. The use or possession of all types of narcotics, barbiturates, amphetamines, and other depressants, stimulants, or hallucinogenic drugs, other than those prescribed by a doctor, is prohibited on university property, including the campus living units. Drug paraphernalia containing residue from past use of illegal drugs is also prohibited. The Langston University Police Department is typically involved in all drug-related issues. Violations will be considered the most serious of matters, and may lead to equally dire consequences, including University suspension and immediate removal from housing.

#### 44. Vandalism, Restitution, and Damage

Vandalism is defined as the deliberate or unintentional destruction, theft, damage, or defacement of public property belonging to Langston University. If vandalism is found to have occurred, the Langston University Police will be contacted, and the responsible person(s) will be subject to both FGSEH and University sanctions. Residents may be asked to make restitution for their damaging actions if deemed necessary by FGSEH staff and administration. Examples of destructive behavior that may result in a resident making restitution include damages to property, stolen items, disruption in services, etc.

Further, no writing or markings of any kind is permitted on Residential Life and Housing Services buildings, unless it is approved University signage. Mediums may include but are not limited to chalk, spray paint, tempera paint, markers, colored pencils, etc. Any markings found may be seen as graffiti and considered defacing public property, and disciplinary actions may be taken upon those found responsible.

Residents are expected to maintain their apartment in the condition it was in at the beginning of occupancy. Maintenance charges to restore the apartment to that condition will be the responsibility of the resident. **The resident may also be liable for any time the apartment is vacant due to extensive repairs.** Failure to report faulty conditions and/or maintenance issues to the Facilities Maintenance Office in a timely manner may also result in damage charges to the resident. Such charges will be assessed on the residents' bursar account in accordance with department practices.

#### 45. Weapons

According to the Student Code of Conduct, possessing, using, or storing firearms, explosives (including firecrackers), weapons, or dangerous chemicals is prohibited in FGSEH. This includes, but is not limited to BB guns, paintball guns, knives, swords, handguns, and rifles see [Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.](#)

Guns are not allowed in any FGSEH facility. If a resident owns a gun, he/she can store it with Langston University Police free of charge. FGSEH, Langston Police, and state authorities can determine what qualifies as a weapon, including a common item that is used in a threatening manner, and can ask that



it be removed from the premises. Disciplinary action may also be taken.

Any type of recreational targeting equipment (including, but not limited to paintball guns, pellet guns, Airsoft guns, BB guns, martial arts weaponry, etc.) and associated components (including ammunition) found on FGSEH property may be immediately confiscated.

FGSEH permits residents to store bows and archery equipment in their apartment if transported and stored in an appropriate case. While in an apartment, the bow must remain in its storage case at all times. Arrows and arrow tips may not be stored in an apartment.

#### **46. Solicitors**

Soliciting is defined as the act of going door-to-door selling goods and/or services, requesting information, distributing information (including but not limited to business cards, fliers, door hangers, and pamphlets), seeking business, extending an invitation to participate in an event, and/or extending an invitation to join a club, group, agency, or other organization.

Soliciting is not permitted in the LU FGSEH area except with special written permission from the Office Residential Life and Housing Services. Residents are requested to ask all solicitors to show their permits, which must be signed by the RLHS Assistant Dean or Associate Director. If the solicitor is unable or unwilling to show this permit, please report the solicitor to the RLHS Office at (405-466-6028), or if after office hours, the Langston University Police Department at 405-466-3366.