

## **Housing Policies (as of March 7, 2022)**

### **I. INTRODUCTION**

Student Housing Office Mission Statement:

In the spirit of the University and Student Affairs missions, the Student Housing Office creates a living and learning environment by providing programs and services that empower students to realize their potential in mind, body and spirit within a community that honors human diversity and accepts students as individuals; each with rights and responsibilities.

The Student Housing Policies are based on the concept of responsible freedom and reflect the importance of consideration for others' rights to a healthy living and learning environment. These policies are not intended to define appropriate and inappropriate behaviors in exhaustive terms. For further information, please refer to the LMU Community Standards document for more detailed descriptions of campus-wide policies and the conduct process. Violation of the Student Housing policies and community standards are grounds for conduct action. Disciplinary sanctions may be levied through the conduct process. The disciplinary sanctioning will vary from warning, to eviction to dismissal from the university.

### **Masking Guidelines in Residential Facilities**

In alignment with updated guidance L.A. County Department of Public Health, LMU will no longer require masks indoors on all its campuses starting March 7, though specific exclusions may apply. LMU community members are welcome to continue wearing masks. In the spirit of #LMUTogether, please respect and honor the personal choices of community members who decide to continue wearing masks or those who decide to stop wearing masks.

For more information, contact your building staff or the Student Housing Office, Leavey 6 101, 310-338-2963.

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## **II. AREA OFFICE POLICIES AND PROCEDURES**

Residents must abide by Area Office policies and procedures. For more information about Area Offices, refer to LMU Student Housing Area Office website.

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## **III. STREAMING, SATELLITE DISHES, AND COMMUNITY ENTERTAINMENT**

A. Installation of a personal satellite dish is prohibited in University Housing facilities.

B. Students are responsible for ensuring the care and equitable use of community entertainment devices. These devices include but are not limited to communal televisions, remotes, gaming consoles, streaming devices, etc.

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## **IV. COMPUTER USE/WIRELESS ACCESS**

Wireless access to LMU's network must be authenticated with a valid LMU network account. Only Information Technology Services sanctioned and installed access points are permitted on the LMU network. Residents are not permitted to have personal wireless routers or any devices that may interfere with LMU's wireless infrastructure (such as wireless printers) within their residence hall room or apartment or communal residential space. Students are prohibited from tampering with wireless access points, Print-Me stations, and university "VOIP" phones. Unauthorized modification of the aforementioned items are prohibited and subject to disciplinary action and/or fines.

All LMU student, faculty, staff, etc. are expected to adhere to Information Technology Services policies. Information Technology Services has the right to change or amend these policies at their discretion. Information Technology Services can be contacted at 310.338.7777.

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## **V. COOKING, REFRIGERATORS, AND MICRO-FRIDGES**

### **A. HALLS AND SUITES:**

1. Cooking is only permitted in the apartments and any designated communal kitchen space. Residents in residence halls may use hot pots or coffee pots.
2. All other kitchen appliances, including but not limited to, blenders, air fryers, rice cookers, steamers, electric frying pans, electric grills, electric/portable stoves, toasters and toaster ovens is not permitted in residence halls and suites.
3. Free standing microwaves are available in residence hall common areas and are not permitted in residence hall rooms.
4. Residents in the residence halls may rent a micro-fridge (microwave oven combined with a refrigerator) from Collegiate Concepts or other University approved vendors. Only one micro-fridge is permitted per residence hall room.

### **B. APARTMENTS, PODS, AND HOUSES:**

1. Free standing microwaves are not permitted in any personal room of an apartment, pod, or house.
2. Residents in apartments and pods may rent a micro-fridge (microwave oven combined with a refrigerator) from Collegiate Concepts or other University approved vendors. Only one micro-fridge is permitted per room.

C. Residents are allowed to have a refrigerator in their residence hall room as long as it does not exceed 5 cubic feet. All refrigerators must be Underwriter Laboratories (U.L.) approved, in good working condition, and may not be operated in a closet or other enclosed area. Also, residents in the residence halls may rent a micro-fridge (microwave oven combined with a refrigerator) from Collegiate Concepts. Only one micro-fridge is permitted per residence hall room.

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## **VI. DAMAGE ASSESSMENT**

A. Residents are responsible for the condition of their rooms/apartments, the furnishings and equipment. Students will be billed for any damages that exceed normal wear and tear. Residents must document the physical condition of their room by carefully reviewing and completing the Room Inventory Form (RI) online (MyLMU > Campus Life > Student Housing Online Services > Housing Portal > Room Inventory) by Wednesday of the first week of classes or within 48 hours of a room change. Otherwise, it will be assumed the room/apartment was in an acceptable condition at move in.

B. In individual rooms and apartments, damage charges will be divided equally among all residents unless the person responsible for the damage informs the Student Housing Office in writing that the roommates are not equally responsible for the damage.

C. Damages to common areas (hallways, lounges, bathrooms, etc.) will be charged to all residents of a particular wing, floor, building or living area unless a responsible party can be identified.

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## **VII. DECORATING**

A. Only non-marring adhesives may be used to hang posters, pictures and other decorations (i.e., Command Brand products).

B. No decorations of any kind should be placed on or hung from the ceiling.

1. Decorations of any kind may not be placed across hallways or walk spaces.

C. Residents may not install or place objects, appliances or equipment in or on windows, walls, sills, roofs or ledges.

1. Stickers and decals may not be applied to any surface such as windows, furniture, walls or doors. Due to the unstable nature of the Southern California terrain, stacking of any type of item or container on the windowsills is prohibited.

D. Residents may not paint any part of their room or apartment. Contact (i.e., Con-Tact) paper is also prohibited when decorating any part of the room; it is difficult to remove and will cause damage.

E. Walls and doors should not have decorations that cover more than 50% of the original surface.

F. PROHIBITED DECORATIVE ITEMS, include but are not limited to:

1. Cut or live trees.

2. The burning of candles, except in the use of necessary religious practices. In these instances, residents may not leave lit candles unattended.

3. Dartboards.

G. All decorations, signs, and other materials should comply with the University Student Code of Conduct and Freedom of Expression Policy. Posting of stolen or unauthorized signs and signs or promotional material involving alcohol or other drugs, including empty alcohol containers/packaging, is not permitted.

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## **VIII. EVACUATION PROCEDURES**

A. Specific evacuation procedures are posted in each building. Follow these guidelines:

1. Wear shoes and appropriate clothing.

2. Exit building in an orderly fashion.

3. Use the closest exit.

4. Do not use elevators.

5. Stand away from the building at the designated safe refuge area.

Student Housing or Public Safety staff will inform students when they may return to the building. Designated safe refuge areas are as follows:

i. Sunken Gardens- Del Rey North, Del Rey South, Desmond, Rosecrans, Whelan, Doheny, Palm North Hall, and Palm South Apartments.

ii. Alumni Mall- McKay, Hannon Apartments, Tenderich Apartments.

iii. O'Malley Lawn- McCarthy, Rains, O'Malley Apartments, Leavey 4 Apartments, Leavey 5 Apartments, Leavey 6 Apartments.

B. Deliberately remaining in the building during an evacuation is prohibited.

C. If a fire is outside your room/apartment and it is unsafe to exit:

1. Crack a window and remain near the opened window.

2. Hang a bed sheet or any large light-colored cloth out the window. This will signal your location to emergency personnel.

3. Keep close to the floor and near the wall.

4. Remain calm and cooperate with the staff and emergency personnel during emergencies and drills. Familiarize yourself with the emergency procedures for your building.

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## **IX. FIRE SAFETY**

A. University Housing facilities are smoke-free environments. Refer to Section XXVI. SMOKING/NONSMOKING for further details.

B. Do not tamper with the fire/life safety equipment. This includes, but is not limited to, removing the smoke detector or its battery from the wall. Individuals who are found tampering with the fire alarms or equipment will be subject to disciplinary action. Disciplinary sanctions may be levied through the conduct process. The disciplinary sanctioning will vary from warning, to eviction, to dismissal from the University.

1. Fire extinguishers are located throughout the residence halls and apartment buildings. They are to be used only in the event of a fire.

2. When an alarm sounds, the building must be evacuated. See Section VIII. EVACUATION PROCEDURES for further details.

C. All hallways and walkways must be kept clear to allow for safe entrance and exit to all individual rooms and apartments. Bathroom doors in the suites may not be locked or blocked from the bedroom side.

D. To enhance the safety of LMU residents, fire sprinklers have been installed in many of the residence halls. Nothing may cover, be attached to or hung from any part of the fire sprinkler system including, but not limited to, sprinkler heads, cages and pipes. LMU is not responsible for damage cause by the fire sprinkler system.

E. Students shall not obstruct access to a window.

F. Do not leave electrical appliances unattended.

G. Use only Underwriter's Laboratory (UL)-approved electrical appliances and equipment, including power strips and extension cords.

1. Power strips or surge protectors must be used in the event that the number of electrical appliances exceeds the number of electrical outlets. These must be UL approved, with a circuit breaker.

2. Only extension cords with a surge protector or circuit breaker are allowed in the residence hall and apartments.

3. Power strips, extension cords or surge protectors must be plugged directly into the wall and should not be used in a series (i.e. one power strip plugged into another).

4. The use of multiple ("squid") electrical adapters and ungrounded electrical appliances are not permitted inside or within 25 feet of University Housing facilities.

5. Extension cords or surge protectors with any signs of damage or overheating, including the use of electrical tape, are prohibited.

6. Major appliances such as, refrigerators, microfridges, coffee pots and microwaves must be plugged directly into the wall, and not into the surge protector or power strip.

7. Extension cords should not run through openings in walls, ceilings or doorways. Be attached or fixed to any surface, run under carpets or flooring. Items such as loose clothing, papers, books or debris should not lie over or near surge protector, power strips or extension cords.

H. PROHIBITED FIRE SAFETY ITEMS, include but are not limited to:

1. Halogen lamps.

2. Open flames of any type, such as, the burning of incense, candles, coals, possession of combustible chemicals including propane, and other fuels are not permitted.

3. Personal barbecues.

4. Space heaters and heating blankets.

5. Window mounted or portable air conditioners.

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## **X. FURNITURE**

A. All apartments and residence halls are fully furnished. Only University personnel are authorized to remove, replace and/or adjust furniture that is supplied with the room or common living area.

B. Residents may not remove furniture from rooms/apartments. Furniture or any personal items (e.g., shoes, clothing, equipment, etc.) may not be left in the hallway outside rooms/apartments. See section IX. FIRE SAFETY for further details.

C. Given the nature of the Southern California terrain, stacking beds, furniture and/or appliances on cinder blocks or any other props is not allowed.

D. Residents' beds are normally set to captain height. Residents may not re-configure the loft-bed or any other University furniture. In order to have your bed configured differently, visit MYLMU and select Student Housing Online Services from the Campus Life menu. The bed configuration request process is open prior to the start of the semester. After the second week of the semester, bed configuration requests can be made if a room change occurs and/or there are other extenuating circumstances by submitting a request via email to [housing@lmu.edu](mailto:housing@lmu.edu).

1. Students are not permitted to bring their own frame/mattress, unless an accommodation is approved by the Office of Disability Support Services. Waterbeds are prohibited.

E. University Housing facilities must be returned to their original condition before moving out at the end of the term. Residents will be charged for any items which are missing at the time of check out. Residents will also be charged for removal of personal items left in rooms/apartments. Any personal furniture must be removed when a student vacates their space.

F. Furnishings in common areas are for use by all members of the community. Residents may not remove furniture from common areas. Students are encouraged to report acts of vandalism or theft in regard to the common areas. Refer to Damage Assessment section regarding fees.

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## **XI. GUESTS**

A. A guest is a person who is not a resident of an assigned residential space or have employment responsibilities within a residential facility. Residents are responsible for, and will be held accountable for, the conduct of their guests per the Student Conduct Code and LMU Student Housing Policies.

B. Residents must always obtain the approval of their roommate(s) prior to the arrival of any guest. Residents are not required to register guest(s) who live in any Student Housing facility (including on and off campus). Residents are responsible for registering all guests who do not live in a Housing facility, via Student Housing Online Services, prior to the arrival of their guest(s) at the host's residence space. Residents are responsible for:

1. Any activity that occurs in their rooms whether or not they are present at the time.

2. Escorting their guest(s), who are not assigned to the same building, at all times

3. Abiding by Alcohol and Drug Policies section of the Community Standards document

C. Residents are prohibited from having more than eight people (including residents) in a residence hall or suite room and no more than sixteen people (including residents) in apartments/houses. Violators of the policy may be subject to eviction from University housing.

D. Guests of the other sex are not permitted in the personal rooms of students in residence halls, suites, and apartments between 2:00 AM and 8:00 AM. However, guests of the other sex, who are members of their host's family (persons who share a bond of blood relation, adoption, and/or via marriage); and guests of the same sex, may be present in a resident's personal room between 2:00AM and 8:00AM. All guests, with their resident host, are permitted in residence hall lounges/study rooms, apartment common spaces (i.e., living/dining room), and all public spaces at any time.

E. Guests may stay no more than three consecutive nights and no more than a total of six nights per month. Guests are not permitted to stay overnight during finals week. Guests must have a picture ID at all times.

F. Guests who violate community standards, infringe upon the rights of residents and/or fail to follow the directives of University Officials (including but not limited to all student and professional Student Housing staff, and Public Safety) may be asked to leave housing facilities or the LMU campus.

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## **XII. HOUSEKEEPING**

A. Residents are responsible for maintaining their rooms/apartments at a reasonable level of cleanliness. Under no circumstances are personal trash cans or trash to be left in the hallways/ corridors outside student rooms/apartments. Vacuum cleaners are available through the Area Offices

on a limited basis. A valid photo identification card is required to check out the vacuums and other cleaning supplies.

B. Failure to maintain living quarters at a reasonable level of cleanliness is a cause for eviction from University Housing. Health and Safety Inspections will occur on a regular basis. Failure to pass inspection can result in disciplinary action.

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### **XIII. KEYS/ONITY SYSTEM**

A. It is illegal to duplicate, knowingly misuse, or be in unauthorized possession of a key or Onity-enabled OneCard that is property of LMU. Unauthorized use or possession of a master key or Onity-enabled OneCard is grounds for disciplinary action.

B. Residents are expected to lock their rooms/apartments and carry their Onity-enabled OneCards at all times.

C. Residents may not allow other individuals to access their residence hall room or apartment with their Onity-enabled OneCard.

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### **XIV. LAUNDRY FACILITIES**

Laundry facilities are available in or near all buildings and are for resident use only. If clothing or belongings are damaged due to machine malfunction or when a machine is inoperable, residents should call WASH, our external laundry machine vendor, at (800) 342-5932 to report the problem. Residents must follow posted regulations in the laundry rooms.

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### **XV. LITTERING**

Littering is prohibited. All trash/recycling must be properly discarded to a University Housing designated trash/recycling area.

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## **XVI. MOTORIZED AND NON-MOTORIZED VEHICLES**

A. Residents must register their bicycles with the Department of Public Safety.

B. Bicycles may only be stored in student rooms, apartments, or on a bike rack outside of the building. Bicycles cannot be stored in hallways or other public, common areas. Residents must obtain approval from roommates before storing bicycles in rooms.

C. Vehicles, including, but not limited to bicycles, skateboards, scooters, or skates may not be used in the interior of buildings, on balconies, ledges, exterior corridors, or in any areas which may cause injury or damage to facilities.

D. No motorized vehicle, powered by combustible chemicals, may be stored or brought into University Housing facilities.

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## **XVII. PETS**

A. Except for service or assistance animals as defined by applicable law whose presence has been authorized in writing by LMU Office of Disability and Support Services (DSS), animals of any kind are not allowed in University Housing facilities. This includes pets of guests or visitors who may be present in the building for a short time.

B. Service and assistance animals that are approved by the university and fish in a tank of 10 gallons or less are permitted in University Housing facilities.

C. Student Housing strongly recommends following best practices for taking care of pets.

D. Students who are approved by DSS and Student Housing to have animals on campus are required to abide by the expectations and policies given to them upon approval. Any violation of said policies regarding animals may result in disciplinary action which may including the removing of your animal from residential facilities.

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## **XVIII. QUIET HOURS**

A. Courtesy hours (an atmosphere conducive to reasonable living and studying) must be maintained 24-hours a day in all living areas. During courtesy hours, all forms of excessive noise activities are prohibited.

B. Specific Quiet Hours are in effect from 10:00 PM until 8:00 AM on days preceding classes and from 12:30 AM until 8:00 AM on days not preceding classes. All residents must refrain from causing any noise or disruptions that could infringe on other students' right to study or sleep during these times. Noise from one's room or apartment should neither be audible outside the room door nor in adjacent rooms.

C. Use of amplified musical instruments and drums is prohibited in University Housing facilities except in McCarthy music practice rooms. Residents of McCarthy Hall may play amplified musical instruments and drums in the designated music practice rooms. The rooms are intended for individual practice, not group practice. See the McCarthy Hall Resident Director for further guidelines regarding usage of music practice rooms.

D. During final exam week, 24-hour Quiet Hours (as outlined in Letter B) will be enforced in all buildings beginning at 8:00 PM on the last day of classes.

E. Any University-operated off campus housing or other designated areas must abide by 24-hour Quiet Hours (as outlined in Letter B).

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## **XIX. REPAIRS AND MAINTENANCE**

A. Repairs and maintenance must be performed by authorized personnel only. Residents should report maintenance concerns in a timely manner by contacting Facilities Management at x87779 or emailing Quality.FM@lmu.edu. Failure to do so may result in charges being assessed to residents.

B. Residents may not modify bed configurations, locks, University-owned appliances, plumbing, electrical circuits, or other structural elements of their rooms/apartments.

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## **XX. RIGHT OF ENTRY AND INSPECTIONS**

A. The University respects an individual's right to privacy; however, authorized University personnel may enter student rooms/apartments without notice for routine maintenance, inspections, to make necessary repairs to rooms/apartments and related equipment, and to verify occupancy.

B. Entrance, inspections, and searches of student rooms/apartments are permitted without notice when there is reason to believe there is a danger to life, health, safety or property. Entrance without prior notice is also permitted:

1. when breach of University policies is suspected;
2. to ensure health and safety standards are being met.

C. Authorized personnel must carry appropriate University identification and show it upon student request. If entry is made when the resident is not in the room/apartment, notification of the entry will be provided.

D. University personnel will not grant access to student rooms/apartments to those other than the residents of that room, unless written permission is provided from the resident(s) of the space. This includes, but is not limited to, friends, relatives or other students.

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## **XXI. ROOFS, BALCONIES, TRELLISES, AND LEDGES**

A. Students are not permitted on the roofs, balconies, trellises or ledges of University facilities.

B. Throwing items, objects, substances, etc. out of or towards roofs, balconies, trellises, and ledges are prohibited.

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## **XXII. ROOM AND ROOMMATE CHANGES**

A. Student Housing staff assign student rooms and roommates. Housing staff reserves the right to make assignments and changes as necessary.

B. No room or roommate changes will be made during the first two weeks of each semester. Exceptions may be made by Student Housing personnel or designee.

C. All residents are required to complete a roommate agreement. Residence Life staff can help facilitate the roommate agreement, which will be kept on file with the Resident Director.

D. Residents are encouraged to talk to their roommate(s) first to resolve conflicts or violations of the roommate agreement. In cases where the residents cannot reach resolution on their own, they should consult with their Resident Advisor(s). The Resident Advisor(s) will attempt to resolve the situation through mediation.

E. If the residents and Resident Advisor cannot resolve the situation, students will be referred to the Resident Director who will attempt to mediate and resolve the situation. If students are interested in the room change process, the Resident Director will offer additional resources.

F. If residents would like to change rooms, they may begin by talking with their Resident Advisor or Resident Director. Residents are encouraged to find another student who is interested in exchanging rooms. Residents can also work with their Resident Director to identify available vacancies on campus.

G. Before movement can occur, students must receive approval of the room change from their Resident Director and complete additional paperwork with the Student Housing Office. Students will have 48 hours to transition from their former space to their new space. Access to their former space will end within 48 hours.

H. There are no penalties for properly completed room changes. Failure to follow proper room change procedures will result in disciplinary action and or/ fees charged to your student account.

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### **XXIII. SECURITY AND SAFETY INFORMATION**

A. LMU is not responsible for the theft or loss of valuables, money or other personal property.

1. Thefts should be reported immediately to your Resident Advisor and Public Safety.

B. All doors and windows should be locked when leaving your room and/or apartment.

C. Keep all building exit doors closed and/or locked at all times.

D. Do not let unknown people into the building.

E. Use of alarmed emergency exits are for emergencies only and any other purpose is prohibited. Propping open building entrances and exit doors is prohibited.

F. Throwing objects or substances at other people, into or out of windows, through doorways, or in the interiors of the buildings is prohibited at all times.

G. All members of LMU's residential community are responsible for being aware of and complying with the security regulations and encouraging others to do the same.

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### **XXIV. SMOKING/NON SMOKING**

A. Smoking, including the use of unregulated nicotine products (e.g. e-cigarettes, vaping, etc.), is not permitted in University Housing Facilities.

B. No smoking is permitted within 25 feet of a building.

1. Do not throw cigarettes or matches in trash cans/recycling cans. Appropriate disposal of such items should be in the nearest ashtray outside of the building.

C. Hookahs may not be smoked in or adjacent to any University Housing facility. Please contact Student Leadership and Development for policies and procedures for using hookahs in designated areas. Fully disassembled hookahs may be stored in University Housing facilities. However, having a fully or partially assembled hookah in your room or apartment is subject to disciplinary action.

D. Please refer to the Alcohol and Drug Policy section of the Community Standards document for more information regarding marijuana and other illicit drugs on campus.

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## **XXV. SOLICITATION AND PROMOTION**

A. Only a registered student(s) or student co-curricular organizations, with approval of Student Housing, are permitted to solicit membership or sell approved goods in University Housing facilities. Door-to-door solicitation of any kind is prohibited and residents should notify Public Safety or a Residence Life staff member if they observe door-to-door solicitation.

B. Permission is needed from Housing staff to promote campaigns, drives, etc.

C. Posting of flyers is prohibited. Flyers will be removed at the discretion of the Student Housing Office. Campus digital signage displays are communication platforms that provide a way to deliver important messages or promote events to reach students. Requests should be submitted here: <https://lmu.wufoo.com/forms/qf9vdj306tl8ea>

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## **XXVI. STORAGE**

A. Due to limited space, the Student Housing Office is not able to provide storage facilities for residents. Residents needing storage space should arrange for a privately owned storage unit.

1. If residents fail to take personal items upon vacating University Housing, the items will be inventoried and boxed. The resident will be notified by

email of the abandoned property. If the abandoned property is not retrieved within 30 days, it will be disposed of or given to an approved charity.

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## **XXVII. VANDALISM**

Vandalism is prohibited. Vandalism is defined as acts of malicious mischief as well as willful and wanton damage or destruction of personal or University property. Vandalism is grounds for eviction from University housing. Vandalism of any kind will result in charges being assessed to residents.

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## **XXVIII. WEAPONS AND EXPLOSIVES**

Possession of weapons or explosives, including, but not limited to firearms, BB guns, paintball guns, air pellet guns, real or fake ammunition, blowtorches, swords, and firecrackers are prohibited. Refer to Student Conduct Code for a full list of prohibited items.

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## **XXIX. WINDOWS AND SCREENS**

A. For safety and security reasons, neither people nor objects are permitted to pass through windows in University Housing facilities. ‘

B. Throwing items, objects, substances, etc. out of or towards windows and screens are prohibited.

C. Removing or tampering with the screens that have been installed on windows is not permitted. If screens or windows are removed or tampered with, residents should immediately report the incident to Facilities Management at (310) 338-7779, or email [quality.fm@lmu.edu](mailto:quality.fm@lmu.edu). The cost for replacement can be charged to occupants of the room or apartment.

D. Residents may not install or place objects, appliances or equipment in or on windows, sills, roofs or ledges.

E. Students shall not obstruct access to any window.

F. PROHIBITED OBJECTS/EQUIPMENT includes, but is not limited to:

1. Portable or window air-conditioning units.

2. Satellite dishes.

3. Lights.

4. Plants.

5. Shoes and clothing.