



SPECIAL REQUESTS

Scope: Residential Life

Issued : June 1, 2012

Revised: July 5, 2020

I. Policy

Process Name: *Special Requests*

Process Owner: *Residential Life & Education*

Functional Areas Involved in Administering Process:

- *Residential Life & Education*
- *Communications*
- *Associate Director for Staffing & Operations*
- *Director of Housing*
- *Associate Director of Housing*

Process Customers:

- *Residents*
- *LSU Organizations and Departments*

Process Goals:

- *To provide a clear, standard process for approving special requests in the residence halls and apartments*
- *To minimize amount of charitable drives in the halls to provide uncluttered, clean space in the halls for residents*

Process Map:

Donation Drives:

1. Any group wishing to host a drive in Residential Life Communities must complete the “Residential Life Donation Drive Request” web form as found on the Residential Life website.
 - a) Requests are then submitted to the Associate Director for Staffing and Operations no fewer than three (3) weeks prior to the scheduled drive start. This includes all internal drives within Residential Life.
 - b) Emergency drives (those which represent and express need, requires less than 3 week notice) require increased Residential Life coordination at the discretion of the Director of Residential Life and Education.
 - c) Entities outside of Residential Life are not given preference for a drive if the staff or Community Council are conducting a drive at the same time and of the same nature (e.g. RHA, NRHH, and Dance Marathon).
 - d) For those groups/individuals granted permission to conduct a drive, card access will not be granted, the group/individual must contact the Residence Coordinator (RC) of the communities hosting in order to arrange time to drop off and pick up donation bins/boxes.
 - e) Groups/individuals must conduct regular pick-ups of donated items. Frequency of picks ups is determined by the nature of the drive and will be dictated by the Associate Director for Staffing and Operations. Failure to meet pick-up schedules will result in the immediate termination of the drive and disposal of any remaining items.
 - f) Drives are approved on a first come, first serve basis, and the Department of Residential Life will look to avoid duplication of drives asking for similar items in a single semester.
 - g) Blood drives must be approved through Campus Life and the Student Health Center.

Table Sits within Residential Communities:

1. Any group wishing to host a table sit in the residence halls must complete the “Residential Life Table Sit Request” web form as found on the Residential Life website.
 - a. Requests for campus wide table sits must be submitted to the Associate Director of Residential Life and Education for Staffing and Operations no fewer than two (2) weeks prior to the scheduled table sit. If a table sit is only

occurring in one Residential Life Community, the form must be submitted to the RC for that area no fewer than two (2) weeks prior.

- b. Residential Life will provide one (1) table and two (2) chairs to be utilized during a table sit which will be organized by the RC and Custodial Supervisor of the area.
- c. Table sits may be reserved by university departments and registered student organizations, outside businesses are not permitted to reserve tables in our residential communities per the *Living on Campus Handbook's* solicitation policy.
- d. Table sits are utilized to raise awareness, promote events, and engage students; solicitation of residential students is never permitted.
- e. Residential Life reserves the right to end any table sits where there is a disruption to the community.

Advertisements:

1. Requests by a student organizations/departments to post advertisements/announcements must be referred to the Associate Director for Staffing and Operations in 208 Grace King Hall.
2. Any request to leave business or restaurant menus, business cards, or other materials can be denied at the hall level (see *Living on Campus Handbook* for solicitation policy).
3. Should a staff member encounter an individual distributing fliers/menus/other material, the staff member should request that the individual leave the building. If the individual fails to comply with the request or is argumentative, LSU-PD can be called for assistance. Staff member submits an Incident Report.
4. Should a staff member find unsanctioned fliers/menus/other materials, the supervisor should bring a sample of the material to the Associate Director for Communications & Development. The Associate Director will then communicate with Finance and Administrative Services about the unsanctioned material. Staff member submits an Incident Report.