

# Residence Life Handbook + Housing Agreement

2021-2022

Please return the Housing Agreement and Immunization Records and Exemption Form to:

Office of Student Life  
studentlife@lcad.edu

or mail to:

Laguna College of Art + Design  
Attn: Student Life  
2222 Laguna Canyon Road  
Laguna Beach, CA 92651

Residence Hall Address:  
775, 785, 787 and 793 Laguna Canyon Road  
Laguna Beach, CA 92651





**Sign and return page 2 + the following page along with Immunization Form no later than Friday, July 2nd, 2021.**

### **Housing Agreement (Fall 2021-Spring 2022)**

**Resident Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent/Guardian Name (Emergency Contact): \_\_\_\_\_

Parent/Guardian Phone Number (Emergency Contact): \_\_\_\_\_

Additional Emergency Contact Name: \_\_\_\_\_

Additional Emergency Contact Phone Number: \_\_\_\_\_

I, \_\_\_\_\_ have read the Residence Life Handbook + Housing Agreement for the 2021-2022 academic year and hereby agree to abide by all terms, conditions, regulations and procedures stated in or referred to in the Residence Hall Handbook and Housing Agreement. I acknowledge that any violation of the Housing Agreement may result in eviction from the LCAD Residence Hall and possible disciplinary action. **I understand the Housing Agreement is for the academic year originating upon LCAD's receipt of this signed contract and concluding on May 19, 2022. I understand I am bound to the terms of this agreement, including full payment of room rental charges for the Fall and Spring semester(s), even if I decide not to occupy my residence hall assignment.**

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For residents who will be under the age of 18 upon move-in at the Residence Hall,** please have your parent/guardian sign and date below. Residents who turn 18 within the first 2 months of the semester are eligible to live in the Residence Hall with parent/guardian consent.

**I grant permission to the minor student noted above living at the LCAD Residence Hall and have read through the Residence Life Handbook + Agreement.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



LAGUNA COLLEGE OF ART+DESIGN

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## **LCAD COVID-19 OCCUPANCY POLICY ADDENDUM**

Due to shifting federal, state and county regulations pertaining to COVID-19, Laguna College of Art + Design (LCAD) is beginning the year with reduced occupancy in each apartment. I understand that the occupancy in my apartment may be increased or reduced, as appropriate due to changes to campus policies as a result of changes in federal, state or county regulations.

*Example: A 2-bedroom apartment, designed for 4 students, may begin with 2 students assigned to it. However if COVID regulations change as we approach the start of the semester occupancy may be increased to the maximum 4 students per apartment.*

Student Name:

Student Signature:

Date:

Parent Name\*:

Parent Signature\*:

Date\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\*Parent information required if the student is under 18 years old.

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# Residence Life Handbook + Housing Agreement

Below are the terms and conditions of the Housing Agreement. Please review the handbook and Housing Agreement carefully and utilize the handbook as a guide during the academic year.

## WELCOME

We are glad you have chosen to live in the LCAD Residence Hall! The LCAD Residence Life Handbook contains information that will be helpful while you live on campus. When questions arise, be sure to ask the Resident Advisors or the Student Life team via [studentlife@lcad.edu](mailto:studentlife@lcad.edu).

Our first interest in providing on-campus housing is to deliver a living space that will have a positive impact on your education at LCAD. We intend to provide you with a community of other students who can encourage, challenge, and generally make college life memorable. If there is anything we can do to make your on-campus housing experience more comfortable, please let us know. We want to hear from you!

## RESIDENT ADVISORS

Resident Advisors are here to help make your time at the LCAD Residence Hall safe and fun. Their job is to create a wonderful living environment for you, and to do so they must also enforce the guidelines set forth in this Handbook. The Resident Advisors are your first point of contact at the Residence Hall.

## HOUSING OVERVIEW AND ELIGIBILITY

LCAD provides housing for 56 students for a full academic year with the exception of new Spring residents. Residents are divided into thirteen units. Each Fall, priority for these suites will be given to first-year students that reside outside a 100-mile radius of the campus. Residents must be at least 18 years old to live in the Residence Hall.

Exceptions will be made to students who turn 18 within the first 2 months of the semester. In this case, students who are eligible to live in the Residence Hall must sign a waiver noting parent/guardian consent.

Residents of the hall must currently be enrolled at the College. If you should cease to be enrolled at LCAD, you will have 48 hours to vacate the Residence Hall. Students are responsible for all payments until the end of the academic year. Please see the terms of occupancy and cancellation below.

## HOUSING AGREEMENT

The Residence Life Handbook sets forth the basic terms and conditions for living in the Residence Hall. By signing the Housing Agreement you declare that you have read, understand, and agree to follow LCAD's housing policies as provided in this Handbook. Failure to comply with LCAD policies and housing regulations will result in your removal from the Residence Hall, without compensation or refund and you will be responsible for any unpaid balance of housing costs for the 2021-2022 academic year.

The first day of the Housing Agreement is defined as the day the Office of Student Life receives the signed agreement. By signing this agreement, you are committing to living in the LCAD Residence Hall for the entire 2021-2022 academic year (new Spring residents are responsible for only one semester). If you choose not to live in the Residence Hall at any time during the contract or choose not to attend the Laguna College of Art + Design, you are responsible for any unpaid balance for the entire contracted time.

If the student is removed from the residence hall by way of expulsion or dismissal from the College, the student will be asked to vacate the premises within 48 hours of the date of official notification of removal, expulsion, or dismissal. In certain circumstances, students will be required to vacate immediately. There will be no refund of the housing fee for the semester and the student will be responsible for the remaining outstanding fees for the duration of the contract.

If you choose to leave LCAD at the end of the Fall semester, it is your responsibility to find an LCAD student to take over the student's housing agreement. If a replacement is found, the housing fee will be prorated.

## HOUSING DEPOSIT + FEE

When you first apply for LCAD On-Campus Housing, you submit a Housing Deposit of \$600.00, which will be applied towards your overall housing costs. Each individual space in the Residence Hall during the 2021-2022 academic year costs \$10,930 (\$5,465 per semester). LCAD reserves the right to make suite assignments and place students together as housemates during the selection process at the start of each new year. All payments shall be delivered to the LCAD Bursar's Office via [bursar@lcad.edu](mailto:bursar@lcad.edu). The College provides all utilities with the exception of telephone and cable television.

## FURNISHING

Furniture and accessories are provided in various common areas for resident use. Furniture may not be moved from individual rooms or common areas. No furniture is permitted outdoors. The furniture in your room has been designated for use in your room only and is inventoried when you move in and move out. You are responsible for

maintaining the unit and its furnishings. Deductions from your deposit will be made if the apartment or any items are damaged, missing and/or unclean when you move out.

LCAD provides the following in furnished units:

- A single lofted twin sized bed for each resident
- One dresser with three drawers for each resident
- Kitchen cupboards, table and chairs
- One desk with drawers and chair for each resident
- One couch in common area, a single upholstered chair and one small end table
- Refrigerator and range
- One or two showers in bathrooms
- One microwave
- Wireless internet

LCAD provides the following in the Student Lounge:

- One television in student lounge
- Board games
- Work tables and chairs
- Sofas, upholstered chairs and end tables
- Bookshelf
- Patio supplies, coffee/tea bar, two wooden benches, two tables and eight chairs, umbrella
- Bathroom

LCAD provides the following in the Laundry Room:

- Utility sink
- 4 coin operated washer/dryer units

## RESIDENCE HALL MEETINGS

The Resident Advisors will hold mandatory Residence Hall meetings 2x per semester typically on the first Sundays of the month. The Resident Advisors will send out an email the week prior and week of meetings. We understand that in some circumstances students may be unable to attend. **In the event you are unable to attend, please email the Resident Advisors prior to the meeting noting why you are unable to attend.**

## DISCRIMINATION

Any member of the Residence Hall who believes they are a victim of discrimination with respect to race, gender, age, national origin, religion, disability, sexual orientation or

other basis proscribed by law may initiate an informal or formal complaint. Please see the LCAD Student Handbook for the complaint procedure.

## REQUIRED IMMUNIZATIONS

The following Immunizations are required for all students who will be living in the Residence Hall at Laguna College of Art + Design. The Immunization Record and Exemption Form must be submitted to the Office of Student Life along with the signed Housing Agreement prior to move-in. LCAD reserves the right to cancel student housing for students who fail to submit required documents.

- M.M.R. (Measles, Mumps, Rubella) - Two doses at least one month apart are required if you were born after 1956.
- TB Screening / Test (Mantoux only - Tine not accepted)
- Strongly Recommended: Meningitis (Meningococcal)

The Immunization Record Form along with copies of immunization records must be completed and signed by a health care provider and submitted with the signed Housing Agreement.

A student may fill out an Exemption Affidavit regarding immunizations if one or more of the following categories apply:

- A. If the student was born before January 1, 1957 they are exempt from the requirement. (Persons born before January 1, 1957 are considered immune from Measles, Mumps and Rubella.)
- B. If the student is pregnant (temporary exemption), a signed statement from a physician stating that the student is pregnant or is suspected of being pregnant is required. Pregnancy exemptions are only applicable to MMR requirements. (Physician's statement required)
- C. If the student is medically contraindicated a signed statement from a physician is required. (Physician's statement required)
- D. For a Religious exemption, a written, signed, and dated statement from the church, student or the student's guardian, if the student is a minor, documenting their objection based on religious tenets or practice of a recognized church or religious organization, of which the student is an adherent or member is required.
- E. For a Philosophical exemption, a statement of personal beliefs, which prohibit immunization, must be provided.

Other Immunizations recommended but not required include:



Hepatitis B (3 total)  
Hepatitis A (2 total)  
Tetanus/Diphtheria (Recommended every 10 years)  
HPV (Human Papillomavirus)  
Varicella (Chicken Pox) (Students with no reliable clinical history of Varicella infection)  
Influenza

## KEYS

Residents are issued keys to the student lounge, unit door and mailbox (if applicable) upon move-in. Keys are the property of the College and must not be duplicated or provided to non-residents. If keys are lost or duplicated, the unit door lock will be changed, and new keys will be issued at a cost to the resident of \$50.00.

## LAUNDRY

Coin-operated washers and dryers are located in the lounge. LCAD is not liable for lost or stolen items. You are also responsible for removing your clothes from washers and dryers to ensure others may use them.

## MAIL

The residents in each unit will receive a mailbox. Mail is delivered Monday – Saturday with the exception of federal holidays. Please remember to give your forwarding address to the United States Postal Service (USPS) at the end of the academic year.

Units "D-1" "D-2":

Student Name \_\_\_\_\_  
LCAD Residence Hall Unit \_\_\_\_\_  
775 Laguna Canyon Road  
Laguna Beach, CA 92651

Units "F" & "G":

Student Name \_\_\_\_\_  
LCAD Residence Hall Unit \_\_\_\_  
785 Laguna Canyon Road  
Laguna Beach, CA 92651

Units "A" "B" "C" "D" & "E":

Student Name \_\_\_\_\_  
LCAD Residence Hall Unit \_\_\_\_\_

787 Laguna Canyon Road  
Laguna Beach, CA 92651

Units "B" "C" "D" & "E":

Student Name

LCAD Residence Hall Unit \_\_\_\_\_

793 Laguna Canyon Road  
Laguna Beach, CA 92651

Residents may send valuable packages to the Main Campus Front Office at 2222 Laguna Canyon Road, Laguna Beach, CA 92651. Simply email [studentlife@lcad.edu](mailto:studentlife@lcad.edu) with the package arrival date/information and we will notify you once it has been received.

## MAINTENANCE

Residents are responsible for reporting any necessary unit repairs. **If a unit requires repair, contact [maintenance@lcad.edu](mailto:maintenance@lcad.edu).** In the event that Maintenance personnel need to enter your unit, they will knock on your door and announce themselves prior to entering. If you request maintenance service, please notify your roommates, so they will expect a visit from the Maintenance team. With the exception of emergency maintenance requests, building maintenance will resolve requests during normal business hours. Non-emergency weekend maintenance requests will be addressed the following business week. Business hours are defined as Monday through Friday 7:30 am – 3:30 pm with exceptions of federal holidays.

## RIGHT TO ENTER

The College reserves the right to enter the premises occupied by a resident for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. It is LCAD's intention to exercise these rights reasonably and with respect for the resident's right to be free from unreasonable searches and intrusions into study or privacy.

## ALCOHOL & ILLEGAL SUBSTANCES

Illegal drugs and the consumption of alcohol are NOT allowed in the Residence Hall.

Those in possession of alcohol or an illegal substance will be disciplined according to the following sanctions.

Depending on the specific circumstances, sanctions may adjust with respect severity. For instance, a serious first offense may result in immediate eviction. Furthermore, parents, guardians, and the local authorities will be notified if the situation warrants it.

1<sup>st</sup> Offense will result in a \$100.00 immediate fine and may require an assessment/education class from a professional Alcohol and Drug Service Organization to be paid for by the student.

2<sup>nd</sup> Offense will result in \$200.00 immediate fine and probation, assigned community service or drug/alcohol classes and may result in other disciplinary action.

3<sup>rd</sup> Offense will result in immediate eviction from LCAD Housing and indefinite suspension. Residents will not receive a refund of the housing fee. Students will not be allowed to visit the LCAD Residence Hall. Serious, on-going violations may also result in expulsion from Laguna College of Art + Design.

## QUIET HOURS

Quiet hours at the Residence Hall are Sunday - Thursday 10:00 p.m. – 6:00am and Friday and Saturday 11:00 p.m. – 6:00am.

## SMOKING

The City of Laguna Beach adopted a smoking ordinance that went into effect on June 23, 2017. The smoking ordinance prohibits smoking in all public places, including common areas of multi-unit housing, hazardous fire areas and places of employment. The ordinance applies citywide to any indoor or outdoor public places, publicly or privately owned, including but not limited to sidewalks, streets, alleys, dining areas, plazas, beaches and beach access ways, parks, parking lots, parking structures, picnic areas, playgrounds, bike paths and hazardous fire areas.

Laguna College of Art + Design is committed to complying with the smoking ordinance and creating a healthy, safe and comfortable environment for all students, faculty, staff and visitors. To comply with this ordinance, smoking is now prohibited in all indoor and outdoor facilities on LCAD property. This includes Main Campus, the Administration Building, Senior Studios, Big Bend, MFA Fine Art Studios, Student Housing, the LCAD Gallery and associated property for each site. The only exception is that students, staff, faculty and visitors may smoke in their own vehicle while on campus.

For purposes of this policy, smoking is defined as inhaling, exhaling, vaping, burning, carrying or possessing any lighted cigarette, cigar, pipe, electronic cigarette, hookah or other lit product, and including the use of any substance, including but not limited to tobacco, cloves or marijuana.

Visitors who violate this policy will be asked to comply or leave our property and could be subject to a citation by Laguna Beach Police for violation of the City Ordinance should they refuse to comply.

## GUESTS

All Residence Hall guests are subject to the policies in the Residence Life Handbook and College's Student Code of Conduct. Residents are responsible for the behavior of their guests.

For Guests: **Residents must contact an RA to let them know of any overnight guest.** To notify RAs of an overnight guest, residents must fill out the Overnight Guest Request Form located on [my.lcad.edu](http://my.lcad.edu) → Residence Life. There is a two-night maximum per month for all overnight guests. A photo ID of your guest(s) must be uploaded to the Overnight Guest Request Form for security and safety considerations.

**No person under the age of 18 is permitted to stay overnight in the LCAD Residence Hall.**

All guests (including LCAD students who do not live in the Residence Hall) must park in the meters along the Laguna Canyon Frontage Road or Laguna Canyon Road. Parking at the Residence Hall is for residents only.

## PARKING

Parking at the Residence Hall is limited due to local business use. All students living at the Residence Hall must provide their license plate number to Student Life upon move-in. Residents must display the LCAD parking permit on their vehicle rearview mirror or dashboard. This permit allows you to park 24 hours a day, seven days a week, in the marked white LCAD spaces in front of the Residence Halls, as well as metered parking spots on Laguna Canyon Road and Laguna Frontage Road (at no charge). The parking permit also allows you to park at Main Campus and Big Bend Campus. Guests of residents are not permitted to park in LCAD Residence Hall parking spaces.

It is strongly recommended that you take advantage of the LCAD shuttle that runs from Monday-Saturday. Please review the LCAD shuttle schedule and visit [shuttle.lcad.edu](http://shuttle.lcad.edu) for shuttle tracker details.

## WEAPONS

Weapons and firearms are prohibited at LCAD and the Residence Hall. Zero tolerance of weapons include, but are NOT limited to, firearms, B-B guns, air rifles, switchblades, swords, brass knuckles, martial arts weapons, explosives, and fireworks.

## RENTER'S INSURANCE

LCAD strongly recommends that all students staying in the Residence Hall have personal property insurance. The College is not responsible for damage to or theft of personal items.

## BICYCLES

A bike rack is available outside the Residence Hall. Be sure to use a bike lock when storing your bike. LCAD is not responsible for theft of bikes. Bikes are permitted to be stored inside your unit.

## SKATEBOARDING

Skateboarding is prohibited on any of the South Campus property including parking lots, back patio and surrounding areas.

## UNIT DECORATING

Residents are encouraged to personalize their unit and must follow basic guidelines:

For hanging items on walls or ceilings, use only removable sticky tack and push pins. Absolutely no screws, nails, or holes larger than that of a pushpin are permitted. You will be charged for holes and damage to walls, ceilings, and woodwork. Absolutely no cloth, paper, or flammable material (including lampshades) may be hung from the ceiling, as this poses a fire hazard. Painting directly on the walls is not allowed. Murals or any marks applied directly to walls or in a manner that causes a need for repainting or repair are prohibited. You are responsible for the condition of your unit and we expect it to be returned in the same condition as you received it on move-in day.

## CANDLES/OPEN FLAME POLICY

Due to fire hazard, candles, incense burners, oil lamps, and other items that produce open flame are not permitted in LCAD Residence Hall.

## PETS

Students are not permitted to have pets while living in the Residence Hall. In accordance with the Fair Housing Act and the Americans with Disabilities Act (ADA) service animals are allowed in student housing. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA and therefore not permitted in student housing. Contact [studentlife@lcad.edu](mailto:studentlife@lcad.edu) for more information.

## TRASH & RECYCLING

Dumpsters for trash and recycling are located in the South Campus parking lot.

## SCHOOL + HOLIDAY BREAK(S)

For Thanksgiving and Spring Break, residents may stay in the Residence Hall.

Winter Break for the 2021-2022 academic year is December 20, 2021 – January 23, 2022. The Residence Hall is closed December 20, 2021 - January 2, 2022. Residents may return to the Residence Hall on Monday, January 3, 2022.

Please complete the following tasks prior to leaving for a school or holiday break:

- Take out trash and recycling
- Turn off lights, A/C and heat
- Toss non-perishable items
- Unplug personal electronic devices
- Lock all doors and windows

## MOVING IN + OUT

Housing contract terms with the College are committed for one academic year. The mandatory move-in date is Saturday, August 21, 2021. All units must be vacated by Thursday, May 19, 2022 at 5:00pm. Residents must complete express checkout procedures before leaving; see below.

### LCAD Residence Hall Express Checkout Procedure:

1. Checkout and cleaning guidelines will be outlined to residents via email and during the mandatory April Residence Hall Meeting.
2. All residents are expected to thoroughly clean the unit shared spaces, bedrooms and bathrooms prior to checkout.
3. Residents must report repairs to maintenance@lcad.edu (if applicable).
4. All Residence Hall key(s) are to be returned to the Key Dropbox located in the Student Lounge. Students are to place their key(s) in the provided envelope with their information and place the completed envelope in the Key Dropbox by the mandatory move-out day.

## STUDENT LOUNGE

Any class work that involves the use of non-hazardous solvents, oils, or any other non-volatile chemical can be done in the Student Lounge, provided that in all events you do so with extreme caution. We strongly recommend using one of the campus studios to avoid damage to lounge property and incurring charges to repair damaged

items. NO materials that create fumes (i.e., oil paints, turpentine, etc.) can be used in the Student Lounge and these materials should never be left uncovered. There is a designated work sink in the Student Lounge to wash brushes. DO NOT POUR any materials into the work sink that require special handling or disposal. Spray painting and spraying fixative or spray mount is strictly prohibited indoors; it must be done outside and away from the building. Whether you use the Student Lounge as a workspace, place for recreation, or relaxation, you are expected to clean up after yourself.

The RAs have permission to confiscate any valuable items that students may have left in the Student Lounge over a period of time, such as a laptop computer, camera, Wacom tablet, etc.

## STUDENT LOUNGE PATIO HOURS

All chairs, benches and other supplies located on the Student Lounge Patio are to remain in their designated location. The Residence Hall does not permit any student moving said benches, chairs or other supplies out of the Student Lounge Patio.

Student Lounge Patio Hours:

MONDAY – THURSDAY & SUNDAY: 8:00am – 9:00pm

FRIDAY & SATURDAY: 8:00am – 10:00pm

## ROOMMATES

Roommates are assigned at the beginning of each academic year. At this time, roommates are encouraged to establish roommate agreements and guidelines that will help build positive living relationships. Assigned roommates will coordinate cleaning, grocery buying/sharing, cooking, decorating, carpooling, and the frequency of guests. This experience strengthens life skills such as adaptation, transition, and compromise.

Roommate relationships are not always perfect. The RAs are available to help if the channels of communication break down and you are having roommate concerns. It is best to schedule an appointment to meet with a Resident Advisor(s) before a roommate situation escalates. Meeting with an RA will help to strengthen your communication skills and may resolve roommate conflicts before they build into a feud.

Housing reassignments may be offered only as a last resort and after a concerted effort by the roommates to negotiate boundaries for living together successfully. **LCAD reserves the right to change a room assignment at any time and assign residents to a new unit (incoming or current).**

## SAFETY & SECURITY

The South Campus Residence Hall outside property is video monitored 24/7. The Campus Safety + Security staff also monitor the parking lot periodically each evening.

Residents are responsible for community safety and security. Building doors must be kept closed and remain locked. Report any problems with door or window locks immediately to a Resident Advisor. Events that may be held at local properties often warrant use of The Hive parking lot. Students are encouraged to report any behavior they find to be unsafe or threatening.

All residents should be aware of safety/security concerns and should exercise caution.

Basic guidelines to follow to increase your safety:

1. Report any suspicious activity or people that compromise building security to the Laguna Beach PD, RAs and/or Campus Safety + Security.
2. If you choose to bike or walk along Laguna Canyon Road be wary of traffic.
3. Be sure to cross the street at crosswalks and always make sure multiple vehicles in traffic have come to a complete stop before entering into a crosswalk.
4. Avoid biking, skating or walking after dark. If you choose to commute after dark, you are encouraged to travel with a companion and wear bright/white colors along with reflective gear.
5. Lock your car doors while commuting and parked.
6. It is strongly recommended that you take advantage of the LCAD Shuttle. Schedules for the shuttle will be sent at the beginning of each semester and you may view the shuttle tracker via [shuttle.lcad.edu](http://shuttle.lcad.edu).

LCAD Campus Safety + Security: (949) 715-8034

Laguna Beach Police Department Non-Emergency Line: (949) 497-0701

## EMERGENCIES

The Housing Agreement authorizes Student Life, Resident Advisors and/or any LCAD employee to contact parent(s) or legal guardian(s) in the event of an emergency.

During a medical emergency, call 911 immediately.

## FIRE SAFETY SYSTEM

Each apartment is equipped with a smoke detector. LCAD and federal law prohibits tampering with, disabling, or destroying the smoke detectors. The hard-wired smoke detectors will go off in the event of smoke or fire, at this time a signal is sent to an alarm company who then contacts Laguna Beach fire department. Fire sprinklers are placed in every unit and directed so water hits every square inch in the event of a fire.



Keeping the apartment ventilated when you're cooking will help keep it from going off. If you have any problems with your smoke detector, contact [maintenance@lcad.edu](mailto:maintenance@lcad.edu).

If the fire alarms sound, you MUST leave your room immediately. Mandatory fire drills are conducted each year.

### FIRE PROCEDURES @ LCAD RESIDENCE HALL

- 1) IF YOU SEE A FIRE EVACUATE THE BUILDING IMMEDIATELY
- 2) DIAL 911 TO REPORT THE FIRE
- 3) DO NOT WASTE TIME GATHERING PERSONAL BELONGINGS
- 4) STAY LOW TO AVOID SMOKE INHALATION
- 5) MAKE SURE EVERYONE IS VACATED FROM YOUR UNIT
- 6) IF YOU ARE THE LAST PERSON TO EXIT YOUR UNIT CLOSE THE DOOR BEHIND YOU TO PREVENT THE FIRE FROM SPREADING
- 7) AFTER EXITING MEET IN DESIGNATED SAFETY AREAS
- 8) ONCE YOU ARE IN A SAFETY ZONE CALL YOUR RESIDENT ADVISOR
- 9) UNDER NO CIRCUMSTANCES SHOULD YOU REENTER A BURNING BUILDING
- 10) WAIT IN SAFETY ZONE FOR FURTHER INSTRUCTION FROM RESIDENT ADVISORS

### THE FOLLOWING AREAS ARE DESIGNATED AS SAFE ZONES FOR FIRE EVACUATION:

- 1) Front of Tivoli Too
- 2) Parking lot in front of Another Kind of Café

Tampering with fire-fighting equipment, alarms, or bomb threats will result in immediate expulsion from the Residence Hall and disciplinary action from Laguna College of Art + Design.

### MISSING STUDENT

Students' emergency contacts and Laguna Beach Police Department will be notified if a student is absent for more than a 24-hour period without RAs and/or roommate communication or is otherwise believed missing. If your roommate is missing, report it to the RAs and Laguna Beach PD right away.

LCAD encourages residents to exchange contact information with their roommates.

## DRONE POLICY

The Laguna Beach City Council enacted an ordinance amending the municipal code to regulate and prohibit drones from flying in certain areas. The ordinance stipulates the following:

- I. Drones cannot be operated in a reckless manner which endangers life or property of another.
- II. Drones cannot capture, record or transmit any visual image or audio recording of any person or private property located in the City under circumstances in which the person has a reasonable expectation of privacy (including, but not limited to, inside a residence, private office or inside a hotel room).
- III. Drones cannot be operated in a manner which harasses, stalks, annoys, disturbs, frightens, intimidates, injures, threatens, victimizes, or places mental distress upon another.
- IV. Drones cannot be operated in the airspace over: Heisler Park, Main Beach Park, Treasure Island Park, Irvine Bowl, Crescent Bay Park, Bluebird Park (only on Sundays during the summer concerts in July and August), or any City Beach (they may fly over the ocean), WITHOUT a valid FAA Remote Pilot Certificate.

## RESIDENCE HALL FINES

- Lost apartment or lounge key: \$50.00 (see information under keys)
- Failure to turn in keys at checkout: \$50.00
- Failure to vacate by noted move-out date: \$50.00 per day
- Failure to properly check out at the end of the year: \$50.00