RESIDENCE HALLS

Students live on campus in residence halls. Caddo Hall is the female residence hall and Prudhomme Hall is the residence hall for males. Whenever the residence hall offices are open, a staff member may be reached by phoning the front desk of the residence hall. The number for Caddo Hall is 318/357-3180. The number for Prudhomme Hall is 318/357-3181.

RESIDENCE HALL OPENING/CLOSING HOURS

The residence hall offices are open during the following hours:

- Mondays-Thursdays: 7:00 a.m. - 10:00 p.m.
- Fridays: 7:00 a.m. -12 midnight
- Saturdays: 8:00 a.m. - 12 midnight
- Sundays: 8:00 a.m. - 10:00 p.m.

Ordinarily, students may not enter or exit the residence halls prior to the opening or after the closing of the offices. Students needing to do so must make prior arrangements with a student life advisor. In the interest of student safety, all exterior doors are alarmed whenever the residence hall offices are closed.

COMMON AREAS WITHIN THE RESIDENCE HALLS

Students must follow all established and posted procedures, rules, and guidelines regarding use of public facilities such as lounges, kitchens, and activity areas. Students must cooperate in keeping public areas clean, as facilities will be closed if students abuse them.

COMPUTER LABS

Computer labs are available for student use in each residence hall. Computer labs will be closed at lights-out and will reopen when the front desk opens the following day. Students may have personal computers in their rooms. Wireless internet access is available in student rooms, requiring a Wireless G network card (not provided) for access. The wireless system is turned off from midnight until 6:00 a.m. Monday through Friday and may be turned off during the school day if student use interferes with the school's business operations. LSMSA students are required to abide by policies, procedures, and standards set forth by the school when accessing the internet. Any student found guilty of using the internet for inappropriate and unauthorized purposes is subject to disciplinary action, including dismissal from LSMSA. Concerns or questions regarding the LSMSA computers or wireless access should be reported to computing@lsmsa.edu.

KITCHENS

Kitchen facilities (including oven/stove, microwave, and sink) are available for student use in each residence hall. Some basic cookware is available, but students are encouraged to provide their own utensils and cookware. Kitchen facilities are not equipped with refrigerators; however, students may keep small refrigerators (no larger than four feet in height or 4.9 cubic feet and using no more than 120 volts or 2.4 amps of power) in their rooms. Students are responsible for cleaning the kitchens after each use.

LAUNDRY ROOMS

Coin-operated washing machines and dryers are available for student use in each residence hall. Laundry rooms are available at any time except after lights out. Students must provide their own detergent and will need quarters to operate the washers and dryers.

LOBBIES / LOUNGES

Several lounges are available in each residence hall. Televisions, VCRs, and DVD players are available for student use in these areas. Many lounges are also equipped with microwaves, toasters, and coffee pots.

PRACTICE ROOMS

Practice rooms are available in each residence hall for students to practice instrumental or vocal performance. Students wishing to use these rooms must sign-out the key at the front desk of the residence hall. Following their practice, students must return the key to the front desk. Students are responsible for the practice rooms and the keys to the practice rooms while the keys are in their possession. Practice rooms may be used anytime except during quiet hours and after lights-out.

DINING HALL

Students must show their IDs upon entry to the dining hall. Meals are served cafeteria style. At the conclusion of each meal, students will clean their tables and carry their trays, along with the flatware and disposable items, to the wash line. At no time may prepared food, drinks, utensils and/or flatware be taken out of the cafeteria. Students with special dietary needs should contact the Food Services Director prior to the start of the school year. The Food Services Director, in conjunction with the school nurse, may require certain information to be provided by the student's parent/guardian and/or treating physician in order to meet the special dietary needs of the student and address any health and safety concerns related to such dietary needs.

LSMSA provides food service every day that school is in session. Dinner is not provided on the nights that students return from extended weekends or holidays or on the nights of special dances.

Hours of Service:

	Week Days	Saturday and Sunday
Breakfast	7:30 a.m. – 9:00 a.m.	
Lunch	10:45 a.m. – 1:15 p.m.	11:30 a.m. – 1:00 p.m. – Brunch
Dinner	5:00 p.m. – 6:30 p.m.	5:00 p.m. – 6:30 p.m.

STUDENT ACTIVITY CENTER (SAC) / GYM

The Student Activity Center provides a place to study between classes or relax during evening free time. There is a TV room, foosball table, pool table, ping-pong table, and vending machines.

During the regular school day, the SAC is intended to be a place for study and quiet socialization. Students are not allowed to play any of the table games during these hours, and the television, if on, is to be tuned to a news channel or other educational programming. Occasional exceptions may be approved by the director of student services.

When the SAC is open during the evening or on the weekends, students may watch television or movies and utilize the other equipment that is provided.

Students must behave appropriately and show respect for other students and the student services staff at all times. Students must use all equipment appropriately, dispose of all trash, clean any spills immediately, and keep noise to a reasonable level.