



## **Policy # 20600**

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### **Non-Student Lease Arrangements of University-Owned Properties**

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**Effective Date:** November 12, 2025

**Responsible Office:** Campus Living & Housing

**Division:** Student Affairs & Administration & Business Affairs

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#### **I. PURPOSE**

Grambling State University may, under limited circumstances, lease University-owned residential properties to non-student individuals or entities when such arrangements support the University's mission, strategic goals, or operational needs. All non-student lease agreements must comply with applicable University policies, state laws, and the policies of the University of Louisiana System (ULS). The purpose of this policy is to establish guidelines and procedures for managing lease agreements involving non-student tenants in University-owned residential properties. It ensures the appropriate use, safety, and administrative oversight of University housing assets while protecting the interests of Grambling State University. This policy also defines the conditions, approval processes, and management standards governing the lease or rental of University-owned residential properties to individuals or organizations who are not enrolled students.

#### **II. SCOPE**

This policy applies to all University-owned residential properties, including, but not limited to, apartments, houses, and residence facilities, used to accommodate faculty, staff, visiting scholars, contractors, or other approved non-student occupants. It also applies to all non-student individuals, groups, or entities seeking to lease, or currently leasing, University-owned residential housing under the oversight of the Department of Campus Living and Housing.

#### **III. DEFINITIONS**

1. **Non-Student Tenant:** Any individual or entity leasing University-owned residential property who is not currently enrolled as a student.
2. **University-Owned Residential Property:** Any residential facility, house, or apartment owned, operated, or controlled by the University.
3. **ULS Approval:** The approval required from the University of Louisiana System Board of Supervisors for lease arrangements exceeding delegated authority limits or involving third-party contracts as may be required (e.g. university-affiliated entities).

#### **IV. POLICY STATEMENT**

Grambling State University generally prioritizes housing for its students, faculty, and staff. However, in limited circumstances and subject to availability, non-student lease agreements may be permitted for University-own residential properties. The arrangements are subject to strict conditions designed to preserve the integrity and intended purpose of campus housing.

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**1. Eligibility and Purpose of Lease**

- a. Non-student leases may be considered for faculty or staff housing, visiting scholars, athletic staff, contractors, or other temporary University purposes.
- b. The use of residential properties by non-students must advance the University's academic, operational, or community objectives.

**2. Approval Requirements**

- a. All proposed non-student lease arrangements must be reviewed and approved by the Division(s) of Finance, Student Affairs and Administration & Business Affairs.
- b. Leases exceeding University delegation thresholds or involving third-party management or procurement (e.g., apartment complexes) must receive prior approval from the ULS Board of Supervisors.

**3. Procurement and Bidding**

- a. When additional residential capacity is required, the University shall follow state procurement laws and University policy in advertising, bidding, and selecting properties or partners.

**4. Lease Terms and Rates**

- a. Rental rates and terms must be consistent with fair market value and comply with state property management regulations.
- b. Lease agreements shall include standard University terms related to insurance, liability, maintenance responsibilities, and compliance with University policies.

**5. Compliance with University Policies**

- a. All tenants are required to comply with applicable University policies and procedures, available at <https://www.gram.edu/faculty/policies/index.php>.

**6. Reporting and Oversight**

- a. The Office of Campus Living and Housing shall maintain records of all non-student lease agreements and provide periodic reports to the President and ULS, as required.

**V. Eligibility and Approval**

1. **Eligibility Determination** Eligibility for housing under this policy is determined by the Department of Campus Living and Housing, in coordination with the appropriate University offices, subject to applicable University policies and housing availability. Individuals identified in this section may be permitted to reside in University-owned housing; however, eligibility does not guarantee that housing will be available at the time of request.
2. **Use Limitation** Non-student leasing is permitted only when the property is not required for student housing or other University operational needs.
3. **Application and Screening Requirements** All non-student lease requests must undergo a formal application and approval process. This process includes a background check for all applicants aged 18 and older and submission of a statement outlining the purpose and anticipated duration of the stay. If a cohabitant of a University employee or other occupant is 18 years of age or older, that individual must also complete a background check prior to occupancy.
4. **Approval Authority** The Department of Campus Living and Housing, in consultation with appropriate University offices, has the authority to approve or deny any non-student lease application based on established criteria and housing availability.

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5. **University Sponsorship** Each applicant must have a designated University sponsor, and approval must be granted by the appropriate Division Vice President. The sponsor will serve as the departmental point of contact and will be involved throughout the leasing process.
6. **Decision Review or Appeal** Applicants who wish to request a review of a leasing decision by Campus Living & Housing may submit a written appeal to the Vice President for Administration & Business Affairs within ten (10) business days of receiving the decision. The Vice President's review will focus on whether the decision was made in accordance with University policy and procedures. The decision of the Vice President for Administration & Business Affairs shall be final.

**VI. Special Housing Categories**

- A. **Student Affairs and Campus Living Employees** Certain Facilities, Student Affairs, and Campus Living & Housing employees may be required to live in University housing as a condition of employment to meet programmatic requirements. Examples include directors and area coordinators in student residence areas. This requirement is generally communicated to prospective employees in the job description and all position postings. All such employees are required to live in residence halls, apartments, or houses designated as student housing facilities. The specific terms of the employee's housing will be set forth in the offer letter provided by Human Resources.
- B. **Housing as Part of Employment Package** As part of a negotiated offer and terms of employment, the University may provide housing to staff or faculty employees. In these circumstances, the specific terms of the employee's housing will be set forth in the offer letter provided by Human Resources as well as a written lease.
- C. **Essential Personnel** The University may provide specified employees with housing to ensure continuous operational coverage, security, and readily available personnel in the event of a crisis situation. Such housing will be temporary, limited to the duration required by the crisis, and provided only to the employee and approved family members in writing.
- D. **University Visitors** Temporary housing may be provided to visitors participating in University-sponsored programs, cooperative agreements, or research collaborations. Housing may be offered to non-employee visitors traveling to the University to participate in educational programs, cooperative agreements, or collaborative research projects.
- E. **Conference or Other Event Participants** Housing may be made available for participants in conferences or other events who do not otherwise have a working relationship with the University. Generally, such housing is provided only when the University is not in session, such as during summer break or other scheduled academic recesses.

**VII. University Rights and Responsibilities**

1. The University reserves the right to inspect leased properties with reasonable notice.
2. The University will provide routine maintenance and ensure the property meets health and safety standards.
3. The University may terminate leases early in cases of policy violations or when the property is required for University use.

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4. The University may require Occupants to vacate Campus Housing immediately if their relationship with the University is terminated or if the Occupant changes their position to one that is not eligible for Housing under this Policy.
5. The Office of Campus Living & Housing shall determine the length of residence in Housing, in all circumstances, in its sole discretion. The provision of housing may be rescinded to meet student housing needs or for other reasons as determined by the University.
6. The University retains ownership of all residential properties covered under this policy at all times.

**VI. Financial Terms**

1. Rent and fees will be established by the Office of Campus Living & Housing based on market rates and university policy.
2. Payroll deduction will be required for all rent or lease payments.
3. Non-payment of rent or fees will be grounds for lease termination.
4. Tenants are responsible for utility costs unless otherwise specified in the lease.
5. Tenants are responsible for damages, policy violations or charges related to non-student's actions.

**VII. Dispute Resolution**

1. Any disputes arising from non-student lease agreements should first be addressed through informal discussions between the tenant and the Campus Living and Housing Department.
2. If informal resolution is not possible, disputes will be escalated to a formal grievance process outlined by the University's Office of Student Affairs or appropriate administrative body.
3. Legal remedies may be pursued by either party as a last resort, in accordance with applicable laws and regulations.

**VIII. Insurance Requirements**

1. Non-student tenants are required to maintain valid renters' insurance for the duration of the lease, including coverage for personal property and liability.
2. Proof of insurance must be submitted prior to lease execution and upon renewal.
3. Failure to provide or maintain insurance may result in lease termination.
4. The University assumes no responsibility for loss or damage to tenants' personal property.

**IX. Legal Compliance**

1. All occupancy of University housing must be governed by a written lease or housing agreement; verbal arrangements, even for temporary occupants, are not permitted.
2. Occupants of University housing are required to comply with all current and future University policies, including, but not limited to, the Alcohol on Campus Policy, the Animals on Campus Policy, the Smoking Policy, and the Weapons-Free Campus Policy. Any violation of University policies or the Rules and Regulations for University Housing may result in immediate termination of the housing agreement and removal from University housing.

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3. Tenants and the University shall adhere to all health, safety, and building codes governing residential properties.
4. The University reserves the right to amend lease terms or policies as necessary to remain compliant with evolving legal requirements.
5. Violation of this policy or lease terms may result in lease termination and eviction.
6. The Campus Living and Housing Department will enforce compliance through established procedures, including notices and appeals processes where applicable.

**XII. ACCREDITATION**

Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

**XIII. REVISION/REVISED HISTORY**