Mane Mail Service Agreement

This agreement is between Southeastern Louisiana University and the assigned mailbox occupant. The mailbox occupant agrees to the following terms:

1. The University Housing mailbox is to be used for personal mail of the registered occupant. (Other students, including roommates, needing mail delivery must register for their own box).
2. Once the online Mailbox Request form and the Mane Mail Service Agreement have been completed, the resident will be assigned a mailbox for their use for the academic term. University Housing staff will deliver mail received from USPS daily during regular University hours (Monday thru Friday). Packages must be picked up at the University Housing Office in Pride Hall. The resident must bring his/her student ID and notice of package delivery to receive their package.
3. The Mailbox occupant is responsible for the possession, use and return of their assigned mailbox key. Loss of a mailbox key will result in a $25 lost key charge per key on the student’s LEONET account.
4. Mailbox occupant agrees to follow all U. S. Postal regulations, as well as local, state and federal statutes and regulations.
5. The term for mailbox rental shall be from the date the student checks into their assignment in University Housing and ends on the last day of finals. All mailbox keys must be returned during the student’s checkout process.
6. Mane Mail service customers are encouraged to visit the Document Source in the Student Union to send certified mail. Mailbox occupants will not hold University Housing or Southeastern Louisiana University liable for any loss, damage or injury to mailed items.
7. All mail/packages must be picked up before checking out of your room. Any mail not picked up at the end of the academic term will be returned to sender.
8. Mailbox occupant shall use the following mailing address to receive mail:

   **USPS Mail**  
   Student Name  
   SLU ______  
   Hammond, LA 70402

   **Fed Ex/UPS/DHL**  
   Student Name  
   C/O 2400 N. Oak Street  
   SLU ______  
   Hammond, LA 70402