

The seal of Lycoming College is a large, light gray watermark in the background. It features a circular border with the text "LYCOMING COLLEGE" at the top and "LEARN • LEAD • LIVE" at the bottom. In the center is a stylized building with three windows and the word "PRIO" below it. The word "INTEGRITY" is written in a smaller font at the bottom of the seal.

FRATERNITY AND SORORITY LIFE (FSL) HOUSING GUIDELINES

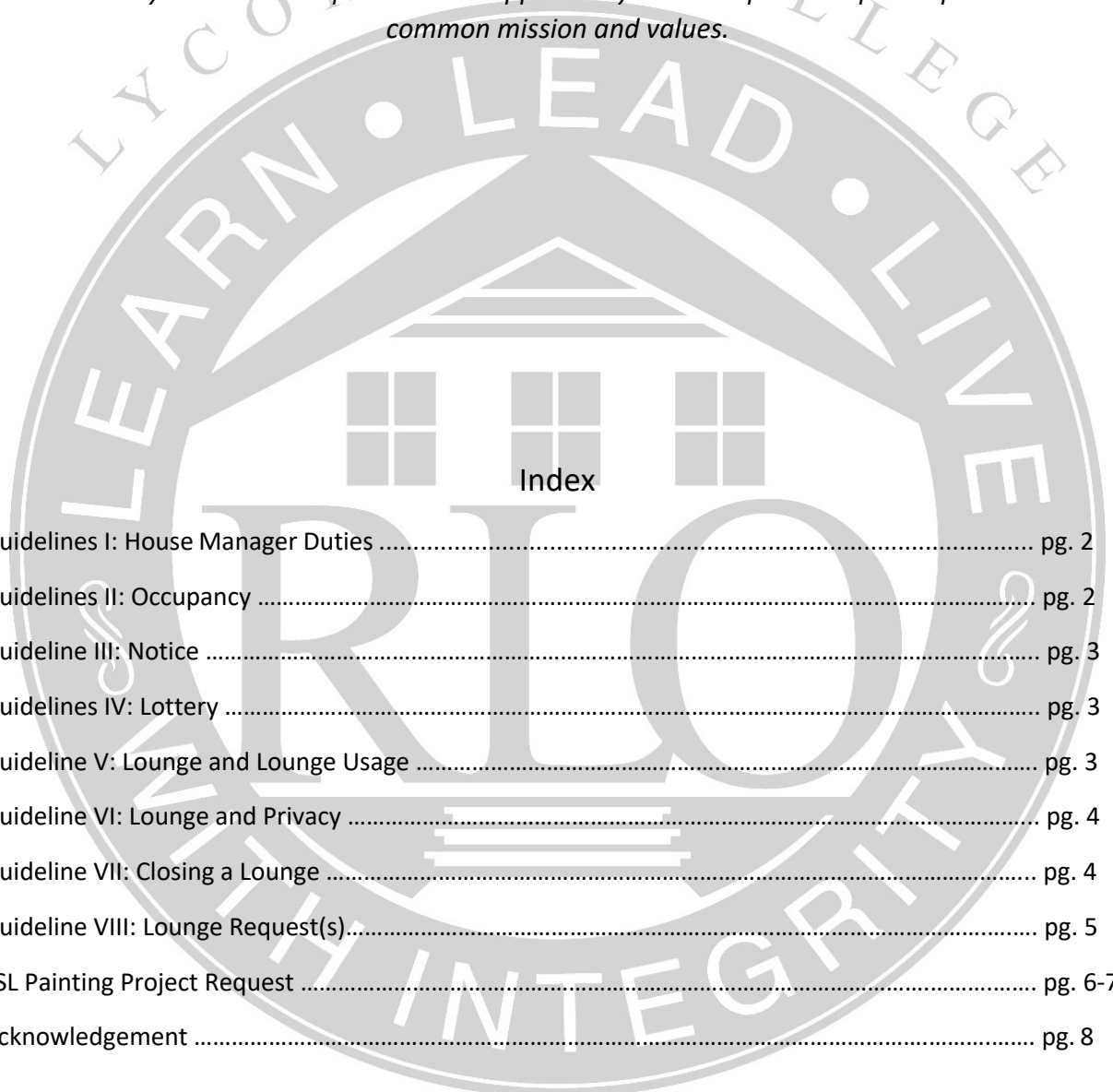
POLICY AND PROCEDURES FOR APARTMENT LIVING 635/635.5

MULBERRY, 627/629 MULBERRY, & 60/60.5 ROSS

UPDATED 6/2021

Purpose

The Residential Life Office at Lycoming College will offer residential housing to active FSL chapters and members in specific residential space (East, Forrest, Apartments), with the purpose of fostering and promoting academic success, leadership and cultivating citizenship. Each organization is required to have a House Manager, a leadership role within the organization, that partners with the Res Life Office to enhance the overall residential experience. FSL community members are provided the opportunity to develop and empower peers with a common mission and values.



Guidelines I: House Manager Duties	pg. 2
Guidelines II: Occupancy	pg. 2
Guideline III: Notice	pg. 3
Guidelines IV: Lottery	pg. 3
Guideline V: Lounge and Lounge Usage	pg. 3
Guideline VI: Lounge and Privacy	pg. 4
Guideline VII: Closing a Lounge	pg. 4
Guideline VIII: Lounge Request(s).....	pg. 5
FSL Painting Project Request	pg. 6-7
Acknowledgement	pg. 8

Guideline I

House Manager Duties

- I. Each chapter is required to have a House Manager. House Managers are expected to work with a Residential Life Staff member to assist with: opening of buildings, preparing for closing for breaks, preparing for closing at the end of the year, other tasks assigned as pertains to chapter and/or member activities.
- II. Attend meetings at the request of the Residential Life Office.
 - I. Attendance required at summer and winter training(s).
 - II. Attendance required during specific in-service training to ensure House Managers are provided with the necessary information, skills, and training to be successful in their leadership role.
- III. Submit work orders for general apartment maintenance and facilitate follow-up with these requests.
- IV. Relay all housing information to chapter members.

Guideline II

Occupancy

- I. All residents are required to sign, follow and abide by the College's Housing Agreement and College-Owned Apartments and The Commons Terms and Agreement terms and conditions .
- II. All rooms within an apartment must be filled to occupancy with active chapter members.
- III. Any adjustments to room assignments, must be communicated by the House Manager to the RLC within one week of change.
 - I. All room changes must go through the House Manager and RLC.
- IV. The chapter must fill any anticipated Spring semester vacancies before the end of the Fall semester.
 - I. All required paperwork must be completed with House Manager and RLC.
- V. Unanticipated vacancies must be filled two weeks after the college is officially notified, no later than the end of the first week of the start of the semester or at the discretion of the Residential Life Office.

Guideline III

Notice

- I. A Notice is an e-mail notification that entails guidelines that are not met resulting in failed compliance.
- II. In issuing a Notice for the fall semester, it is expected that the chapter will provide an action plan to meet occupancy guidelines.
 - I. Once an action plan has been fulfilled the Notice count will reset to zero.
- III. If the chapter does not have enough members to fill 80% occupancy and/or does not have all available members living in the apartment(s) after four Notice's the chapter will be required to reapply for the apartment(s).

- I. Three checkpoints are as follows: At the time of the spring semester Housing Lottery, the fourth week the of fall semester and again, at lottery the following year.
 - II. Other fraternities and sororities may also apply for the apartment(s). Review of applications should be considered competitive.
- IV. A Notice stays on file for three academic years.

Guideline IV

Lottery

- I. All chapters are to submit a full roster to enter into Housing Lottery (100% occupancy).
 - I. All chapter members on the apartment roster must be eligible to be assigned housing (enrollment deposit paid, student account current, and Housing Agreement completed).
- II. If the chapter does not maintain 100% occupancy after four Notice's the chapter may lose apartment privileges.
 - a. Apartment's occupancy checks will occur monthly, during the allotted time for Health and Safety inspections.

Guideline V

Gatherings

- I. Members who live in the apartments must be aware that they are living in close proximity to Williamsport community members. As such, residents should make an intentional effort in being respectful of quiet hours of the College, as well as any noise ordinances from the city.
 - I. The City of Williamsport Ordinances can be found at:
<http://www.williamsportpd.org/Pages/City%20Ordinances.aspx>
- II. Members are aware, understand will not exceed the number of individuals allowed in chapter designated apartment for any gathering
 - I. For exact number listings can be found:
<https://www.lycoming.edu/residentialLife/residence-hall-policies.aspx>
- III. Members of organizations residing in apartments must reserve their common space for meetings and other events
- IV. Residents may also utilize the outside space for meetings and other events that are approved by the College. The same rules will apply for following college policy in the outdoor spaces as it would for lounge or campus space
- V. Failure to register events in apartments will result in a Notice and may lead to conduct violations and loss of privileges

Guideline VI

FSL Independent-Living Privacy

- I. The College will respect the chapter's privacy; however, the College reserves the right to access apartments occupied by fraternities or sororities for the following reasons:
 - Emergency situation – Authorized College agents or employees shall have the right of immediate access without prior notice to the chapter in cases of emergency in which imminent danger or personal injury, hazards to safety or health, or damage to property are threatened. Authorized College agents or employees reserve the right to determine when and if an emergency situation may exist.
 - Maintenance/safety/upkeep – Authorized College agents or employees shall have access for the purpose of performing health and safety inspections; providing maintenance and upkeep of this space; and conducting inspections to determine needed repair and/or damage billings.
 - Violations of College regulations and/or civil law – College agents or employees reserve the right to enter at any time when there is reasonable indication that a violation of College rules or civil or criminal laws has occurred or is occurring within the lounge. College agents or employees reserve the right to enter the lounge for the purposes set forth.
 - Authorized College agents or employees will continue to have basic ingress and egress rights in lounge areas as necessary. College employees/agents will be respectful of the desire for privacy in these areas and will limit walkthroughs whenever possible. This privilege will be suspended when apartment is closed for approved ritual functions.

Guideline VII

Closing an Apartment

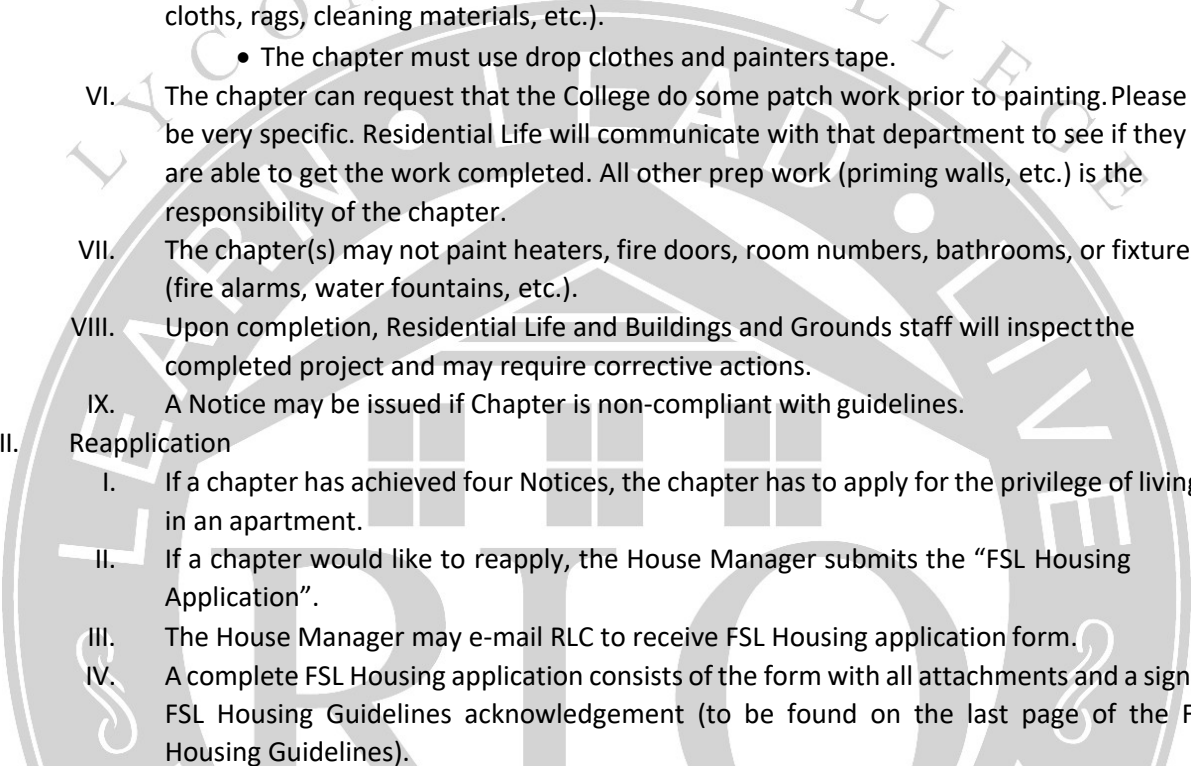
- I. Apartments follow the College Residential Hall calendar.
- II. All personal items must be removed.
- III. Empty garbage

There must not be any storage of personal items stored/left over the summer. Any removal of left items by the college may result in fees to all students (dependent on common area or bedroom occupants).

Guideline VIII

Lounge Requests Guidelines and Procedure

- I. Painting/Project Request
 - I. The House Manager must submit a complete "FSL Painting Project Request" form to the Residential Life Coordinator of Housing Operations and Independent Living.
 - II. The RLC may meet with the House Manager that proposed the project, to discuss the procedures and review the design. The RLC will forward the request to the other departments for signatures.

- 
- III. A \$100.00 deposit is required for all approved projects at the time the request is approved to the RLC (Check is made out to "Lycoming College").
 - Deposit will be returned when the project is completed unless corrective action is required, the cost will be deducted from the deposit. Any additional costs will be billed to the chapter.
 - IV. If the request is denied, the House Manager will be provided feedback, so that an alternate request may be submitted.
 - V. The chapter must provide all materials (paint, brushes, rollers, paint cans/pans, drop cloths, rags, cleaning materials, etc.).
 - The chapter must use drop clothes and painters tape.
 - VI. The chapter can request that the College do some patch work prior to painting. Please be very specific. Residential Life will communicate with that department to see if they are able to get the work completed. All other prep work (priming walls, etc.) is the responsibility of the chapter.
 - VII. The chapter(s) may not paint heaters, fire doors, room numbers, bathrooms, or fixtures (fire alarms, water fountains, etc.).
 - VIII. Upon completion, Residential Life and Buildings and Grounds staff will inspect the completed project and may require corrective actions.
 - IX. A Notice may be issued if Chapter is non-compliant with guidelines.
- II. Reapplication
- I. If a chapter has achieved four Notices, the chapter has to apply for the privilege of living in an apartment.
 - II. If a chapter would like to reapply, the House Manager submits the "FSL Housing Application".
 - III. The House Manager may e-mail RLC to receive FSL Housing application form.
 - IV. A complete FSL Housing application consists of the form with all attachments and a signed FSL Housing Guidelines acknowledgement (to be found on the last page of the FSL Housing Guidelines).

FSL PAINTING PROJECT REQUEST

Please initial each number and complete and the following:

____1. List the name, room number, and phone numbers of the student who will be responsible for coordinating the project (this person must be present the entire time)

Name Room Cell Phone # Email Address

____2. Attach a list of names and signatures of students who will do the work.(maximum of six)

____3. List the specific location(s) to be worked on (specific room doors, frames, etc.):

____4. Attach a copy of the proposed design, retaining a copy for your records. Include :(a) the specific design/graphics; (b) dimensions of surface to be painted/renovated and; (c) condition of surface and whether preparation (sanding, plastering, etc.) is necessary. We recommend that you submit the design drawn in the colors you plan to use and/or with correct dimensions.

____5. List the anticipated length of time needed to complete the project after supplies have been obtained. (Please list by number of days):_____

____6. When (month, day, date) would you like to begin the project?_____ (work must be started and completed before the academic semester begins).

The below listed person is agreeing to being the project manager.

“I accept responsibility for proper completion of the project. This includes all financial obligations for cleanup, repainting, or other failure on my part to properly coordinate the project.”

Organization

Signature

Date

Appendix B

Residential Life Review

____ Approved

____ Denial

Reason for denial:

Signature

Date

Buildings and Grounds Review

____ Approved

____ Denial

Reason for denial:

Signature

Date

Student Involvement Review

____ Approved

____ Denial

Reason for denial:

Signature

Date

When Approved:

- Send Email to House Manager
- Reminder of Drop Clothes, tape and other proper preparatory materials
- Request \$100 damage deposit (if not submitted with request)

This is to acknowledge that I have read and received the Fraternity and Sorority Guidelines 2018-2019. Additionally, I understand that each fraternity and/or sorority's House Manager and President will annually communicate to their members the FSL Housing Guidelines. (This page is to be submitted to the RLC and will be kept in the FSL Housing file.)

X **Print Name** _____

House Manager Signature _____ **Date**

X **Print Name** _____

President Signature _____ **Date**

X **Print Name** _____

Chapter Advisor _____ **Date**

X _____
Tabitha Giacalone, Asst. Director of Residential Life _____ **Date**