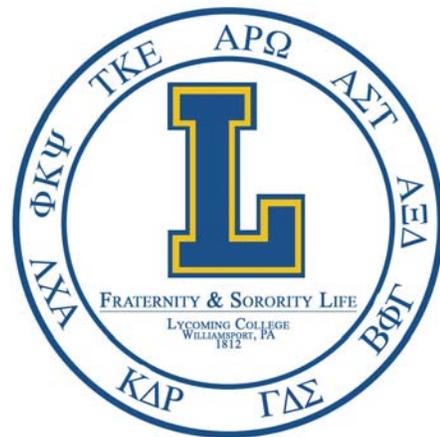


# Fraternity and Sorority Life House Manager Manual

Residential **LIFE**  
LYCOMING COLLEGE  
Living to learn. Learning to live.



2010-2011

## Role of the House Manager

Congratulations on being elected House Manager. This position is vital to the success of your organization. Whether it is managing work requests, filling vacancies, or helping with check-in, the duties of the House Manager can be fun and rewarding. You hold the key to building a community that represents your organization's mission and purpose.

### Expectations of the House Manager

1. Attend training sessions held once a semester by Residential Life and Student Programs.
2. Assist the Assistant Director of Student Programs and Leadership Development and the Residential Life Staff with check in.
3. Collect RCRs for everyone residing on your floor and return to the Housing Coordinator.
4. Encourage residents to submit online work requests.
5. Respond in a timely fashion to emails from the Housing Coordinator (or the Director, or Administrative Assistant), who will communicate with you on behalf of the Residential Life Office.
6. Work with the Housing Coordinator and Assistant Director of Student Programs and Leadership Development to complete room changes. ***All students wishing to change rooms MUST work with the Housing Coordinator. Students should not change rooms without communicating with the Residential Life Office.*** Refer to page 7 for specific instructions regarding room changes.
7. Assist the Assistant Director of Student Programs and Leadership Development (or a member of the Residential Life Staff) during Health and Safety Inspections. This involves inspecting all rooms on your floor, as well as your lounge, with the Assistant Director at a time agreed upon by you and the Assistant Director. Health and Safety Inspections will take place during a two/three week time frame determined by the Residential Life Office.
8. Assist in floor closing for breaks. Remain on campus until all residents of your floor community have checked out. If you need to leave before all residents have checked out, you must designate a member of the chapter to act in your place. Students who are registered to stay over breaks will make other check out arrangements.
9. Post signs and flyers on your floor that are provided to you throughout the semester by the Residential Life Office (i.e. vandalism flyers, security flyers, health and safety inspection flyers, etc.) Pick up these flyers from the Residential Life Office in a timely fashion when asked to do so.
10. Communicate the name of the House Manager for 2011-2012 to the Assistant Director of Student Programs and Leadership Development and the Housing Coordinator prior to April 29th, 2011. Inform the Assistant Director and Housing Coordinator as changes occur throughout the year.
11. Assist in floor closing at the end of the academic year. Remain on campus until all residents of your community have been checked out of their rooms. If you need to leave before all residents have checked out, you must designate a member of the chapter to act in your place. Students who are registered to stay over breaks will make other check out arrangements.
12. At the end of the academic year, conduct a walkthrough of the lounge with the Assistant Director of Student Programs and Leadership Development and the Residential Life Staff.
13. Work with your chapter leadership to ensure that the chapter is compliant with Residential Life and College policies.
14. Work with chapter leadership to complete chapter floor plans and housing applications, as applicable.
15. Provide the Assistant Director with the Chapter Inventory List. This will be the only items that are allowed to stay in the lounge for the summer months, everything else will be trashed. Changes throughout the year can be made with the Assistant Director's approval.

## Year-at-a-Glance for House Managers

<b>Friday, August 27</b>	<b>6pm - 8pm</b>	<b>House Manager Training (Dinner provided)</b>	<b>East Hall Coffeehouse</b>
<b>Saturday, August 28</b>	<b>10 am – 2 pm</b>	<b>Check In</b>	<b>East Hall Coffeehouse</b>
<b>Sunday, August 29</b>	<b>12 pm – 4 pm</b>	<b>Check In</b>	<b>East Hall Coffeehouse</b>

On Saturday, two House Managers should pick up the keys, RCRs and sign in sheets at 9:50 a.m. in the Residential Life Office. Then, at 2:00 p.m., two House Managers should take the remaining keys, RCRs, and sign in sheets to the Safety / Security Office. On Sunday, two House Managers should pick up the keys at 11:50 a.m. at the Safety / Security Office. At 4:00 p.m., two House Managers should take the remaining keys, RCRs, and sign in sheets to the Safety / Security Office.

<b>Wednesday, September 1</b>	<b>All RCRs are due to the Housing Coordinator.</b>
<b>Monday, September 6</b>	<b>Lounge Inventory form is due to Assistant Director.</b>
<b>September</b>	<b>Conduct Health and Safety Inspections with Assistant Director.</b>
<b>Wednesday, November 24</b>	<b>Assist with closing East Hall for Thanksgiving Break.</b>
<b>TBD – Fall 2010</b>	<b>Submit floor plans for Spring 2011 to Assistant Director.</b>
<b>Before December 10</b>	<b>Submit name of House Manager for Spring 2011 to Assistant Director.</b>
<b>Saturday, December 18</b>	<b>Assist with closing East Hall for Winter Break.</b>
<b>Sunday, January 9</b>	<b>Assist with check-in for Spring 2011.</b>
<b>Saturday, March 11</b>	<b>Assist with closing for Spring Break.</b>
<b>TBD – Spring 2011</b>	<b>Submit chapter floor plans for Fall 2011.</b>
<b>TBD– Spring 2011</b>	<b>Apply for fraternity/sorority housing for 2011-2012, if applicable.</b>
<b>April 26-30, 2011</b>	<b>Assist with end-of-year closing.</b>
<b>Before April 29, 2011</b>	<b>Provide name of House Manager for Fall 2011 to Assistant Director.</b>
<b>Before April 29, 2011</b>	<b>Schedule lounge walkthrough with Assistant Director <i>All Lounge keys should be returned prior to walkthrough!</i></b>



## **Fraternity & Sorority Housing and Lounge Guidelines and Expectations 2010-2011**

*All residents are required to sign the College's Housing Agreement and follow and abide by its terms and conditions. In addition, fraternities and sororities and their members are responsible for the following guidelines and expectations:*

### **Occupancy Guidelines**

The chapter and its members must demonstrate that they are able to fill a floor at 100 % occupancy with members, as well as provide a waiting list of a minimum of two members. If one person is moved from the waiting list to the floor, the list must be updated so that there are always two names on the list. It is the responsibility of the House Manager to provide the additional name(s) to the Residential Life Office within one week of a student moving from the waiting list to the floor.

- 100 % occupancy means that each space on the floor is filled by an active member of the chapter. If a floor is filled, but not exclusively by active members, then this means that the chapter did not fill the floor to 100 % occupancy for that semester.
- If a chapter has enough members to fill its floor, it is expected that they do so. Failure to fill the floor when that chapter's membership meets / exceeds the floor's occupancy may result in the loss of the floor and lounge.
- All students on the housing list and waiting list must be eligible to be assigned housing (enrollment deposit paid, student account current, and Housing Agreement completed).
- The chapter's housing list and waiting list must be filled with the names of all active members before Continuous Open Bid (COB) holders can be included. COB holders can be used only if there are not enough active members to fill the floor. COB holders who agree to live on the floor will not be forced to move off the floor to make space for a member who is returning in the spring semester after being readmitted or studying abroad.
- The President, Vice President, House Manager, New Member Educator, and Scholarship Chairperson must live on the floor.
- The chapter must fill any anticipated spring vacancies before the end of the fall semester and complete the necessary paperwork with the Residential Life Office.
- Unanticipated vacancies must be filled during the first week of each semester.
- In the event that a chapter is unable to fill the floor at 100% occupancy, the Residential Life Office reserves the right to assign independent students to those spaces. If a floor has empty spaces, it is expected that the rooms will be consolidated. (For example, if there are eighteen chapter members and the occupancy of the floor is twenty-four and all of the rooms on the floor are double occupancy, the chapter should assign its eighteen members to live in nine rooms, thus leaving three empty rooms in which independent students may be placed). The Residential Life Office will be in communication with House Managers and / or Presidents during these times.
- Prior to the Housing Lottery in the Spring Semester, if a chapter is unable to fill the floor at 100 % occupancy for the upcoming Fall Semester, that chapter may choose to invite independent students to live in the floor. If the chapter fills the floor to occupancy with independent students, the chapter understands that it has not met the requirement to fill the floor for that semester (i.e. with chapter members).
- If the chapter does not have enough members to fill the floor (100 % occupancy) for three consecutive semesters, that chapter may lose the privilege of having a floor and a lounge.

## **House Managers**

Each chapter is required to have a House Manager. House Managers are expected to work with a Residential Life Staff Member or the Assistant Director of Student Programs and Leadership Development to assist with opening of buildings, closing for breaks, Health and Safety Inspections of rooms and lounges, and closing of buildings at the end of the year. In addition, House Managers are responsible for submitting work orders for general floor and lounge maintenance, and are required to attend meetings as requested by the Residential Life Office. House Managers will be required to attend a training session conducted by the Office of Residential Life and the Office of Student Programs and Leadership Development at the beginning of each semester to ensure they have the necessary information, skills, and training to be able to be successful in their leadership role.

## **Lounges**

Fraternities and sororities are afforded the privilege of the exclusive use of these areas in accordance with all applicable policies in the Student Handbook, the College's Housing Agreement, and the alcohol use policy and visitation policy.

Fraternities and sororities will be responsible for maintaining healthy and safe conditions in these lounges. It is the chapter's responsibility to maintain the cleanliness of the lounge. Fraternities and sororities will be responsible for furnishing and maintaining these areas. The lounges in East Hall contain a common area, a kitchen, a restroom, and two closed rooms. Furnishings are to be provided by the chapter. The College will provide a stove, refrigerator, and counter space for the kitchen area. The restroom must be cleaned and maintained by the chapter. One closed room will be used as the chapter's library. The chapter library may be used for, but is not limited to: storage of chapter files, a quiet area for study, executive board meetings, or storage of chapter awards. One closed room will be used for the storage of ritual materials. The lounge(s) in Wesley Hall contains a common area in which the chapter will provide its own furniture.

Although the chapter has exclusive use, the lounge must be reserved for all chapter sponsored events. The reservation process must be in accordance with College policy.

The lounge windows (to the stairwell and to the outside door) must not be covered. The chapter may hang curtains, but they must remain open unless a ritual is being conducted.

Residential Life staff and / or the Assistant Director of Student Programs and Leadership Development, together with the House Manager, will conduct a health and safety inspection of the lounge once a semester during the designated health and safety inspection period. During the health and safety inspection the Residential Life staff member and / or the Assistant Director of Student Programs and Leadership Development will check the inventory of the lounge based on the inventory provided by the chapter. There will also be a lounge check prior to the House Manager leaving for the academic year to ensure the lounge was properly closed down for the summer months. Failure by the chapter to schedule an appointment for a final walkthrough could result in disciplinary sanctions for the chapter.

The chapter members may not store any personal items in the lounge over the break(s) or summer months (i.e. couches, futons, lamps, rugs, refrigerators, etc.). The chapter must provide an inventory of lounge items to the Assistant Director for Student Programs and Leadership Development in the Office of Student Programs during the first week of the academic year. Any items stored in the lounge area and not listed on the inventory form are subject to removal by the college. The college will not be responsible for the reimbursement or replacement of any removed items that were not on the inventory form.

The chapter will be issued keys for the lounge. If a member does not live on the floor, s/he will receive a key to the lounge. At the end of the year, these keys must be turned in to the Residential Life Office. If a student does not turn in the key, s/he will be charged to have the locks replaced on the lounge and to make enough keys for floor residents and additional members. Note: lounge keys must NEVER be copied and "passed on."

Fraternities and sororities understand that their lounge area is for the exclusive use of its members or by invited guests only, and will therefore assume the responsibility for all actions of individuals while in lounge areas.



# Check-In Procedures and RCRs

## Room Condition Report (RCR) Forms

Each and every resident must complete an RCR when they check into a room and when they check out to move to another room, hall, or off-campus. This process helps students accept personal and financial responsibility for College equipment and furnishings. **ONE RCR PER RESIDENT, NOT ONE RCR PER ROOM.**

### CHECK IN

1. Give the resident a blank RCR and explain the process and its purposes. Insure that the resident understands how to complete the RCR. Provide assistance as needed, but try to avoid completing the form yourself. RCR instructions are listed on the reverse of the RCR.
2. Instruct the resident to submit the form to you in 24 hours. Failure to complete the RCR means that we will assume the room was in perfect condition and will assess damages accordingly.
3. When you receive the completed RCR, compare it to the other RCRs for the room. Meet with all residents of the room and review the form for thoroughness and accuracy. Ensure residents submit online work requests for any needed repairs.
4. Complete your sections of the RCR, sign, date, and have the resident do the same.
5. Give the resident the pink (last) copy of the RCR.
6. Personally talk to residents who have not completed the process (or leave a note if you can't reach them in person). Let them know that if they do not complete the process, the Residential Life Office will consider the room to be in perfect condition at check in.
7. Submit all RCRs, in room number order, to the housing coordinator in the Residential Life Office. Attach a note listing any students who have not completed the process.

## Room Changes

Upon arriving at the hall, a student must reside in the room assigned by the Residential Life Office. Students should be advised when they check in that all room assignments will remain frozen for a period of 2 weeks from the first day of classes for the Fall Semester. Encourage students who express problems to work out differences and/or take the time to get to know each other. During the third week of the semester, students desiring a room change may request one through the appropriate procedures.

**Students wishing to relocate off the fraternity or sorority floor must schedule an appointment with the Assistant Director of Student Programs and Leadership Development.**

### For room changes on the floor:

1. **Student requesting a room change must speak with his/her House Manager (HM) first.**
  - a. HM discusses reason(s) for request and initiates roommate mediation, if appropriate.
  - b. HM notifies Assistant Director of Student Programs and Leadership Development and/or the Housing Coordinator and "fills him/her in" about the situation.
  - c. If a room change is in order, HM refers student to the Housing Coordinator.
  - d. Housing Coordinator meets with the student, reviews the request and approves or disapproves the move.
2. **The entire room change process must be completed 5 days after it is approved.**
  - a. Student makes appointment with the Housing Coordinator to get keys and check into the new room.
3. **Student makes appointment with House Manager to be checked out of the old room.**
4. **Residential Life Office does the necessary administrative work to complete the process.**
5. If students wish to change rooms on the Fraternity/Sorority floor, RCRs and key changes need to be completed and submitted through the Housing Coordinator. Changing rooms without completing the proper processes could result in extra charges to your student account at the end of the semester due to damages in a room you were not residing in. In addition, it is mandatory for insurance purposes to ensure that the Residential Life Office has proper documentation of student residences. In case of emergency, the chapter's insurance policy could refuse coverage if the proper documentation is not available or accurate.

## Closing your floor at Breaks

1. Assist with floor closing at breaks. Sweep rooms as students leave to ensure appliances are unplugged and other safety precautions are met.
2. You should plan to leave campus no earlier than:
  - a. Wednesday, November 24<sup>th</sup> at 10 am for Thanksgiving Break
  - b. Saturday, December 18<sup>th</sup> at 11 am for December Hall Closing
  - c. Saturday, March 12<sup>th</sup> at 10 am for Spring Break

You may leave earlier than these dates / times only when all residents of your floor have checked out, and when you have communicated this to the Housing Coordinator. If you cannot stay, you are required to provide to the Residential Life Office the name of a member of your chapter who can stay to complete closing procedures.

## End of the Year Checkout

### Preparation

1. **Floor meetings** must be held the week before finals.
2. **Room Condition Reports** - Make sure you have room condition reports (RCRs) for all residents on your floor. If an RCR is not on file for a resident, take a blank one and fill in the name, hall, and room. Note in the check-in section that no form was on file.
3. **Key envelopes** - Key envelopes will be provided to you for all residents on your floor(s).
4. **Notices and check-out schedules** - Post notices on your floor(s) the week before finals reminding students that they must do a proper check-out. You will also discuss this at your floor meeting. Proper check-out options include 1) Schedule an appointment to be checked out by an HM only if the resident is not returning in the spring or; 2) Use the express check-out option\*. Post a schedule (clearly noting times you will be available for appointments) so that students can schedule checkout appointments. Blank schedules for this purpose will be available in the Housing Coordinator's office. Make contact with any residents that have not either scheduled a check-out appointment or informed you that they will do an express check-out by Thursday of closing week.

**Scheduled check-out.** Appointments for a scheduled check-out must be made 24 hours in advance of the time the student intends to leave. Students are expected to leave shortly after their check-out room inspection so their key should be turned in at the time of the appointment and attached to the completed RCR. RCRs should NOT be left with the resident.

**Express checkout** – This option is the preferred checkout method. Express checkout forms and key envelopes will be available in the Residential Life Main Office, Security, and the SLCs' offices. When a student informs you that s/he is choosing this option you will need to: 1) Have the student sign the Express form which states that the student is forfeiting his/her right to dispute damage or cleaning charges, should there be any, and; 2) Give the student his/her key envelope and instruct the student to put the key(s) in the envelope and return it as instructed on the form. 3) Note on the RCR that the student is choosing the Express check-out option and attach the Express form to the RCR. These rooms must be checked at a later time by Res Life Staff and the Express form will be stapled to the RCR after the room has been checked. ***You must also inspect the room after the resident departs and make detailed notes on any damages/repairs necessary.***

*\*If a student has been approved to stay after the 6pm Friday check-out deadline (in other words is on a "staying late" list provided by the Housing Coordinator), this is their only option.*

### Condition of Rooms

1. **The rooms must be in the same condition as noted at check-in** -- all College property must be present and in the original condition. The quantity and condition of the room and College property will be noted on the check-in section of the room condition report. Make certain that all College furniture is present—including beds, dressers, desks, chairs, window screens, and shades!
2. **Cleanliness - All personal belongings of resident(s) leaving must be removed from the room.** All trash must be removed from the room. Large items must be taken outside to the normal trash pick-up site. The room must be reasonably clean and the floor swept.

### Checking the Room

1. **Take your time** when doing a checkout! Go down the list of items in the check-in section of the RCR and compare the condition of all items listed to see if there has been any damage since check-in, and to ensure that all College property is present.
2. **Explanation of charges/no charges to resident** - Never tell a resident that there will be no charges or what the cost might be for damages to a room. The Student Life Coordinators make the final assessment for damages so please don't say things like "it looks fine to me" or "doesn't seem to be any damage here."
3. **Damages** - If there are damages in the room or missing College property all residents of the room will be billed equally unless we are told (in writing) who is responsible.
4. **Keys** - Collect the student's keys. Check the keys in the door to be sure they work, then place the keys in the key envelope.

### Completing the Check-Out Section

1. Do not indicate that there are "no damages" when filling out this section. If this is the case simply leave the section blank. If there are damages or other charges, these need to be noted in the "Condition Upon Check-Out" section of the RCR.
2. Damages or missing items - For each item that is damaged or missing, describe the damage in some detail. Please do not simply write "it's broken." Be specific.
3. Keys - Circle "yes" or "no" for "Charge for core change/unreturned keys". NO RCR should be returned to the Housing Coordinator without a key attached if the resident has checked out.
4. Cleaning charge – Leave blank. This section will be filled out by the Residential Life staff.
5. If the resident checked out by scheduling an appointment, have the resident review the form, read the statement at the bottom, and then both of you sign the form. **Give the resident the yellow copy of the form.**
6. If there is a difference of opinion about damage, the student may write a note and you should securely attach it to the RCR. **Residents should not write on the RCR itself.**

### After the check-out is completed

1. **Lock the room** - If this is the last resident of the room, also close and lock all windows and doors, pull down window shade(s), and make sure all lights are off. Even if this is not the last resident, make sure the room door and bathroom doors are locked before leaving.
2. **Return RCR, keys and all appropriate information to Housing Coordinator.** Please return forms and keys on a **daily** basis.
3. **Bills will be sent home.** Appeals for damage charges must be made via e-mail to the Residential Life Office [reslife@lycoming.edu](mailto:reslife@lycoming.edu) .

### ***Required Condition of Fraternity & Sorority Lounges – Check Out***

All lounges must meet the following conditions at the end of the academic year:

1. Carpets must be rolled up.
2. Floor areas must be swept clean and free of dirt/dust accumulation.
3. All trashcans must be empty, clean, and placed near the main door to lounge.
4. All appliances must be unplugged. Refrigerators must be thoroughly cleaned and the door propped open to prevent mildew growth. It may help to place a towel between the door and the body of the fridge (at the hinge) so that the door does not close accidentally.
5. No excess furniture from residents may be stored in the lounge areas during the summer. Absolutely no lofts or lumber may be stored in the lounge areas during the summer. There must not be any storage of personal items or items not listed on the lounge inventory in the lounge or any of its storage spaces. Any items stored in the lounge area and not listed on the inventory form are subject to removal by the college. The college will not be responsible for the reimbursement or replacement of any removed items that were not on the inventory form.
6. Chapter composites or other items normally secured to walls may remain there. You do not need to remove them.
7. Chapter furniture may remain in current locations: you do not need to pile or stack furniture.

8. The House Manager MUST schedule an appointment with the Assistant Director of Student Programs and Leadership Development and/or a representative to do a final walk-through of the lounge. At this time, all keys must be turned in and the lounge to be shut down for the summer. The inventory of the lounge will be checked against the Lounge Inventory Form submitted by the chapter at the beginning of the academic year.
9. The House Manager will provide the residents of the floor with proper closing procedure for Breaks and End of Year Closing from Residential Life and Housing. Lounges are to be treated to the same protocol as individual rooms. Failure to do so will result in the following fines:

Thanksgiving Break	\$50 Fine
Spring Break	\$50 Fine
Winter Break	\$75 Fine
End of Year Closing	
Failure to Close Properly	\$100
Cleaning Fee	\$100(Minimum)
Hauling Fee	\$100(Minimum)

## Other Housing Administration Notes

### Health and Safety Matters

Assist the Assistant Director of Student Programs and Leadership Development (or a member of the Residential Life Staff) during Health and Safety Inspections. This involves inspecting all rooms on your floor, as well as your lounge, with the Assistant Director at a time agreed upon by you and the Assistant Director. Inspections will take place during a two/three week time frame determined by the Residential Life Office.

In situations in which violations are found during the Health and Safety Inspections, return to that resident's room 24 hours later to insure that the violation/problem was corrected.

### Chapter Responsibilities

The floor that your chapter resides on is your responsibility. As House Manager you are the information gatherer and distributor, caretaker, and facilitator. However, managing the environment in which your chapter resides is **NOT** your function alone! It is important that you hold each member accountable for his/her individual and collective actions. Each member of the chapter must take care of their individual rooms and assist in taking care of public areas. Living on a fraternity or sorority floor is a privilege, **NOT A RIGHT!** If the members of your chapter do not treat the facility with respect and care, the privilege can be taken away. Likewise, if your chapter does not use your lounge area, library and kitchen as intended, the privilege of using them can be revoked. As House Manager, you hold the key to motivating your chapter members to towards building a community that can foster educational, social, recreational, emotional, and spiritual development.

### Proximity Access and East Hall

Only residents of East Hall will have access to East Hall through use of their College IDs and the proximity access system. Chapters may request for members that do not reside on the floor be granted proximity access to East Hall.

The following procedure should be followed to allow individuals access to your fraternity or sorority floor:

- 1) E-mail the Assistant Director of Student Programs and Leadership Development with the names of individuals you are requesting access. Provide reasons for why these individuals should have access (new members, actives that do not reside on the floor, mascot, etc). **DO NOT** directly contact Safety and Security. It causes confusion and takes longer for the process to complete!
- 2) The Assistant Director will forward your request to Safety and Security. Safety and Security **REQUIRES** the approval of the Assistant Director to add individuals to the access list. Access is usually granted within 24

hours. If you continue to have access problems, contact the Assistant Director who will follow up on the request.

## **Lounge Keys**

Individuals who live on the fraternity or sorority floor may use their room key to access the lounge. Exceptions to this may occur when a key has been lost. The lounge will then need a separate key. In the case that a member needs a key to access the lounge, either because they live off the floor or a key has been lost please follow the following procedure to request lounge keys.

- 1) Provide a list of names of the individuals that you are requesting lounge keys for to the Assistant Director of Student Programs and Leadership Development. The Assistant Director will review and approve the list and forward the names to the Residential Life Office.
- 2) Once you receive notice of approval, you may direct members to pick up their keys from the Residential Life Office. Members will sign out their key and **MUST** return it at the end of the academic year or upon leaving Lycoming College. Failure to return keys will result in charges to your student account.

## **Lost Keys**

When a resident reports they have lost their keys, direct them to the Residential Life Office. They will submit a work request requesting the necessary lock change(s). The Residential Life Office does not issue extra keys for the rooms, instead the lock must be rekeyed and new keys cut. The responsible person will be charged for the lock change plus the cost of new keys. In addition, Fraternity and Sorority members with keys that access lounges will be responsible for charges associated with replacing the locks on the lounge and issuing new keys to chapter members. The security of chapter lounges is imperative and the College is committed to ensuring that need is met by immediately changing locks when keys are lost. The appropriate charge will be placed on the student account and may be paid in the Business Office. In addition, the chapter may choose to assist with the hefty cost of changing locks and issuing new keys for all members. However, if the chapter chooses not to assist with the costs, the individual who lost their key will be responsible for the charges

## **Policy About Use and Possession of Grills On Campus (August 2010)**

For reasons of safety of individuals, campus housing and property, the following policy will be effective immediately for residents and organizations that have official housing (*Note: this policy is not intended for Campus Dining Services and official College events*).

### **A. Regulations about Grills**

1. Only gas (propane tanks) grills are permitted. Charcoal grills (including lighter fluids, briquettes, etc.) are not permitted.
2. Residents in Asbury, Skeath, Wesley\* (see C 5 below), Rich, Forrest, Williams and Crever Halls and the Commons (second floor) are not permitted to possess grills.
3. Residents of College apartments and the Commons (first floor) are permitted to possess grills. The following guidelines must be followed:
  - a. All grills must be registered with the Residential Life Office.
  - b. Only one grill is permitted per each apartment or official organization.
  - c. All grills will then be inspected by the Safety and Security Office.
  - d. Grills should not be stored inside a campus residence.
  - e. No grill should have more than one tank attached to it.
  - f. At no time should a tank (full or empty) be stored inside a campus residence.
  - g. All tanks must meet current safety requirements (meaning that it has the proper safety valve, etc.).
  - h. Tanks must be turned off when the grill is not in use.
  - i. Tanks must be attached to the grill at all times.
4. Residents must be mindful of the safety of persons and property at all times.

## **B. Registration of Grills**

To register your grill, please contact the Residential Life Office at 570-321-4046 or at [reslife@lycoming.edu](mailto:reslife@lycoming.edu).

**C. Organizations with Official Housing** (Note: this does not include organizations that have received permission to form a cluster)

1. Follow all regulations about grills (see A above).
2. Follow the process for registering your grill (see B above).
3. During the academic year, grills must be stored on the archways of East Hall.
4. At the conclusion of the academic year, the grill must be stored in the organization's lounge if they are leaving it on campus during the summer. The tank, however, must be removed from campus (neither in the lounge nor outside).
5. \*The organization residing in Wesley Hall (first floor north) should contact the Assistant Director of Student Programs and Leadership Development about their situation should they have a grill.

*Special note: Failure to follow all guidelines and expectations of this policy may result in disciplinary consequences, including loss of privileges for possessing and using a grill.*



Fraternity/Sorority Housing Lounge Inventory

Chapter: \_\_\_\_\_

Name of Individual Completing Form: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fraternities and sororities are offered the unique privilege of having lounge space for their exclusive use. Each chapter signs and agrees to the Fraternity and Sorority Housing Guidelines that outline the following expectations in regards to lounge space:

*Fraternities and sororities will be responsible for maintaining healthy and safe conditions in these lounges. It is the chapter's responsibility to maintain the cleanliness of the lounge. Fraternities and sororities will be responsible for furnishing and maintaining these areas.*

*There will also be a lounge check conducted by the Assistant Director of Student Programs & Leadership Development and the Director of Residential Life the week after graduation to ensure the lounge was properly closed down for the summer months.*

*The chapter members may not store any personal items in the lounge over the break(s) or summer months (i.e. couches, futons, lamps, rugs, refrigerators, etc.). The chapter must provide an inventory of lounge items to the Office of Student Programs during the first week of each semester.*

Please complete this form by filling in all furniture, equipment, and chapter belongings in the chart and submit to the Assistant Director for Student Programs and Leadership Development in the Office of Student Programs by Monday, September 6.

During the health and safety inspection conducted at the beginning of each semester, a representative of the Residential Life Staff and/or the Assistant Director of Student Programs and Leadership Development will check the Lounge Inventory against the items in the chapter's lounge. This form will also be used at the end of the academic year for the last walk through to ensure that no additional items are being stored in the chapter lounge. Any items stored in the lounge area and not listed on the inventory form are subject to removal by the college. The college will not be responsible for the reimbursement or replacement of any removed items that were not on the inventory form. If the chapter acquires additional items during the academic year, the House Manager should provide updated information to the Assistant Director for Student Programs and Leadership Development.

Use additional sheets to document all chapter belongings if necessary.





## **FRATERNITY / SORORITY FLOOR PAINTING PROJECT GUIDELINES**

The following procedures apply when Fraternity and Sorority Chapters wish to paint the exterior side of room doors on their floors:

1. Submit a completed "Painting Project Request" form to the Director of Residential Life
2. The Director of Residential Life (or her/his representative) may meet with the student(s) who have proposed the project, to discuss the procedures and review the design. S/he will forward the request to the Assistant Director of Student Programs and the Director of Buildings and Grounds for review.
3. If the request is denied, the student(s) will be provided feedback, so that an alternate request may be submitted.
4. If the request is approved, the student(s) should initiate contact with the Director of Buildings and Grounds, who will work directly with the students concerning paint, colors, surface preparation, proper painting technique, and clean up procedures. All paint must be approved by the College. No acrylic paint is permitted.
5. Buildings and Grounds staff will inspect the completed project and may require corrective actions.
6. The Chapter must provide all materials (paint, brushes, rollers, paint cans/pans, drop cloths, rags, cleaning materials, etc.)
7. A \$100.00 deposit is required for all approved projects at the time the request is approved (a check made out to "Lycoming College," submitted to the Office of Residential Life). The deposit will be returned when the project is satisfactorily completed. If corrective action (i.e. repainting, cleaning) is required, the cost will be deducted from the deposit. Any additional costs will be billed to the residents of the unit responsible for the painting project.
8. Chapters may not paint heaters, fire doors, bathrooms, or fixtures (fire alarms, water fountains, etc.).
9. In the event of a floor change, Chapters may request for the College to paint the hall corridors and lounges of the new floor.
10. To request hall corridors and lounge painting, submit a letter to the Office of Residential Life outlining the project. Include drawings and colors requested. The more detailed the request, the better the outcome of the project.
11. Any questions concerning these guidelines should be addressed to the Office of Residential Life.

10-98/Revised July 2007  
Fraternity and Sorority Floor Painting Project Guidelines



**FRATERNITY / SORORITY FLOOR PAINTING PROJECT REQUEST**

\_\_\_\_1. List the names, room numbers, and phone numbers of students who will be responsible for coordinating the project:

Name	Room	Cell Phone #	Email Address

\_\_\_\_2. Attach a list of names and signatures of students who will do the painting.

\_\_\_\_3. List the specific location(s) to be painted (specific room doors, frames, etc.):

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\_\_\_\_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 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.

\_\_\_\_5. List the anticipated length of time needed to complete the project after paint has been obtained. (Please list by number of days):\_\_\_\_\_

\_\_\_\_6. When (month, day, date) would you like to begin the project? \_\_\_\_\_

\_\_\_\_7. 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 painting.

Name	Signature	Date	Organization
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**Residential Life Review**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied  
Reason for denial:

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Signature

\_\_\_\_\_ Date

**Buildings and Grounds Review**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied  
Reason for denial:

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Signature

\_\_\_\_\_ Date

**Student Programs Review**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denial  
Reason for denial:

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Signature

\_\_\_\_\_ Date