



Fraternity and Sorority Housing and Lounge Guidelines and Expectations 2012 – 2013

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 and/or the Housing Coordinator in the Residential Life Office 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.”

Fraternalities 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. Uninvited individuals on the floor or in the lounge should be asked to leave by a member of the chapter or, if requested, by Safety and Security officers or members of the Residential Life staff.

Properly closing a lounge

All perishable food must be removed from the lounge.

All window shades must be pulled half way down.

All appliances (with the exception of the stove) must be unplugged and stored properly. Refrigerators must be emptied, cleaned, unplugged, and left open.

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.

Empty the garbage.

Take down bulletin boards, streamers, decorations, etc.

Privacy and the lounge

The College will respect the chapter’s privacy while in the lounge area; however, the College reserves the right to access lounge areas occupied by fraternities or sororities for the following reasons:

1. 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.
2. 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.
3. 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.
4. 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 “walk throughs” whenever possible. This privilege will be suspended when the floor and/or lounge areas are closed for approved ritual functions.

Chapter President date

Chapter House Manager date

Director, Residential Life date

Assistant Director, Student Programs /
Leadership Development date