

The seal of Lycoming College is a large, light gray watermark in the background. It is circular and contains the text "LYCOMING COLLEGE" at the top, "LEARN • LEAD • LIVE" in the middle, and "WITNESS YOURITY" at the bottom. In the center of the seal is a building with three windows and the word "RIO" written across it.

FRATERNITY AND SORORITY LIFE (FSL) HOUSING GUIDELINES

POLICY AND PROCEDURES FOR EAST AND FORREST HALL LIVING

UPDATED 6/2021

Purpose

The Residential Life Office at Lycoming College will offer residential housing to active FSL chapters and members in specific FSL designated space (East, Forrest, and 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 Residential 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.

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Guideline I

House Manager Duties

- I. Each chapter is required to have a House Manager. House Managers are expected to work with the Assistant Director of Residential Life to assist with: opening of buildings, preparing for closing for breaks, preparing for closing at the end of the year, and 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 trainings to ensure House Managers are provided with the necessary information, skills, and training to be successful in their leadership role
 - III. Attend bi-weekly meetings with the Assistant Director of Residential Life
- III. Submit work orders for general floor and lounge maintenance and facilitate follow-up with the Assistant Director of Residential Life on all requests.
- IV. Relay all housing information to chapter members and independent students living on the floor.

Guideline II

Occupancy

- I. All residents are required to sign the College's Housing Agreement and follow and abide by its terms and conditions.
- II. All active chapter members must live on the chapter's floor, with the exception of commuters, ACFs, RAs, and approved Special Accommodation requests.
 - I. If a chapter has enough active members to fill its floor 100%, it is expected that they do so. Failure to fill the floor when that chapter's membership meets/exceeds the floor's occupancy the chapter will be given Notice communicating non-compliance with the FSL East Hall and Forrest Hall Housing Policy.
- III. If a chapter does not have enough active members to fill the floor to 100% occupancy, the chapter must fill the floor to a minimum of 80% active member occupancy and submit an action plan that entails how the chapter will meet FSL Housing compliance (100% occupancy, minimally 80% active members).
 - I. A chapter that does not have enough members to fill the floor to 100% occupancy must:
 - Have independent students live on the floor in order to reach 100% occupancy
 - Consolidate rooms if the floor has vacant spaces
 - II. In the event that a chapter is unable to fill the floor to 100% occupancy the Residential Life Office reserves the right to assign independent students in order to fill the floor and the College may require chapters to add students to the floor to reach 100% before the start of the academic year.
- IV. The President, House Manager, Risk Manager, New Member Educator and Scholarship chair must live on the floor.
- V. It is the designated chapter's responsibility to provide evidence of active efforts to fill the floor in a timely manner as per approved action plan.

- VI. Approved Special Accommodations will be placed in appropriate designated spaces (e.g., single, air-conditioning, 1st floor, etc). In the event appropriate designated space is not available, consideration may be given to placing the member on the chapter's floor.
 - I. Floor occupancy will be revised to reflect the Special Accommodation.
- VII. Any adjustments to room assignments, must be communicated by the House Manager to the Assistant Director of Residential Life within one week of change.
 - II. All room changes must go through the House Manager and Assistant Director of Residential Life .
- VIII. The chapter must fill any anticipated Spring semester vacancies before the end of the Fall semester.
 - III. All required paperwork must be completed with House Manager and Assistant Director of Residential Life prior to the end of the Fall semester.
- IX. Unanticipated vacancies must be filled no later than four weeks after the start of the Fall semester and Spring 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. Fall semester action plan(s) are to be submitted to the Res Life office and FSL Involvement Office.
- III. A Notice is to be a catalyst for the FSL advisor, Chapter advisor and chapter membership (including alumni) to be aware of the chapter's circumstance and to support chapter efforts to increase the number of active members to meet occupancy expectations for East and Forrest Hall.
 - I. Once 100% occupancy has been met, the Notice count will reset to zero.
- IV. If the chapter does not have enough members to fill 80% occupancy and/or does not have all available members living on the floor after four Notice's the chapter will be required to reapply for the floor.
 - 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 floor. Review of applications should be considered competitive.
- V. 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% capacity of floor).

- I. All chapter members on the housing roster must be eligible to be assigned housing (enrollment deposit paid, student account current, and Housing Agreement completed prior to roster submission).
- II. If a chapter is unable to fill FSL Housing Lottery roster to 100% occupancy, chapter must fill roster to 80% active member occupancy and then must fill the rest of the floor with independents.
 - I. If the chapter fills the floor to 100% 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).
- III. The chapter and its members must demonstrate that they are able to fill a floor at 80% occupancy with its active members excluding commuters, ACFs, RAs, or students with approved Special Accommodation requests.
 - I. If a chapter is approved at the time of lottery for 80% occupancy but not yet 100% occupancy by the beginning of the Fall semester, an action plan must show that the designated floor can be filled with new members and/or independents to 100% occupancy by the fourth week of the Fall semester.

Guideline V

Lounge and Lounge Usage

- I. 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 Student Code of Conduct and the College's Housing Agreement. To view these policies and procedure may be found at: <http://www.lycoming.edu/residentialLife/policiesAndProcedures.aspx>
- II. The chapter is responsible for maintaining healthy and safe conditions in their lounge
 - I. It is the chapter's responsibility to maintain the cleanliness of the lounge and disposing of trash.
- III. The chapter is responsible for furnishing and maintaining these areas.
 - I. The College will provide a stove, refrigerator, and counter space for the kitchen area.
- IV. East Hall lounges consists of a living area, a kitchen, a restroom, and two closed rooms.
 - I. The restroom must be cleaned and maintained by the chapter.
 - II. One closed room is to be used as the chapter's library.
 - i. 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.
 - III. One closed room is be used for the storage of ritual materials.
- V. Forrest Hall fraternity space consists of a lounge and one residential room set aside for storage.
 - I. Storage is for use of library and ritual materials.
- VI. The chapter must complete the "Lounge Inventory Form" to the Assistant Director of Residential Life during the first week of the academic year. (Appendix A, pg. 8-9)
- VII. 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.
 - I. Failure to register events in respective lounge, may lead to conduct violations and loss of privileges.

- VIII. Lounge windows (to the stairwell and to the outside door) must not be covered, unless ritual is being conducted.
 - I. Curtains may be hung temporarily for ritual but must be taken down at its conclusion
 - II. Rituals must be registered.
- IX. The Assistant Director of Residential Life and the Director of Fraternity and Sorority Life and Involvement will conduct a health and safety inspection of the lounge, library and ritual closet twice a semester.
 - I. There will be a lounge check prior to the start of the academic semester, to ensure the lounge is prepared for the academic semester.
 - II. 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.
 - III. During the health and safety inspection, lounge inventory will be checked based on the inventory list provided by the chapter.
- X. 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, chapter items donated to specific members, etc.). 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.
- XI. The chapter will be issued keys for the lounge. If a member does not live on the floor, they will receive a key to the lounge. At the end of the year, these keys must be turned in to the Residential Life Office.
 - I. If a student does not turn in the key, they will be charged to have the locks replaced on the lounge and to make enough keys for floor residents and additional members.
 - II. Lounge keys must NEVER be copied and “passed on”.
- XII. 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. Uninvited individuals on the floor or in the lounge should be asked to leave by a member of the chapter or, if requested, by Public Safety officers or members of the Residential Life staff.
 - I. Failure to register events in lounges may lead to conduct violations and loss of privileges.

Guideline VI

Lounge and Privacy

- I. 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:
 - 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 the floor and/or lounge areas are closed for approved ritual functions.

Guideline VII

Closing a Lounge

- I. Lounges follow the College Residential Life calendar.
- II. Per Guideline III.I, all requests to open the lounge early or leave the lounge open late must be made in writing.
 - These requests are made through the House Manager to the Assistant Director of Residential Life.
- III. A meeting must be held with the floor to properly review closing procedures at least one week before finals begin.
- IV. All perishable food must be removed from the lounge. Non-perishable food must be stored in airtight containers.
- V. All windows must be completely closed and shades must be pulled half way down.
- VI. All appliances (except stove) must be unplugged and stored properly.
- VII. Refrigerators must be emptied, cleaned, unplugged and left open.
- VIII. Take down bulletin boards, streamers, decorations etc.
- IX. Empty garbage in living area, kitchen, and bathroom.

There must not be any storage of personal items stored in the lounge area and not listed on the inventory form are subject to removal by the college.

Guideline VIII

Lounge Requests Guidelines and Procedure

- I. Painting/Project Request
 - I. House Manager must submit a complete "FSL Painting Project Request" form to the Assistant Director of Residential Life.
 - II. The Assistant Director of Residential Life may meet with the House Manager that proposed the project, to discuss the procedures and review the design. The Assistant Director of Residential Life will forward the request to the other departments for approval and signatures.
 - III. A \$100.00 deposit is required for all approved projects at the time the request is approved by the Assistant Director of Residential Life (Check is made out to "Lycoming College").
 - I. 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.).
 - I. The chapter must use drop cloths 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 Buildings and Grounds 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 on their current floor.
 - II. If a chapter would like to reapply, the House Manager submits the "FSL Housing Application".
 - III. House Manager may e-mail the Assistant Director of Residential Life 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 LOUNGE INVENTORY FORM

Chapter: _____

House Manager: _____

Contact Number: _____

Fraternalities 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. Please complete this form by filling in all furniture, equipment, and chapter belongings in the chart and submit to the Residential Life Coordinator of Housing Operations and Independent Living. Note that no personal belongings should be stored in the lounge over breaks.

Living Area (list item and details if needed)

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |

Kitchen Area (list item and details if needed)

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |

Storage Area *(list item and details if needed)*

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |

Library

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |

Bathroom/Other *(must list location, item, and details if needed)*

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

FSL PAINTING AND/OR 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

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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)

Appendix B

FSL HOUSING APPLICATION 2021-2022

Organization: _____

House Manager: _____

This application process is for fraternities and sororities requesting to be A) considered for housing in East Hall or Forrest Hall for the 2021-2022 academic year OR B) re-applying for current designated space due to receiving four (4) occupancy notices. Any chapter requesting FSL Housing must complete items A through C (items B and C are to be attached to this application). Applications are submitted to the Office of Residence Life or electronically to the Assistant Director of Residential Life by November 1, 2021.

A. Please provide below the names of 26 individuals who commit to live on the floor in the case that the chapter is selected for Fraternity and Sorority Housing. The occupancy for most floors is 24. Each chapter must also list and designate 2 alternates who would move on the floor if a vacancy came open. The Chapter President, Vice President, House Manager, New Member Educator and Scholarship Chair must live on the floor.

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |
| 21. _____ | 22. _____ |
| 23. _____ | 24. _____ |
| 25. _____ | 26. _____ |

B. Chapters are asked to attach, review and reflect on challenges and successes of the action plan(s).

C. Chapters are also asked to describe how the granting/continuation of a floor will benefit and impact your organization overall, from recruitment to sustainment of members.

Lycoming College sets high expectations for Fraternity and Sorority Life. Potential House Managers and Chapter President's must review the Fraternity and Sorority Housing Guidelines to submit a floor application. Chapters granted the privilege of a fraternity/sorority floor are expected to follow the guidelines that have been established by the Office of Residential Life. The House Manager and Chapter President should sign below indicating that:

- Both the House Manager and Chapter President reviewed the FSL Housing Guide
- The chapter understands the responsibilities and regulations that accompany the privilege of a fraternity/sorority floor
- The chapter will strive to follow the Fraternity and Sorority Housing Guidelines.

Chapter: _____ Date: _____

President Signature: _____ Date: _____

Printed Name: _____

House Manager Signature: _____ Date: _____

Printed Name: _____

INDEPENDENT ACKNOWLEDGEMENT FORM

I, the undersigned, have signed up to live independently on the floor:

_____ (print name)

I am aware that I am filling a space that is meant for an active member with all rights and privileges of the organization. This does not guarantee me membership into the organization. Membership into the organization would be contingent on receiving a bid, an invitation to membership, during the appropriate recruitment times and meeting the minimum cumulative Grade Point Average set forth by the organization. If I were to go through New Member Education for the organization whose floor I currently live on I know that my status will not count as active until my first full semester as an initiated member. I am aware that if the chapter is able to fill their floor with active members from one semester to the next and I am still an independent living on the floor, I will be notified of other housing options by the Office of Residential Life.

Semester(s)

Signature

Date

HOUSING GUIDELINES ACKNOWLEDGEMENT FORM

This is to acknowledge that I have read and received the Fraternity and Sorority Guidelines 2021-2022. 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 Residential Life Office and will be kept in the FSL Housing file.)

Print Name

X

House Manager Signature _____
Date

Print Name

X

President Signature _____
Date

Print Name

X

Chapter Advisor _____
Date

X

Tabitha Giacalone _____
Date

Assistant Director of Residential Life