

Sigma Phi Epsilon Housing Guidelines 2007-2008



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Greek Housing: General Guidelines

The university, alumni and current students are working collaboratively to provide high quality living environments for fraternities and fraternity members that enable the members to grow and succeed. This document contains vital information to help members living in the house maximize the partnership's goals. The information is a combination of the lease, living arrangement and university procedures. The document is designed to maximize communication between the university and the organization's members so needs can met in a timely fashion. Copies of the lease agreement and the living arrangement are available on request.

Housing Year

The academic year lease runs from September 1st through June 8th. The summer lease starts June 10th and runs to the week before fall opening. If summer residents want to stay through the week between summer and fall, they will be charged a prorated weekly rate (based on the summer rate). Early arrivals for fall quarter will be charged 25 dollars a day.

Rent/ Fees Deadline

All rent should be paid by check, money order or can be deducted from financial aid. Payments must show resident's name, address, room number, and phone number. Rent is due and payable in three installments on or before September 21st, January 2nd, March 27th during the academic year. Any payment received after its due date will be assessed \$35.00 and \$2.00 per day for each day the payment is not received. (Maximum late charge of 75 dollars for each installment.)

Housing Assignments

At least 2 weeks before the end of every quarter, a list of the next quarter's room assignments must be submitted to the house's live-in staff member. Keys will not be checked out unless the university knows, in advance, which individuals are scheduled to move into rooms. Only people assigned to be living in a room shall be able to live in that room.

Room Condition Reports (RCR)

Live-In members verify should their room's condition when they check-in by reviewing the Room Condition Report with the Live-In House Mentor. Residents should make sure that room damage that is present in the room during check-in is documented on the RCR.

Checking Out

When moving out, resident should make sure room is broom clean and in good condition. Reasonable wear and tear is acceptable. Resident may be liable for damage that is not indicated on their Room Condition Report from check-in. Keys should be returned to the proper location.

Room Changes

Before room changes occur, the live-in staff member should be notified 48 hours in advance. This time will allow the university to make sure everything can be prepared for the change.

Live-In Staff Member (House Director)

The Live-In Staff Member (House Mentor) is a university employee committed to helping the fraternity and fraternity members succeed. The House Mentor is a resource when dealing with facilities issues, housing and billing issues as well personal growth and academic issues. The fraternity is encouraged to use the staff member as a resource to aid in the development of an environment that fosters academic success and leadership.

Meetings During the Year

Over the course of the year, meetings between the university and the house may be arranged. In some cases, meetings may take place once a quarter (most likely in the first week) to update members living in the house on new protocol or ask members what the university can be working on improving. Additional meetings between

executive board members, the live-in staff and university representatives may be called to make sure all aspects of the house management are running effectively.

Safety

Fire Safety

Smoke detectors are provided, but are not infallible, and it is the Resident's responsibility to check any smoke detectors on a daily or frequent basis and report any malfunction to the university. Replacement of the batteries in the smoke detectors is the sole responsibility of the Resident.

Building Security

Residents should realize that any security measures provided by the university should not be treated as a guarantee against crime or reduction in the risk of crime. Residents should make sure room doors are locked when they leave and keep an eye out for situations, which may lead to security issues. Please do not prop entrance doors or fire escape doors. The house members should work together as a fraternity and with the university to promote house safety and security.

General Safety

The university works cooperatively with the chapter and the city to ensure that the chapter house is a safe place to live, study and be a Buckeye. To ensure that your room is safe and will pass a city safety inspection, please make sure you do the following:

- Do not tamper with smoke detectors or other fire protection systems.
- Do not tamper with or use fire extinguishers for anything except what they were intended for.
- Do not tamper with the house electrical system.
- There should be no trip hazards in rooms. If you have shoes and piled clothes in the middle of the rooms, it might be a violation.
- There should be no wiring under any carpets.
- Do not use extension cords at all. Surge protectors are OK, but extension cords should not be plugged into them. The main appliance must plug directly into the surge protector.
- If light fixture was made to have a cover on it, the cover needs to be on the light.
- Do not block window.

** Please be aware that this list is not an exhaustive list and other safety concerns may need to be addressed as they are discovered.

Insurance/ Liability

Residents are responsible for any loss or damage to any personal property located on or around property. This responsibility includes Resident, Resident's guests or occupants for injury, damage or loss to person or property caused by criminal conduct of other persons, including theft, burglary, assault, vandalism and other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, lightning, wind, explosions and interruption of utilities (unless caused by university negligence). Residents are responsible for insuring personal property.

If a resident and/or his guests elect to use the common areas, amenities or conveniences of or at the house, they do so at their own risk.

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Contact Information

The University has a team of people working for you and your fraternity. The key person to work with is your live-in staff member.

Dennis Kaps

Dennis_kaps@abercrombie.com

Contact them for issues related to billing, housekeeping, maintenance and other issues. Also use your chapter advisors. If there are additional concerns, please contact:

Kristyn Biebuyck

292.6431

biebuyck.1@osu.edu

Stacey Renker

688-8571

Renker.5@osu.edu

Kurt Foriska

247-kurt

kforiska@studentaffairs.osu.edu

Keys and Locks

Keys must be turned in when resident is checking out of the building. If keys are not turned in or keys are lost, resident will be assessed \$100.00 for the cost of rekeying room. Keys should not be duplicated and locks should not be added or changed.

If resident is locked out of their room, he can receive a temporary key from the Neil Ave. Building (10th and Neil Ave) or they can see if the live-in staff member or chapter president can let them in their room if key is locked in room.

Cards for the exterior doors can be obtained through the House Manager. (House Manager should make request for card 2 weeks prior to each quarter and as needed during the year.) If front door card is lost, resident should contact staff as soon as possible.

Parking

Executive Board will allocate parking passes for house spots. The Executive Board will work thru Housing Assignments to obtain hangtags. Vehicles without tags will be towed at owner's expense. Vehicles improperly parked, parked on lawn, blocking dumpster, blocking aisles, etc. will be towed at owner's expense.

Living Guide

Resident shall observe faithfully and comply strictly with the rules and regulations set forth in the lease and living arrangement. The university and the fraternity shall have the ability to make reasonable changes in and additions to the rules and regulations from time to time. Leases are published and available for residents' examination and to receive copies. The following are house rules that govern the facility.

Alcohol- Alcohol may be consumed by residents over the age of 21 and only in resident rooms. No open containers of alcohol may be consumed in public spaces.

Quiet Hours- Quiet hours will be determined by the residents during the 1st week of Autumn Quarter.

Visitation Policy- Visitation procedures will be established by residents at a chapter meeting during the 1st week of Autumn Quarter.

Smoking- The facility is smoke free.

Pets- No pets, other than guide or assistance animals for people who are physically impaired and fish in 55 gallon or less tank are permitted.

Observance of Rules- All members must abide by chapter by laws. All residents, fraternity members on premises and guests will be held to the Ohio State University Code of Conduct.

Facilities Protocol and Services Provided

Utilities and Services

- **Utilities-** Charges for electricity, water and gas services are included in house rent.
- **House Phone-** The University provides a house telephone in a house common area.
- **Room Phones-** Residents shall be solely responsible for installation and telephone charges (including, without limitation, long distance service) and services for phone service.
- **Cable-** The University provides cable television that includes the monthly basic cable service charge.
- **Internet-** The University provides high-speed internet service to each resident room.
- **Trash-** Resident should dispose of trash in the designated dumpsters behind the house.

If there are any service interruptions or problems with the university provided services, contact the live-in staff member.

Provided Furnishings

The university provides furniture for the public areas and student rooms (bed, desk, and dresser per student). The university will work with the house members to make sure the furniture meets the chapter's needs. Residents can bring in additional furniture and lofts but the lofts must meet university guidelines. No provided furniture (private or public area) may leave the house. Couches and other "indoor" furniture may not be placed on porches, patios and/ or grounds.

Appliances, Objects and Use

Residents should not have any heavy objects, including, without limitation, water beds, concrete blocks, large aquariums, motorcycles, weights (within reason), etc. Book shelves, posts, supports, storage, whether decorative and/or useful installed, placed or located in, on or about the house may not be made of any heavy object. Except for the micro-refrigerator furnished to each resident room, no other appliances are permitted in, on or about the rooms, whether in use or not, including portable cooking ovens, toasters, and window air conditioning units.

Other House Protocol

- Residents shall not make any alterations, improvements, additions or changes to the house or personal rooms, including, without limitation, painting, wallpapering, carpeting, electrical changes, except as may be authorized by University in writing.
- No holes or stickers are allowed inside or outside the house; however, a reasonable number of small nail holes for picture hanging are permitted.
- Residents shall not disable, disconnect, alter or remove any furnishings, appliances, fixtures or equipment, including, without limitation security devices, alarm systems, smoke detectors, or screens.
- Residents shall not store anything in furnace areas or furnace rooms of the house.
- Light bulbs are to be replaced by resident at resident's expense.
- Absolutely nothing may be placed in the windows of the house except for white or pastel colored drapes, curtains or liners. This includes but is not limited to: print pattern materials, newspapers, blankets, sheets, alcoholic beverage containers, political announcements, etc.
- Resident's personal property and/or effects may not be left in the living areas (the porch area, stairwells, stairways, hallways, step landings, lobbies, living rooms, dining/multipurpose room, kitchen, or outside areas of the building) without written university permission and if left without permission may be discarded by the university, and any chains, locks or cable will be removed and discarded, if left unattended by Resident. Resident releases university from any liability for such disposal of any such personal property.
- Residents and their guests are prohibited from entering upon or being on the roof of the building, and any overhangs, deck coverings or elevated structures which are not specifically intended for occupancy of persons.
- Residents agree that they shall be responsible for the repair and/or replacements of damage items in the house common areas caused by residents and/or their guests.