



# FRATERNITY & SORORITY HOUSING





### **G. Parlor Fees (only Sigma Chi)**

The USA Greek Life Office will provide an active roster to USA Housing for parlor fee billing. Parlor fees are billed during the fall and spring semesters and are due when billed. The total parlor fee amount per semester for the organization is calculated based on the number of empty beds from the prior semester and the current balance of the organization house account. The total parlor fee amount due per member is based on the total number of active members that appear on the official roster. Members should contact the organization president or the house advisor with questions or to dispute the charge.

The organization president or house advisor may email the Auxiliary Services Business Manager to request to reverse a member's parlor fee. If approved, the charge will be removed from the student account and charged back to the organization house account. The charge back amount must be billed in the next parlor fee billing cycle.

### **H. Filling Vacant Bed Spaces/Room Change Request**

Organizations may fill vacant bed spaces in the Chapter House after a semester has started with current members. For students currently living in on-campus housing in a different residence hall they may request a room change to the Chapter House at any point in the semester. The Chapter President must approve any new room changes by emailing the USA Housing Office. A student not currently living in on-campus housing may also apply for housing and move into the Chapter House with the Chapter President's approval.

Before a member is permitted to live in a Chapter House:

- They must be an initiated student member in that organization in good standing at the University.

- They must appear on the organization's roster filed with the USA Greek Life Office as an active member.

- They must have fully completed the organization's new member education program.

- The move-over or in date must be after the official date of new member initiation submitted to the USA Greek Life Office at the start of the semester in the required New Member Education Plan.

### **I. Fraternity/Sorority Office Term Expiration**

Members currently living in the Chapter whose Fraternity/Sorority office term expires at the end of the fall semester may request to cancel their housing contract for the upcoming spring semester. Members must submit a request to cancel housing in MyUSAHousing by the published deadline. Approved cancellations must vacate by the fall housing move-out day/time deadline. The \$150.00 contract cancellation fee is waived as indicated within the Housing Contract Terms & Conditions and the resident will not be responsible for winter break charges unless the resident signed up for winter break housing and maintained occupancy during those dates.

Fall beds vacated by graduates and select outgoing executive officers should be replaced. It is recommended each organization plan their bed space inventory accordingly to minimize the number of empty beds for spring.

### **J. Damages**

Damages to a residential room will be charged to the member(s) living in the room. The charge is placed on the member(s)' account and is due when billed. Damages to the Chapter House common areas will be charged back to the organization house account if a member(s) is not charged. Damage charges assessed to the organization house account must be paid by the third week of the following academic semester.

#### **K. Chapter House Improvements/Modifications**

The president may reach out to the Director of Housing to request any house improvement or modification projects. USA House will provide the cost and bill the chapter for the full amount. The bill will be due immediately upon completion of the project. This includes but is not limited to common area painting.

#### **L. Unpaid Student F&SH Charges**

F&SH Housing charges, including room, meal plan and parlor fees, are collected using the same process as all other housing accounts. Aged accounts will be sent two letters requesting payment

FSL members and guests must follow The Lowdown Student Handbook, The USA Tailgating Policy, and the Greek Life Policy. Organizations providing alcohol to minors will be subject to disciplinary action per The Lowdown. Any individual or organization found in violation of any of these policies will be subject to sanctions through the University judiciary process and/or the legal system. Hard alcohol, glass bottles, and common source containers are prohibited at fraternity/sorority houses and at tailgating events.

**P. Game Day/Tailgating Policy**

FS&H members must follow all policies/procedures outlined in all policies / page, all w12.1 ,C /P MCI



*recognizes that any furniture left will impact the ability for University to perform annual cleaning. University Housing does not provide designated storage spaces for chapter-owned furniture/belongings.*

Empty dehumidifiers in rooms and in common areas before departing

Ensure that all trash is emptied in one of the university exterior dumpsters. If a dumpster is full, take trash to a different dumpster. Trash should not be set outside of the dumpster.

No furniture is allowed in the university dumpsters

## R. Attic Space/Storage

Attic space in the Fraternity and Sorority Houses may not be accessed for storage of personal or house owned property per the University Fire Marshall:

Attic space is considered mechanical space

Fall risk due to height of top step and the possibility of falling through ceilings when moving in the cramped space.

No rooms (*parlor, study or chapter*) are to be used for summer storage of resident items. No personal items can be stored/left in rooms over the summer. A reasonable amount of furniture may be left in common area spaces, but the Chapter recognizes that any furniture left will impact the ability for University to perform annual cleaning. University Housing does not provide designated storage spaces for chapter-owned furniture/belongings.

## S. Safety/Security

No flammables/hazardous chemicals **inside** the houses (*gas, gas engines, propane, grills, lighter fluid etc.*). All flammable items **outside** the house, (*propane, gas products, and grills*) should be a minimum of 10 feet from the exterior of the house.

No carpentry work inside the houses, including power saws, cutting tools, etc.

Fixtures should not be tampered with, or modified (door alarms, AC controls or their lock boxes, electronic door controls, door hardware).

Entries and exits are not to be blocked, halls should be free of any furniture, wood, appliances, trash etc.

No extension cords are to be used in the house for any reason.

No ladders are to be propped up on the house for any reason.

Not allowed to climb on the roof

## T. Banners/Signs

Banners/displays may be hung from columns. But, Chapter must tie banners to hooks on the columns, not wrap rope around columns. If the hook on the column is missing please contact USA Housing and a replacement hook will be installed. Banners/signs must be at least 3 feet from the ground at the bottom of the banner/sign. Chapters may also use the provided in-ground pole holders in front of each house to display signage.

## U. Furniture

Housing room furniture is required to remain in the rooms and should not be removed.

## V. Laundry

Each house is provided with washers and dryers for resident use only. Please review the USA Housing Community Standards for information related to laundry.

