

HOUSING POLICIES

General Contract Room Housing Policies

Inventory

All residence hall rooms are carefully inspected before the students move in. A Greek Life staff member will complete an inventory of each room when a resident moves in, and again when he or she moves out. Each student is responsible for having his or her room inventoried when leaving the residence hall or changing rooms. A resident who finds something in disrepair should notify the Greek Life staff within one week of moving in.

Keys

If keys are not returned upon check-out, a \$75 charge will be assessed. Room and front door keys are issued to all students when they arrive in the halls in August. Lost keys should be reported immediately to your area office. A charge of \$75 will be assessed for the replacement of any lost room keys. Loan keys are available at your area office. If lost keys are not found within three days, a lock change will occur. New keys will be at the area office following a lock change.

Non-Resident Keys/ID Access

Chapters must petition in writing or by email the Greek Life office (name and Case ID) to allow non-residents to have access to the chapter's building. When the petition is approved, the non-resident can pick up a key at the area office or their student ID will be activated for buildings with card access. The key must be returned to the area office by 5:00 p.m. on the last day the residence halls are open. If the keys are not returned, the student will be charged for replacement (\$35.00) and the privilege of issuing keys will be revoked for the next academic year. Only active members enrolled in classes may have keys.

Parking

On-street parking near the residence halls is severely limited. Students who must have a car on campus must obtain a parking permit from Access Services. Parking on fire lanes, driveways, and on lawns is prohibited and could result in ticketing or towing of your vehicle. Murray Hill Road residents can receive a city pass. Contact the City of Cleveland for details.

Responsibilities for Room Use

Housing recognizes students' need for the right to privacy in their own rooms. However, an authorized University official may enter a student's room for inspection or maintenance after reasonable notice, or in the case of emergency. Staff members are required to identify themselves

prior to entering a room. When service workers enter rooms, they are required to lock them when they leave.

Screens

Window screens in the suite and room areas should not be removed from the windows for any reason. Unauthorized removal of window screens will result in judicial action and a charge for replacement costs. A charge of \$20 will be assessed to reinstall screens if they are not installed at check-out.

Sorority/Fraternity Floor Policies

When housing applications for the following academic year are collected in the spring, groups not currently occupying an entire floor may expand to occupy the additional space on the floor. However, if the group does not meet the minimum number of spaces it takes to occupy a floor (or whatever space was granted as group housing) no active members of the organization may live in other University housing. Members may move off-campus only if permission has been granted by the Housing Office.

No sorority/fraternity in group housing may expand to occupy more than one floor in a residence hall.

Any rooms on the floor where sorority/fraternity groups live that become vacant during the academic year will first be made available to the sorority/fraternity in group housing for pledges or members who are not currently living in the group housing arrangement. The Greek organization has one week to fill the vacancy; after that, the chapter is billed for the vacancy. The chapter is not responsible for spaces vacant due to academic withdraw or separation from the University.

It is expected that all members will live on the sorority/fraternity floor. The sorority/fraternity in group housing will be notified by the University Housing, Residence Life and Greek Life Office when members of the organization petition to move off-campus. Contact with the sorority/fraternity will be made before the petition is reviewed by the Housing Office.

Moving may only be done if there is a member to replace the person moving off the floor. Permission to make permanent renovations to any area occupied by the sorority/fraternity group housing must be approved by the Housing and Residence Life Office by way of a letter.

Sorority/fraternity organizations in group housing are required to create their own method of

room assignment. The organizations must notify the Office of Housing, Residence Life and Greek Life of the rooms assigned before the end of the spring semester. The Office of Housing, Residence Life and Greek Life will bill the chapter for vacancies when cancellations are made over the summer. The University Housing and Residence Life Office will notify the summer contact person for the group or groups this would effect before billing the chapter.

Upon purchase or lease of an off-campus house, sororities/fraternities in group housing may choose not to enter group housing in the residence hall for the next year. This decision is to be communicated in writing to the University Housing, Residence Life and Greek Life Office before applications are due in the spring for the next academic year. Thus, no one in group housing would break the one year contract, which exists when a housing application is signed and returned to the Housing, Residence Life and Greek Life Office.

If possible, the Housing, Residence Life and Greek Life Office will provide the sorority/fraternity group housing with a chapter room for the purpose of meetings and a storage room. The chapter must maintain at least 12 members in the designated space to be eligible for a chapter room.

Communication and cooperation must be maintained with the University Housing, Residence Life and Greek Life Office.

South Side Greek Housing Policies

Appliances

The use of space heaters, air conditioners, hot plates, microwave ovens, and refrigerators larger than 5 cubic feet in rooms is a violation of University regulations as they are a fire hazard.

Roof Policy

There is to be no one on your roof at any time. The material on the roof is made from specialized materials that are very expensive to replace is broken. Dancing, walking, and sitting on the roof can easily puncture the material and result in repairs that will be billed to your chapter. Anyone found on the roof will be fined \$50.

In order to ensure that the roofs are in good condition, inspections will be conducted twice a year by Plant Services. All damage to the roof that is determined as vandalism will be billed to the chapter.

Mascot Policy

No pets of any kind, except for small caged animals, excluding dogs and cats, are allowed in

University Greek housing. Violations of this policy will lead to fines in addition to charges for cleaning and/or damages: first offense, \$25, second offense, \$50, third offense, \$75. This contract violation can also lead to reassignment, eviction, or disciplinary action.

Garbage Collection

Trash collection should occur on a daily basis Monday through Saturday. If there are any problems with the trash collection, they should be reported to the Fribley Area Office at 368-1011, or the Wade Area Office at 368-1010. Only trash that is bagged and placed in the trash pick-up area outside of your house will be collected. For large items that can not be bagged, special arrangements for pick-up should be made with Housekeeping at 368-2580. Please be sure that the bags are not overstuffed, and that the kitchen waste is bagged to avoid spillage and to prevent pest problems. If vehicles are blocking the trash pick up area, the trash will not be collected.

Maintenance Requests

When a maintenance problem arises, the house manager should submit an on-line maintenance request at <http://housing.case.edu/sendhelp>. Do not contact the maintenance department directly. Copies of all work orders will be sent to the house manager as they are placed with the maintenance department. It is the policy of the maintenance department that, when emergencies arise, the highest priority is assigned to Greek housing and Residence Halls. General problems and complaints will be handled as promptly as possible, based on the maintenance work schedule.

Emergency maintenance requests may be made (between 5:00 pm and 8:30 am on weekdays and on weekends at any time) by calling security (x3333) who will contact the maintenance department. Emergencies are floods, electrical and power failures, drastic heat problems, plumbing problems, etc. If there are questions about the nature of an "emergency," or if there is no response from the maintenance department call the Supervisor on call for your side of campus. When you call in a night maintenance request, be sure to send an on-line maintenance request the next morning. Include in your report whether the repair has been completed. Please do not assume that a night call will result in work the next day.

If the quality of work completed by the maintenance department is unsatisfactory, contact the Greek Life Office and inform them of the situation. The Greek Life Office will subsequently follow up on the matter.

Maintenance Complaint Forms

Plant Services, University Related Services, and others complain about the level of care in a fraternity house and the fraternity's response. In an attempt to alleviate this problem, the following policy is in place:

1. When Greek Life is notified of a problem, a form will be sent to the chapter.
2. The form will state:
 - The complaint
 - What needs to be done
 - When it needs to be completed
 - When the form needs to be returned to Greek Life
 - How much the chapter will be charged if the job is not completed
 - Any fine that may accompany the process.
3. Appeals can be made to the Director of Housing up to 5 days after receipt of the letter.

Examples of this policy would be mascot violations, trash, egress clutter, wrongful use of fire hoses, roof access, etc.

Fire Drills and Inspections (of Southside Houses and Magnolia House)

Each semester, a fire drill is conducted by the Greek Life Office, under the supervision of the Office of Environmental Affairs, in the following manner:

1. The chapter is notified of the date of the fire drill.
2. When the representative from the Office of Environmental Affairs arrives at the house, the house manager is responsible for assisting with the drill by checking the house to make certain that everyone has left the building.
3. If the fraternity members and others in the house do not evacuate the house within the time limit (2-3 minutes), the drill will be repeated at a less convenient time (5:00 a.m., for example).

Each semester, the Office of Environmental Affairs conducts a health, safety, and fire inspection of each fraternity house. After the inspections are completed, the results of the inspection are sent to the Office of Housing, Residence Life and Greek Life. The Director of Greek Life may meet with the house manager to discuss the results of the inspections. The Housing and Residence Life Office, Environmental Affairs Office, Auxiliary Service Office, or the fraternity will be responsible to repair any problems cited on the inspection report.

All residents should assume the responsibility of insuring fire safety in the residence hall or fraternity house. Any resident who a) tampers with or removes fire hoses, fire extinguishers, or any other fire fighting equipment, b) places false alarms, or c) interferes with the proper functioning of the fire alarm system, fire safety equipment, or emergency exits may be subject to prosecution as well as University disciplinary action.

The doors to the stairwells on each floor are fire doors and are designed to stop the spread of fire and smoke. Residents should not block doors or wedge the doors open or tamper with the self-

closing mechanisms. Corridors, hallways, stairways, and stairwells must not be obstructed by placement or storage of any materials, equipment, rubbish, etc.

Evacuation of the building by all residents is required when the fire alarm sounds. Students failing to comply may be subject to disciplinary action.

Houses where the university does not conduct regular fire drills may contact the Greek Life Office by email or at 368-8523 to schedule a fire drill on their own.

Room Modifications

Prior approval must be granted for any type of temporary room modification, including:

1. Construction of a loft bed or bunk bed.
2. Painting of walls/ceilings in non-University colors or patterns.
3. Additional of bookshelves to room.

Modifications may be applied for by completing a Room Modification Request Form available at the Area Office. All modifications must comply with the following guidelines:

1. No modification of a structural nature is allowed.
2. All lofts or bunk beds must be free standing. The attachment of such structures to walls, ceilings, or floors will be considered damages and assessments will occur.
3. ****All modifications requiring construction must include a diagram of the construction, including a list of materials and a description of how the structure will be assembled. ****
4. The affixing of paneling, wallpaper, or other substances to walls or ceilings, or the covering of woodwork, or painting with other materials is prohibited.
5. No existing room furnishings can be removed and stored in other areas of the building.
6. Students must agree to assume all responsibility for such modifications.
7. Use of a waterbed is prohibited.

Rooms must be restored to their original condition when vacated. However, students who make improved temporary modifications, and who plan to return to the same room for the following year may request permission to preserve these modifications over the summer vacation period. To do so, the student must first submit a housing contract during the spring semester room selection process. Then, the student must submit, to the Greek Life office, a completed Room Modification Request Form, or for any reason, fails to return to the same room for the following academic year, then the University will automatically restore the room to its original condition and bill the student for the cost of the restoration.

A non-returning student may request that a particular modification be left in place, on the grounds

that the modification in question is such that it would prove desirable to the next room occupant (s). Some modifications, such as a room painted in non-University colors or an extra shelf are potentially acceptable alterations. The student must make the request through Greek Life. Permission may not be granted until an inspection has been conducted by University officials.

A student who will be living in a room that was temporarily modified by its previous occupant may agree to occupy the room in its present condition. If this is the case, the new occupant must sign the waiver to retain the modifications over the summer, assuming full responsibility for the modifications. If the new occupant does not sign the waiver at the bottom portion of the Room Modification Request Form, the room will be restored to its original condition. If the new occupant does not request to keep the room modified over the summer and (for any reason except academic separation) fails to return to that room the following year, he/she will be held responsible for the restoration of the room to its original condition.

Air Conditioner Policy

1. Authorization for installations of air conditioning is conditional on provision of medical documentation.
2. Charges will be billed to the student or the Fraternity Alumni Housing Corporation.
3. All installation will be done by the university.
4. All equipment will be provided by the university.
5. All rooms must have the electrical wiring replaced for safe operation of window air conditioner. Some buildings can not accumulate the necessary wiring upgrade and therefore will not be eligible for window air conditioners.
6. Typical charges including prorated portions of the purchase price of the air conditioners, wiring, window modification, and installation have ranged in cost from \$1500-2000. A contractor quote will be provided prior to installation.
7. Any window air conditioner installed in a leased fraternity will result in formal default notice to the Alumni Housing Corporation. Judicial action against the contract occupant of the room will occur.

Off-Campus Sorority/Fraternity Housing

Requirements

Each year, the house corporation must provide the University with certification that the house meets City of Cleveland plumbing, heating, electrical, and fire code requirements.

If the Greek organization has a cook, a Food Service Permit and Workman's compensation slip must be displayed in the kitchen.

The house must have a working fire alarm system and should hold one complete evacuation fire drill each semester and monthly fire alarm inspections.

Once a year, the Office of Environmental Health and Safety along with the Director of Housing and Mark Starr (Coordinator for Greek Standards) will inspect the house.

Smoke detectors must be installed at the top of all stairs outside sleeping quarters.

Each house must specify what their permitted capacity is and how many people are living in it.

Each basement must have two exits.

General Housing Policies

University Board Plan Exemption

Two fraternity affiliates from each off-campus chapter who are living in the residence halls may be released from their board plan to eat in the chapter house. Only chapters that meet the following criteria will be considered:

1. The chapter house must be at capacity, causing some members to live in the residence halls.
2. The chapter must have a board plan available to members in the chapter house.
3. Chapters must submit: the names of the individuals to be released from the University Board Plan in preference order, a list of all members living in the chapter house, and the chapter house capacity to Auxiliary Services and the Director of Greek Life by August 1. No additions will be made to this list after the deadline.
4. This exemption will apply only to upper-class initiates of the chapter. Pledges, associates, and holdovers will not be eligible.
5. The chapter shall be responsible for notifying the individual members of their board exemption. If any of the exempted members sign up for the University Board Plan upon arriving at the University, they will forfeit their exemption. Likewise, the chapter will not be given another exemption.

Under this agreement, the maximum number of exempted members shall be equal to the number of housed Greek organizations multiplied by two. If chapters do not need or cannot use their two person allotment, the remaining unused exemptions will be divided among the remaining chapters. The Director of Greek Life will use a lottery system to assign any unused exemptions.

Room Change Procedures

Students wishing to move into or out of Greek areas need to notify the Director of Greek Life in writing of the intent to move. The Greek Room Change form must include the student's name, SS#, current assignment, the assignment into which the student wishes to move, and the signature of the chapter president that grants permission to move into or out of the chapter residence. If a student wishing to move out of Greek Housing desires to move back into undergraduate housing, they will be given the opportunity to participate in room reselection; either through continued occupancy (brought into a room by a continuing resident) or by lottery (choosing a lottery number based on class standing). There will be no retroactive granting of in-house status.

A. Moving To or From a Room Contract Greek Area

All room changes must be approved by the Assistant Director of Housing. When working with room changes, follow the procedures below:

1. After the student has completed the Greek Room Change form, the student makes an appointment with the Manager of Student Info Systems. The student presents the Greek Room Change Form to the Manager of Student Info Systems; the student may not complete a room change without a Room Change Form from Greek Life.
2. If the room change is approved, the new room assignment is made. The student must indicate the date by which the move will be completed and sign the Room Change Form. If the room change is not completed by the date indicated, the room change is considered null-and-void.
3. The Manager of Student Information Systems will fax a copy of the Room Change Form to the Receptionist(s) in the area(s) affected by the move, who will notify the Resident Director of the affected building(s) -- old and/or new -- of the room change, using the Room Change Notification Memo. The receptionist will pull the Key Card and note the room change. A new Key Card must be made when the new key is issued. The old key will be considered a "loaner" and all loaner policies will be activated on the key.
4. The student makes arrangements with the Resident Director of the current building within three (3) days following the move date to check out of the room. The Resident Director will note any changes in the condition of the room on the Room Inventory Form, and the student will sign the form. Failure to complete a check-out following three (3) days of the move will be considered an "incomplete check-out" and the student will be assessed \$25.00; the Resident Director will complete the room check-out form "in Absentia" and forward the paperwork to the Area Coordinator.
5. Transfer of keys may only be completed during business hours (8:00 am-5:00 p.m., Monday through Friday ONLY) with the area Receptionist. Student Clerks may not check out keys to a new room. Old room keys will be treated as "loaner keys," with the core

being re-keyed if the old room key is not returned with three days. Old room keys must be returned to the Area Office of the old room. A notification of a room change will be noted on the old key card, and a new key card for the new room will be completed at the Area Office of the new room.

6. Resident Directors must return completed Room Inventories (either signed by the resident or noted "in Absentia") to the Area Coordinator within three days of the resident's move date.

B. Moving To or From an Off-Campus or Leased Fraternity

Students wishing to move into an off-campus or leased fraternity must submit a Greek Room Change Form. The letter will be acted on according to IFSC policy; two upperclassmen will be released from their housing contracts at the end of the fall semester, providing that all paper work has been complete. Forms for moves at the end of Fall and Spring semester will be provided to all chapters to make the process easier.