

Elon University Fraternity and Sorority Housing Facility Use Agreement and Policies For the Loy Center

This is an agreement (the "Agreement") between Elon University and _____
Fraternity/Sorority for use of the _____ facility.

General

1. The term of this Agreement shall be for one year commencing on August 1, 2011. The Agreement shall automatically renew at the end of its term unless Elon University or the Fraternity/Sorority provides at any time notice of its intention not to renew the Agreement. This notice not to renew may be exercised without cause or penalty; however, Elon University or the Fraternity/Sorority shall remain responsible for any accrued amounts due under the Agreement. Upon termination of the Agreement, the Fraternity/Sorority and its members/pledges agree to vacate the facility at the request of the Elon University within 30 days.
2. Elon University will provide housing which is in suitable repair and rooms which contain standard furnishings: bed, wardrobe/closet/drawers, desk, desk chair, blinds, outside recycling containers, outside trash bins, washer & dryer, refrigerator, dishwasher, and stove. University furniture and appliances may not be removed without prior permission of the Office of Greek Life.
3. The University will provide and maintain all utilities. The University will maintain the exterior of the structure, the lawn, landscaping, walks, roadways and associated rights of ways. Collection and disposal of all garbage into proper trash containers will be the responsibility of the chapter. The University will provide for removal of garbage from the proper containers on prearranged days.
4. All University Student Handbook policies apply at all times in the Loy Center fraternity and sorority facilities, as well as in any expanded housing facilities managed under the Office of Greek Life.
5. All FIPG Risk Management guidelines are to be followed at all times.
6. All students, residents, and organization members are to follow the stated policies at all times, and are responsible for the consequences that result from not following the agreement and its policies.
7. When the University is in session all organizations are responsible for the safety and security of their facility. The University is not responsible for loss or theft of personal or organization owned property at any time, whether school is in session or not. We recommend students subscribe to a Renter's Insurance program and the organizations remove valuable items at the end of each academic year. A copy of this insurance policy is to be filed in the Office of Greek Life.
8. When the University is not in session the University is not responsible for any items or furniture left in the facility. All personal items must be removed from the facility at closing in May, not to be returned until the approved August move-in date.
9. The University reserves the right to revise the housing regulations, if necessary.
10. Violation of any section of this Agreement will place the chapter in jeopardy of immediate loss of housing privileges and possible judicial action. Loss of inter/national recognition will result in immediate loss of fraternity/sorority housing.

11. The University reserves the right to utilize any/all housing options for summer school, special initiatives, conferences, etc. Please take this into consideration when closing your facility for the summer.

Occupancy

1. Each organization is responsible for keeping the beds in the facility full at all times during the term of this Agreement.
2. The chapter facility will maintain occupancy with the appropriate number of persons (5/10/12/13). During the fall semester, residents must officially be in the facility by the third day of classes. If the appropriate number of persons does not reside in the facility by this date, the organization will be charged the total room and board for that vacancy, which must be paid within one month. (During times of housing shortages, organization may be required to fill the space with no option to pay in order to keep their facility).
3. Should a vacancy in the chapter facility occur anytime during the term of this Agreement, the chapter is responsible to fill the vacancy with another member of the organization. If at that time the chapter cannot provide a member to live in the chapter facility, the chapter will accrue the cost of room and board for the vacancy.
4. Only registered full-time students who are sophomores or above, and are initiated members of the organization, are permitted to reside in the facility (i.e. no new members, regardless of year in school, may live in the facility even to fill vacancies).
5. Individuals in each organization who are sophomores or above, and an initiated member of the organization at the time of the application may apply for the position of House Manager. The selected person will serve as a member of the Office of Greek Life student staff and will receive remuneration for their position. See House Manager position description for more details.
6. All occupants and guests of the facility are responsible for abiding by all University rules, including the policies listed in this document, as well as those of their inter/national organization. A complete copy is included in the House Manager manual issued by the Office of Greek Life to each House Manager. Specific policies related to on-campus housing include but are not limited to:
 - a. Visitation will be permitted in the facility between the hours of 10:00 am. - 12:30 am, Sunday through Thursday and 10:00 am - 2:00 am, Friday and Saturday.
 - b. Social Events may be held for members and their guests only. All social activities must be registered in the Office of Greek Life and must adhere to the requirements stated in the party/event registration policy in the *Student Handbook*. Finally, any event held in the facility must be conducted in such a manner as to be considerate of the rights of other residents living in the facility and surrounding neighbors.
 - c. All sleepovers for pledges/new members/associates must be registered in advance with the Office of Greek Life in accordance with University New Member Program guidelines.
 - d. Under no circumstances may alcoholic beverages be sold or provided in the chapter facility without an approved third party vendor. No beer kegs or other alcoholic beverage containers of 32 oz. or larger may be stored or used anywhere on facility premises. All functions must follow the FIPG policy, the College BYOB policy, and inter/national policies of that organization.

- e. Under no circumstances may individuals or organizations provide or distribute alcohol to minors (anyone under the age of 21).
 - f. Smoking is not permitted inside any fraternity/sorority facilities. Smoking is permitted outside the facility and on the deck/porch area.
 - g. Drugs are strictly prohibited in fraternity/sorority facilities and on Elon University property.
 - h. Excessive noise, profanity and obscene acts are strictly forbidden.
7. The will make a special effort to exercise consideration with regard to its immediate neighbors so as not to create undue disturbance at any time of the day or night.
 8. All personal property must be removed from the chapter facility and all rooms must be accessible at the end of the spring semester. (Exception: Common area furniture owned by the chapter may be left, but should be moved, if possible, to the center of the room.) *The University is not responsible for the security of property left in or on the premises following the closing of the chapter facility at the end of the spring semester.*
 9. Housing Rosters for the following academic year will be due sometime between the end of February and Spring Break each year. The organizations will be notified at the end of January/February of each academic year of the timeline and the due date.
 10. Even though the Loy Center is part of the campus housing system the rules for vacancies and doubles as singles, etc. do not apply.
 11. Each Loy Center residents living in a single room will be charged the current university single room rate. Students living in a double or triple room will be charged the current university double room rate, regardless of the size room in which they reside. For students who reside in fraternity/sorority suites in residence halls, the current university rates for those rooms apply.

Early Arrival

1. Some students may need to arrive early to campus due to their involvement in leadership positions within student organizations, orientation events, varsity athletic programs, or other matters of University business. Those leaders seeking approval to arrive on campus before the official opening dates must be confirmed as an eligible early arrival by an authorized organization, and then approved by the Office of Greek Life in conjunction with the Office of Residence Life.
2. All requests for early arrival must be submitted by the appropriate program advisor or coach to the Office of Greek Life by July 15th of each year. Any additions after July 15th must be sent to the Vice President of Student Life for approval. The Vice President will then submit the additions to the Office of Greek Life by August 1st of each year. After the July 15th deadline, departments, programs, teams and student groups will be assessed a \$25 early arrival fee per day for each student added.
3. Any unapproved student who moves into their housing assignment before the assigned Upperclassmen Move-in Day will be assessed a fee of \$25 per day and face disciplinary proceedings. In addition, the student allowing the unapproved student into the facility will also be charged a fine and may face disciplinary proceedings.
4. In addition to the fine per student for unapproved early arrivals, the Office of Greek Life has the right to assess a fine to the organization in question for not communicating the appropriate information to the residents in the chapter facility. This will be a \$50 policy violation.

5. The Office of Greek Life does not make exceptions to the early arrival rules.

Exterior

1. Any and all indoor furniture must remain inside the building at all times. Any university furniture placed outside will be \$25 for every day it is outside of the facility. Damages will be charged to the organization at the price of replacing the furniture new. Any chapter furniture found outside the facility (ie: on the deck, porch, courtyard) will be a \$25 per day policy violation to the organization.
2. Elon Loy Center facilities are smoke free. Urns have been placed outside each facility for the disposal of cigarette butts. House Managers are not responsible for cleaning the cigarette urns. Please remember that the urns must stay outside the facility and may not be used to prop open any entrance. If an urn is broken by a member or a guest of the facility/organization, the organization will be responsible for the cost of a new urn.
3. Propping the doors open causes damages to the doors and the facility. Propping doors open (or leaving them unlocked) also allows unwanted persons access to your facility. Propped(or unlocked) entrances are a \$100 Health and Safety violation to the organization at any time an entrance to the facility is found open.
4. Fire Hazards in the facility will be billed \$25-200 per violation. Violations include but are not limited to the following: boxes and/or items under the stairwell, items blocking pathway to doors/exits, halogen lamps, and hanging anything on fire extinguishers/sprinklers.
5. If the exterior of the facility is disheveled or in poor condition and reported to or by a university employee, student, or alumni, the organization will be charged \$100 for not maintaining the exterior of the building properly. Additionally the organization with pay any fees assessed by Physical Plant.
6. No one, excepted authorized personnel, is allowed on the roofs or overhangs of the buildings. If members or guests of the organizations are found doing this, or if furniture or other items are found in these areas, the organization will be charged the cost of the damages, furniture/item removal, possible judicial actions, be assessed a \$100 policy violation, and any additional university fees and charges.

Interior

1. Fire Hazards in the facility will be billed \$25-200 per violation. Violations include but are not limited to the following: boxes and/or items under the stairwell, items blocking pathway to doors/exits, halogen lamps, candles, paint, gas, and hanging anything on fire extinguishers/sprinklers.
2. Each chapter may lock the Ritual closet with a padlock; however, the Office of Greek Life needs a copy of the key, or the combination for emergency purposes only. Please note that the privacy of ritual will be respected.
3. If the interior of the facility is disheveled or in poor condition and reported to or by a university employee, student, or alumni the organization will be charged \$100 for not maintaining the interior of the building properly. Additionally, the organization will pay any fees assessed by Physical Plant.
4. Bikes are not permitted inside the facility; as having them in the facility is a fire hazard. There are bike racks in each court for bikes to be placed. Having bikes indoors will be a \$25 Health and Safety violation.

5. Painting of banners, furniture posters, etc. should not be done on great room floors or on the deck/patio areas. Organizations will be responsible for the cost of cleaning and any damages to the facility from the painting and be assessed a \$50 policy fine.
6. There should be no communal sources of alcohol in, on, or around the facility. This means no alcohol is to be stored in common areas, no kegs, and no group purchase of alcohol by the organization. Additionally, no alcohol is to be located in the private rooms of anyone under the age of 21. Such practices will result in a judicial hearing for the organization and/or the individual.
7. Residents should not try to repair any part of the house structure as it usually results in Physical Plant doing twice as much work to fix it correctly, which results in higher costs to the organization and/or the resident. If Physical Plant reports inappropriate efforts to make repairs, the student and/or the organization will be responsible for the cost of the repairs, plus be charged a \$50 policy violation.
8. Residents of the facility and organization members are not permitted to display any kind of alcohol container in rooms, on window sills, or in common areas. Display of such items is a \$25 policy violation and students may be subject to judicial action as per the student handbook.
9. Prior to opening, at each break, and at closing, each facility will be checked for its condition. The chapter will be responsible for maintaining the condition of the facility and its furnishings as they were at the beginning of the housing session, after making allowances for normal wear and tear. Any damage that occurs in the common area of the facility, beyond normal wear and tear, where the charge cannot be billed to an individual, will be billed to the chapter. Damage to individual rooms will be charged to the students assigned to those rooms
10. Cleaning:
 - a. Elon University Environmental Services staff will clean the following areas once a week: floors, stairs, common bathrooms, kitchens and laundry room.
 - b. The following areas will be looked at a second time every week: bathrooms and surface cleaning.
 - c. Due to the variations of bathroom arrangements in Phase 3 houses (Loy N, O, P, Q, R, S) all bathrooms are the responsibility of the residents to clean. The exception to this is the first floor guest bathroom.
 - d. Environmental Services staff will stock toilet paper in a locked storage cabinet located in the laundry room of all Phase 3 houses. The House Manager will be responsible for maintaining the key to the closet and distributing toilet paper to residents.
 - e. Each chapter is responsible for making sure that the trash in the facility is put into the receptacles on the back deck/patio. If the organization does not place the trash in the appropriate receptacle they will be charged a \$25 Health and Safety Violation plus any charges from Environmental Services.
 - f. Residents' personal items are not permitted in the bathroom on the designated cleaning day. The environmental services staff will not clean the bathrooms if anything is in their way. This includes shower caddies, razors, and washcloths in the shower, and items on the counters.
 - g. A copy of the cleaning schedule should be posted in the facility.

Reporting Maintenance Problems

1. Physical Plant will not accept work order requests from those who are not on the approved list submitted by the Office of Greek Life in August prior to the opening of school.
2. Residents and chapter members are to report maintenance problems to the House Manager, who will follow the procedure to submit work orders to Physical Plant.
3. Problems that are not reported will always be the responsibility of the organization.
4. Emergency repairs are called into campus security at x5555. There is a night charge that goes along with any late night requests.

Damage billing

1. All damages to common areas of the facility (i.e. everything but the individual rooms) will be charged to the organization. It is the organizations responsibility to collect the money and pay the University for the repairs by the date assigned from the Office of Greek Life.
2. Damages to student rooms will be billed on a student's tuition bill at the end of each academic year.
3. Damages that result from social events are the responsibility of the organization hosting the event.
4. Any damages caused to the facilities and the area that cannot be directly associated with a specific organization or person, may be charged to what is called a community damage bill. At the end of each semester the cost of the community damages will be divided by all housed organizations and billed on the damage bill.

Fire Safety

1. Students must evacuate the building each time a fire alarm goes off in the facility.
2. Students should meet at a common spot at least 500 feet away from the building.
3. Never overload outlets or block exits/entrances to the facility.
4. No candles, incense, etc. are permitted in the facility. Use of these items will be a \$100 policy violation to the individual/organization in possession of them.
5. Fire drills will take place at least once a semester.

Parking

1. Loy Center facilities will park in the Harper Center lot. Guests of the chapter must park in areas designated on their decal.

House Manager Basic Expectations and Basic Job Description

1. The House Manager (HM) is responsible for all aspects of the chapter facility including safety, cleanliness, and day-to-day operations. S/he is also responsible for the check-in and check-out of each resident, closing the facility at any and all scheduled university breaks, and the maintenance of the facility itself. The House Manager is also responsible for community development within the chapter facility and the Loy Center at large through the use of educational programs. Additionally, the House Manager is the official chapter contact person to the Office of Greek Life for housing related issues.

2. The HM is to maintain full-time student status of 12 undergraduate credits.
3. The HM is to maintain a cumulative GPA of at least 2.5.
4. The HM will serve for one academic year from fall to spring while living in the house all three semesters (fall, winter, and summer).
5. The HM will be in good standing with the University and agree to uphold the Elon University Honor Code.
6. Each HM will be expected to return to school at least one week prior to opening for training and remain on campus until after the last resident leaves and the house is properly closed in the spring. HMs are responsible for Fall opening, Fall break closing and opening, Thanksgiving closing and opening, Fall closing, Winter opening and closing, Spring opening and closing.
7. The HM will conduct or coordinate one program a month for resident of the facility.
8. The HM is expected to read the manual and become familiar with its contents.
9. The HM will attend and participate in all weekly staff meetings.
10. The HM will keep 2 office hours a week in the Office of Greek Life.
11. The HM will attend any and all staff training and development sessions.
12. The HM will check his/her mailbox in the office and email at least 3 times per week.
13. The HM will complete all paperwork and email responses legibly, timely, and accurately.
14. The HM will receive a full or partial stipend towards their room for his/her service to the university, based on the size of the facility they are supervising. This stipend will be given in the form of a credit on their University tuition statement.
15. The HM will assist in the recruitment and selection of the next years HMs.

Other

1. At the dedication of the Loy Center, there was a rock with a plaque set on the grass circle. **THIS ROCK IS NOT TO BE PAINTED!** Anyone who paints this rock may be expelled and their chapter will face serious repercussions.
2. Elon University has placed a 'spirit rock' in the courtyard; this is the only rock that can be painted. Please do not paint the trees, grass, other rocks, or roadways. If you paint other areas the organization will be held accountable and may receive judicial sanctions.
3. No parking is permitted around the circle without a special handicap sticker. This is a fire lane. The loading zones are for 15 minutes or less. Designated Drivers/Sober Sisters, etc. may not use it on their designated evening.
4. As per university policy and the town of Elon fire marshal, there are to be no grills stored in, on, or around any Loy Center facility. Grills found will be a charge of \$100 policy violation plus the cost of removal and any additional town/university charges or fines.
5. Golf balls are not to be hit in or around the Loy Center, or anywhere else on campus with the exception of the driving range on South Campus. Students and/or organizations doing this will be fined a \$50 policy violation and will pay for any damages.
6. All facilities will have card access front doors. Members who give access to non-members are subject to judicial action and any necessary costs will be billed the organization.

Knowledge of the agreements and policies

1. It is the responsibility of the chapter House Manager, President, and Executive Board, to educate the residents of the facility and members of the organization on all items listed in this document.
2. It is the responsibility of the residents of the facility and members of the organization to abide by the fraternity and sorority housing agreements and policies at all times.
3. It is the responsibility of the entire chapter membership to be responsible to educate any and all guests to the organization's facility on the agreements and policies.

We have read and understand this document and our chapter members will abide by the policies stated in this document.

Chapter House Manager Date

Chapter President Date

Chapter Advisor Date

Chapter Risk Manager Date

Received by the Office of Greek Life: _____

Assistant Director Signature: _____

Appendix 1

Elon University Fraternity and Sorority Housing Fines & Fees Summary

Fines

\$100

- Not maintaining exterior or interior of facility properly (disheveled appearance)
- Climbing on the roof or overhang of a facility
- The use of candles, incense, etc. inside the facility
- Grills placed in, on, or around a facility
- Propped/unlocked doors to Facility entrances

\$50

- The painting of banners/ furniture posters inside facility or on deck/patio
- Attempting to repair facility without contacting Physical Plant
- Hitting golf balls in or around the Loy Center
- Organization fine for not communicating early arrival information

\$25

- Early Arrival (per day, per student)
- Any furniture placed outside of the facility (per day)
- Display of alcohol paraphernalia inside facility
- Not disposing of trash in the proper receptacles
- Noise Violations
- Improper Checkout for breaks (per room, per student)
- Closing (December and May per 15 minutes after 10am)
- Any Health, safety or policy violation not listed here

\$25-200

- Fire Hazards depending on severity of violation (interior and exterior of facility, bikes inside facility constituting a fire hazard)

Elon University Greek Org Fee

- Per fall and spring semester for ALL initiated members, charged on tuition bill
- Full Facility \$145
- Duplex \$95
- Suites \$60

Elon University New Greek Member Fee

- \$60 First semester of association, New Member fee, charged to tuition bill