



University Life Division  
Office of Fraternity and Sorority Affairs

June, 2011

Dear Penn Fraternity/Sorority Parent,

We are writing to you to provide you with what we hope you will find to be helpful information as your son or daughter prepares to move into one of the fraternity or sorority houses that is managed by the University of Pennsylvania for the coming Fall 2011 semester. Please understand from the beginning that the care, management, and procedures are different than they are in the College Houses/Residence Halls. These fraternity and/or sorority houses are managed through a three-way partnership between the chapter undergraduates, the alumni/ae house corporation, and the Office of Fraternity Sorority Affairs/VPUL Facilities. This arrangement requires that students take more responsibility throughout the year in helping maintain the property which will provide a communal living experience that helps prepare them for a future of independence and success. Therefore, we encourage you to read this material so that you have a clear understanding of chapter house living, including what you may expect when you bring your son/daughter to campus for move-in. It would also be helpful if you'd discuss this material with your son or daughter so that they also understand their responsibilities in maintaining a safe, attractive and supportive chapter house that will become their "home away from home."

\* **FURNITURE AND PAINTING IN BEDROOMS** -

Every house is a little bit different in how they function. Some houses have their bedrooms fully furnished (beds, desks, dressers, desk chair) while others only have "some furniture" because the students in that house have traditionally preferred to bring their own, especially beds. Additionally, some chapters allow residents to paint their bedroom walls while others do not because they have this done on a periodic basis every 3-5 years. **Please check with your son/daughter** about how his/her particular house works and what s/he will have to provide for her/his bedroom including getting permission to paint it if that is an option. We have found that parents generally aren't happy with surprises on move-in day about having to go buy furniture and/or painting materials and they would prefer to plan ahead for this, if necessary.

\* **LOFTS/BUNK BED POLICY FRATERNITY AND SORORITY HOUSES**

Your student's chapter house is equipped with a fire sprinkler system to mitigate risks associated with fire. To help prevent interference with the proper functioning of the sprinkler heads in the bedroom rooms, anyone planning to install a bunk/loft bed must contact OFSA Facilities no later than July 15 (for Fall Semester move-in) or November 15 (for Spring Semester move-in) for inspection/verification that the size and location of the loft/bunk bed complies with OFSA requirements. Unauthorized lofts will be removed and all costs associated with the removal will be the responsibility of the student/occupant assigned to the room.

\* **KITCHEN CARE AND USAGE** -

Many of our chapters have some kind of meal plan which provides a certain number of meals per week. This enables members to spend time together and share a meal! If your student's chapter has a meal plan that is managed directly by the chapter and their alumni/ae. Any questions about or payments for a chapter house meal plan should be addressed directly to the chapter. Residents should also clean up after themselves and properly discard food waste when they are finished using their chapter house kitchen. This also helps to control pest problems.

\* **STORAGE IN CHAPTER HOUSES** -

There is **no summer storage** allowed within University sorority or fraternity houses. If students ignore the policy and choose to store belongings in the chapter house, their possessions will not be there when they return in the fall. Students should not plan on storing any personal possessions in chapter houses over the summer.

**PLEASE NOTE:** Regarding student's personal property while they are at Penn during the year as well as over breaks, we suggest that you check your Homeowner's Insurance Policy regarding the level of coverage you may already have for your son/daughters belongings while they are at Penn. Also, if you are interested in obtaining

“Student Personal Property” coverage, you can contact the National Student Service, Inc. in Stillwater, Oklahoma. Their phone number is 1-800-256-6774 or you can look them up on the web at <http://www.nssi.com>.

\* **PETS IN CHAPTER HOUSES** -

The keeping of pets in the Chapter House is not prohibited, but is subject to all applicable codes of the Commonwealth of Pennsylvania and the City of Philadelphia, as well as the rules and regulations of the University and the Chapter. It is also important to check to confirm if the chapter has a pet policy in their by-laws and/or if any other member(s) are allergic to pets before considering having a pet in the chapter house. Pets may be kept, providing their surroundings and treatment (including, but not limited to care of the pet’s sanitary needs) are of a humane nature. It is especially important that pets, in particular dogs, not create a liability or risk management concern if they are aggressive or ill-behaving. Failure to comply with such codes, rules, or regulations may prompt disciplinary action. Regardless of Fraternity/Sorority policies or approval, the University reserves the right to confiscate and properly dispose of any pet for any reason.

\* **MOVE-IN AND MOVE-OUT DATES**

**Move-in, September, 2011:** All chapter houses officially open on Friday, September 2, 2011 for the Fall 2011 academic semester. **PLEASE MAKE TRAVEL ARRANGEMENTS TO ARRIVE NO EARLIER THAN SEPTEMBER 2, 2011.** Your student’s chapter house manager or president should have communicated with them regarding their arrival and who to see for their room key when you arrive. If your student needs to return prior to September 2, 2011 for legitimate reasons (fall athlete, New Student Orientation worker, etc.), they MUST complete a Request Form (see enclosed copy), return it no later than July 1, 2011, and have the coach/staff member responsible for their program contact us to make arrangements for early move-in which can be no earlier than Wednesday, August 31, 2011.

**Move-out, May, 2012:** **ALL undergraduate students should make arrangements to move out within 24 hours of completion of their final examinations for the Spring 2012 semester in May and no later than Wednesday, May 9, 2012 at 12 noon.** GRADUATING SENIORS who are contracted residents of the property may remain in the chapter house during Senior Week but must be moved out by 5 p.m. on Commencement Day, May 14, 2012 unless other arrangements are made prior to Friday, April 27, 2012 (last day of Spring Semester Reading Days) to reside in their houses no later than Tuesday, May 15, 2012 at 12 noon.

**PLEASE NOTE: CHAPTER HOUSES WILL BE CLOSED FOR WINTER BREAK THURSDAY, DECEMBER 22, 2011 UNTIL SUNDAY, JANUARY 8, 2012. STUDENTS WILL NOT BE ALLOWED TO LIVE THE CHAPTER HOUSES DURING THIS TIME PERIOD. WINTER ATHLETES AND OTHERS WHO MUST BE ON CAMPUS DURING THIS TIME SHOULD CHECK WITH THEIR COACHES/STAFF MEMBERS PRIOR TO NOVEMBER 1, 2011 TO BE SURE OTHER ARRANGEMENTS HAVE BEEN MADE TO ACCOMMODATE THESE STUDENTS’ NEEDS.**

\* **GREEKNET AND STUDENT TELEPHONE SERVICES** - Chapter houses are wired for voice, data and video (GreekNet). This access is the same as what is in the college houses. All University houses will have routers wireless connectivity by September, 2011. Any questions about the land line telephone service should be directly to the Student Telephone Services office (215-573-5050 or check their web site [www.upenn.edu/sts](http://www.upenn.edu/sts)

\* **VEHICULAR ACCESS TO LOCUST WALK/HAMILTON VILLAGE** - Vehicles on Locust Walk , the main walkway through campus, and in Hamilton Village are tightly regulated for safety/security purposes. If your son or daughter is moving into any of the following chapter houses, Phi Gamma Delta, Delta Phi (St. Elmo’s), Kappa Sigma, Phi Delta Theta, Psi Upsilon, Alpha Tau Omega, Sigma Chi, or Zeta Beta Tau, additional access information will be provided to you as an attachment to the Greek Housing Brochure that will be sent to you the first week of August. Please be sure to read this information regarding access to Locust Walk as it may make a difference in the way that you move him/her into his/her house as well as avoid the possibility of having your vehicle towed.

There will be other valuable information that will be included in the Greek Housing Brochure regarding management of these houses, and particular points of interest from your student’s occupancy agreement. After reading this information, if you have any questions or want clarification, please contact us immediately. No one likes misunderstandings or surprises, and we want to support you and your student as they move into our sorority or fraternity houses.

The University of Pennsylvania continues to address issues relevant to our students, including the alcohol policy. Students living in fraternity and sorority houses are bound by all University policies as well as their national organization's policies. Any specific questions regarding these policies may be directed to this office (215-898-5263) and/or to the specific national office.

We believe parents to be an important partner in the development and education of your students. To provide you with access to as much information as possible, OFSA works to provide a great deal of information for parents on our website, <http://www.vpul.upenn.edu/ofsa/>. This includes general contact information for all **national offices** represented at Penn AND all relevant **University policies** as well as the Office's mission and philosophy and other helpful information. Please note that the attachments to this email will also be available on our website in the next few weeks. If you have suggestions for further resources you believe should be available to parents, please let us know and it shall be done.

Fraternity/sorority life can be a superlative complement to the strong academic experience that your student is receiving at Penn. We hope that this letter as well as the additional information that will be sent to you in August and available on the web will keep you informed and help you become active partners with us in this process. Student residents are responsible for knowing and abiding by the information in this letter with the attachments and information associated with our website. We also encourage you to save this information in your electronic records for your future reference. We hope that your son or daughter finds his/her time in the chapter house a fun, supportive, and memorable part of his/her University career.

Yours sincerely,



Scott H. Reikofski, EdD  
Director – OFSA



Thomas J. Hauber  
Executive Director – VPUL Facilities



Beth G. Schnitman-Malm  
Associate Director, Chapter House Administration & Finance

Attachments:

- 1 – Request Form for Early Move in
- 2- Understandings of Fraternity/Sorority Chapter House Occupancy
- 3- Student Acknowledgement – No Summer Storage –Sample Form
- 4 - Occupancy Dates and Cancellation Policy - Sample Form
- 5- Expectations of Residents : Care of the Chapter House

3933 Walnut Street Philadelphia, PA 19104-6136  
Tel 215.898.5263 Fax 215.573.2406 [ofsa@pobox.upenn.edu](mailto:ofsa@pobox.upenn.edu) [www.vpul.upenn.edu/ofsa](http://www.vpul.upenn.edu/ofsa)