



University Life Division
Office of Fraternity and Sorority Affairs

UNDERSTANDINGS OF FRATERNITY/SORORITY CHAPTER HOUSE OCCUPANCY

- Student Emergency Contact Information must be obtained for every resident of the University managed properties. This information will be kept, readily available 24/7, on file in the Office of Fraternity and Sorority Affairs (OFSA) during both the academic year and summer sessions with adult emergency liaisons identified for each house.
- As per the Occupancy Agreement, Section IV – Eligibility for Fraternity/Sorority Residents: Only matriculated students regularly enrolled at the University or on campus for a formal academic experience may occupy the room(s). This includes summer residents. The Registrar’s SRS System will be used to verify student enrollment.
- Special summer programs, with live-in staff, may make arrangements to rent available houses through the end of summer session two.
- All residents and their personal items, including clothing, furniture and any other furnishings must be removed from the premises by each occupant no later than Noon on the day following the day for completion of finals for the given semester. Graduating seniors have until 5:00pm on Commencement Day.
- Any academic year and/or summer tenant in University-owned houses must sign and abide by the terms of the University Occupancy Agreement. All occupants, including summer school, internships and summer programs, must complete an Occupancy Agreement and Updated Emergency Contact Form for either the academic year or relevant summer session.
- The following policies will be enforced during the holidays:
 - Fall Break and Thanksgiving Break houses will remain open.
 - Winter Break all houses will be closed. For Spring Semester, chapter houses will reopen the Sunday before the Wednesday start of classes. Spring Break houses will remain open.
 - All relevant University and organizational policies apply during breaks and the summer as they do during the academic year.

- Summer residents must be out of the house by Noon on Saturday following the official end of summer sessions. Under no circumstances will any students be permitted in Chapter Houses after Noon on Saturday unless appropriate forms have been submitted and exceptions made, in writing, by OFSA.
- All Chapter Houses will be closed no later than the day after the last day of Summer Session II and remain closed until the Friday before Labor Day. The only exceptions will be for students involved in formal academic programs who have completed the application by the designated deadline of July 1 and received approval from OFSA. Violators of this policy will have assessed to his/her bursar's bill a \$100 fine in addition to a \$50/day extra rental assessment for every day beyond the day they are to have moved out.
- Communications of the above guidelines are numerous: via email, postings in Chapter Houses, housing brochures, OFSA website, handouts to Chapter Officers, handouts at Chapter Presidents' Retreat and mailings to parents.

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