

Office of Fraternity and Sorority Life
University of Pennsylvania
3933 Walnut Street
Philadelphia, PA 19104-6136

This brochure was designed to help you and your son/daughter better understand your rights and obligations as residents of the University of Pennsylvania's managed fraternity/sorority houses. Please note this is a rather long email containing important information. You may want to save it for future reference. If you have any questions regarding the material contained in this email, please contact the Office of Fraternity and Sorority Life at (215) 898-5263.

Greek Housing At Penn

The Office of Fraternity and Sorority Life is pleased that your son/daughter has chosen to live in a fraternity/sorority house at the University of Pennsylvania. This brochure was designed to help you better understand how chapter houses are managed, as well as gain a clearer picture of the unique nature of Greek housing.

Office of Fraternity and Sorority Life Mission Statement:

The Office of Fraternity Sorority Life, through active partnership with faculty, staff, alumni, families and inter/national organizations, advocates for the fraternal community by educating undergraduates through assessment, best practices and the development of innovative educational programs and trainings to provide a world-class fraternal experience and a superlative, values-based environment that contributes to the holistic development of every student.

Vision:

The vision that drives the work of the Office of Fraternity Sorority Life is based upon the dynamics of these smaller, living/learning communities, built upon profound friendships and rooted within organizational rituals that are based upon values and ethics that foster the highest ideals and behavior. *We strive for the following:*

- To fulfill the mission of the University and the University Life Division;
- To articulate the true sense and meaning of fraternalism to the undergraduate and alumni members;
- To build and nurture the partnership between inter/national headquarters and alumni/ae, taking advantage of their maturity, resources, training and experience;
- To encourage excellent academic performance within the classroom, develop expanded, practical learning opportunities, and challenge mind-broadening thought outside of the classroom;
- To actively promote full civic engagement through service to the community;
- To foster diverse membership within our chapters, the collaborative experiences between chapters, and the support our chapters offer to the various cultural sub-communities within the student body;
- To partner with Campus Apartments Management, LLC/VPUL Facilities to aid the undergraduates and alumni in providing and managing safe, clean, and financially-sound housing facilities through preventative long-range planning;
- To counsel and attend to special needs of students and to refer students to other specialized departments when appropriate;
- To program and educate according to identified or expressed needs for the effective leadership and management of the chapters and their facilities;
- To provide a framework for accountability for chapters and individuals, ensuring that discipline has an educational purpose as well as a punitive one;
- To foster ongoing communication and interaction between the chapters and their alumni members, providing a valuable relationship and mature guidance for the chapter, but also maintaining an important association between the alumni and the University community at large
- To assertively engage in assessment, formal and informal, that informs our daily engagement with students and the design of developmental and educational programming.

Greek Housing is a Partnership:

To aid the undergraduates and alumni(ae) in providing and managing safe, clean, and financially sound housing facilities, the Office of Fraternity and Sorority Life provides numerous Administrative support and communications services in conjunction with facilities management operations services with our partner Campus Apt. Mgt. LLC,. *Some of them are:*

1. Workshops and programs for house managers and house corporation alumni(ae) to help them in the day to day and long term management of the facility. (OFSL)
2. Schedule on-site, individual meetings with house managers to advise them and discuss issues of facilities management. (Campus Apts. Mgt.)
3. Provide Work Order Request Structure for day to day maintenance need reporting.
4. Help maintain and establish security through lighting checks, security bars, alarm systems, police checks, etc. (Campus Apts. Mgt.)
5. Regular inspections to aid in preventive maintenance, safety standards, etc. (Campus Apts. Mgt.)
6. Maintain fire safety systems, coordinate fire drills and inspections. (Campus Apts. and Univ. Public Safety)
7. Coordinate budgets and long range planning for all University managed properties. (OFSL and Campus Apts.)
8. Provide support for chapter development and alumni(ae) fundraising efforts. (OFSL)

It is important to note that the Office of Fraternity and Sorority Life and Campus Apartment Mgt. manage the property with advice and assistance from the undergraduates and alumni(ae). All four groups maintain a partnership in order to achieve our goal of sound physical property management. As part of that partnership each partner has responsibilities that must be fulfilled and upon which the other partners and the successful management of the property depends.

(See Highlights of the C

Every individual, who resides in a University managed
required to sign a University of Pennsylvania
Agreement" before they move into a chapter house.
rent on their Student Financial Services bill. Please
"Agreement."

Move-in, August, 2016: All chapters houses officially open
for the Fall 2016 academic semester. Your chapter house
have communicated with you regarding your arrival and when
when you arrive.

Move-out, May, 2017: All undergraduate students should
out within 24 hours of completion of their final exam
semester in May and no later than Wednesday, May
GRADUATING SENIORS can remain in the chapter house
up until 12 noon on Tuesday, May 16, 2017 the day
found in the houses after the houses have officially closed,
an occupancy extension in writing from OFSL will incur
per day fine as well as a \$50.00 per day additional rent
Student Financial Services bill. These charges will have
returns to school in the fall. This also applies to all
properly with their house manager or OFSL in May at the end of the academic year.

Life Safety systems are serviced, tested, and maintained on
exceed the City of Philadelphia Fire Safety requirements.
and inspected; sprinkler systems are certified annually in
bedrooms are tested semi-annually; and fire drills/life
inspections are conducted in September and January with
and Emergency Services. Safety systems are monitored
University's Facilities Operations Control Center and
systems were installed in the chapter houses for the
Therefore, hanging laundry, telephone or stereo wires, or
and out of beds is prohibited.

***NO TAMPERING**

It is important that everyone understands and supports
tampering with life safety devices in chapter houses.
Tampering with Life Safety Systems, as promulgated by
appears at <http://www.publicsafety.org/Tampering-With-Life-Safety-Systems.pdf>. Life Safety is Everyone's responsibility.

No summer storage allowed
*There is no summer storage allowed
in the chapter house will be discussed
Please refer to the No Summer Storage*

Pest control:

Every fraternity/sorority house has either weekly or monthly pest control servicing in the public areas of their chapter house. Additionally, the private bedrooms are serviced four times a year during the summer (August), semester break (December/January), Spring break (March) and after graduation (May/June) periods. Pest Control is a shared responsibility and students must do their part to discard food and other trash properly and regularly, and report any pest control problems.

Monthly house inspections:

Campus Apts. Mgt. LLC staff perform monthly inspections of all University-owned chapter houses. This enables us to provide more support to house managers in addressing necessary repairs and service work. However, it is very important that house managers and residents continue to report any problems or repair needs to Campus Apts. Mgt. LLC as soon as they are evident. This is essential to trying to establish and maintain a good living standard in each house.

Maintenance problems:

Any problems that arise (lack of hot water, electric outlets, heat, toilets, etc.) should be reported to the undergraduate house manager immediately, or if she/he is not available, Campus Apts. Mgt. LLC should be contacted directly at: maintenance@campusapts.com Or by calling 215-349-7133 24 hours a day 7 days a week. Students should not assume that someone else will report a problem. This is especially important to avoid lengthy periods without services. Please keep in mind, contractors are hard to find overnight, or over holidays and on weekends. The more quickly the problem is reported, the faster the response time. Each chapter house manager works with Campus Apts. Mgt. LLC and OFSL and their alumni(ae) house corporation to resolve problems quickly before they become emergencies.

Bedbugs and fleas:

Please make note of the following so you can avoid problems when moving into a chapter house. Bed bugs can be easily transported and are often found hiding in fabrics. Their thin bodies allow them to hide in crevices and small openings. Bed bugs are great “hitchhikers,” so be sure to check your luggage and clothing for bed bugs before bringing luggage into the chapter house and your bedroom. Fleas can jump from your carpet up to your ankles and calves. Pets are also prey for fleas and can transfer to humans. One sign of fleas being present on a pet is repeated scratching and self-grooming. Please be aware of any signs of fleas to you or your pets at home before you come back to campus and take any appropriate action.

Keys:

Each resident is issued a room/house key when they move in. It is expected that the key will be returned at move out. Keys are not to be duplicated. Key or lock problems should be reported immediately to the house manager or directly to Campus Apts. Mgt. LLC if it is an emergency situation. A lost key or non returned key fee of \$100.00 may be applicable.

Semester abroad leave of absences:

Students who sign an occupancy agreement for a full academic year (Fall and Spring semesters) and receive approval for a Semester Abroad program must contact OFSL and their chapter president directly in order to avoid paying expected rent. It is the student's responsibility to make sure OFSL receives a copy of the letter from the Academic advisor granting the leave.

No smoking in chapter houses:

In accordance with the City of Philadelphia's Clean Indoor Air Worker Protection Law, the University has updated the Policy on smoking in University facilities and buildings. The updated policy can be found on the Human Resources website at <https://www.hr.upenn.edu/myhr/resources/policy/other/smoking>. For information about how to quit smoking and to learn about resources Penn offers to support this effort, go to <http://www.smokefreephilly.org/>. In addition you can check out the Center for Disease Control's website on this topic, <http://www.cdc.gov/tobacco/>. If you're a smoker, we hope this information will help you move toward a smoke-free lifestyle.

Bedroom Furniture

Although most chapter houses do have furniture in each bedroom, each house has its own system based on student preference. In some chapters the occupants opt to bring their own bedding, desks, etc. which is less institutional and more “homey” than they had when they were in the dormitories. Please discuss this with your son/daughter prior to September's move-in so that you are not caught unaware or surprised on move-in day.

Appendix

Excerpts from the Chapter House Occupancy Agreement (see OFSL website <http://www.vpul.upenn.edu/ofsl/> for additional information)

I. *General Terms and Conditions of Occupancy of Fraternity and Sorority Chapter Houses*

1. Occupancy is granted and continues by mutual consent of the Fraternity and the University.
2. Undergraduate chapter Presidents, House Managers and other officers have the on site, daily responsibility of maintaining an orderly, healthful, safe, pleasant, and educationally productive living environment within their
3. Fraternity/Sorority residential unit. Many procedural items noted on this agreement should first be handled directly between the student and the Chapter President, with the Chapter President then relaying all data and information to the Office of Fraternity and Sorority Life (OFSL) for administrative disposition.

IX. *Loss/Theft Damage*

1. The University and the Fraternity/Sorority shall not be liable for any damage or loss of personal property in the room(s) or storage areas assigned to the student or any other person.
2. Students are jointly and severally liable for all damage which is caused to the room(s) or any furniture/fixtures therein. Students are liable for the cost of repairing structural damage to the rooms in case of fire, smoke, etc. if caused in violation of this agreement. Misuse of common furniture or fixtures may result in the imposition of fines.

XVII. *Dangerous Articles/Substances/Activity/Tampering with Life Safety Systems*

1. The items and activities specified below are prohibited in all Fraternity/Sorority Chapter Houses.
 - a. **Dangerous Articles and Substances:** Possession or use of air rifles, pellet guns, pistols, firearms, ammunition, gun powder, fireworks, explosives, gasoline, and other dangerous articles or substances is prohibited.
 - b. **Fire Protection Equipment:** Placing false alarms, interfering with proper functioning of fire alarm systems, and tampering with or removing bells, heat/smoke sensors, fire hoses, extinguishers, and fire fighting equipment are prohibited. Violators must bear the cost of recharging, repairing and replacing equipment used or damaged and may face expulsion from the Chapter House and/or other University disciplinary action.
 - c. **Security Systems:** Any student identified as vandalizing or damaging exterior building doors or locks, bedroom doors or locks, windows or security screens, security alarm systems, turnstiles, emergency phones, or other portions of a security system will bear the cost of the repair to the item(s).
 - d. **Roofs and Windows:** Residents are forbidden to climb through windows, or to be on ledges, parapets, walls and rooftops of buildings.
 - e. **Thrown Objects:** The throwing from windows of any object is extremely dangerous to persons below and therefore is prohibited.
 - f. **Flame Sources:** Use of Bunsen burners, portable stoves, kerosene lamps, and similar items is prohibited in Chapter Houses. Candles should be used for ceremonial (e.g. birthday cakes) purposes only and must be attended to at all times and extinguished promptly at the conclusion of the ceremony.
 - g. Fire towers, doors, hallways, stairs and other means of egress must remain free of trash or debris and unobstructed AT ALL TIMES.
 - h. Live Christmas trees are prohibited.

XVIII. *Alcohol/Drugs*

1. In Pennsylvania, the possession and/or use of alcohol by persons under 21 years of age is prohibited.
2. Distribution of alcohol by sale or gift to persons under 21 years of age is forbidden.
3. The sale of alcohol in a chapter house is prohibited.
4. The University's Alcohol and Drug Policy imposes certain restrictions on private gatherings and consumption of alcohol in chapter houses – including in private bedrooms and lounge areas-during registered events. Subject to compliance with these restrictions, all other relevant University policies and all legal requirements, alcohol is permitted at private gatherings in bedrooms and lounge areas.
4. The possession, use, and/or sale of narcotics and/or other dangerous drugs in Fraternity/Sorority Chapter Houses, as elsewhere in the University, is illegal, unless prescribed by an authorized medical physician for the occupant.
3. The sale of alcohol is prohibited without a liquor license.
4. The possession, use, and/or sale of narcotics and/or other dangerous drugs in Fraternity/Sorority Chapter Houses, as elsewhere in the University, is illegal, unless prescribed by an authorized medical physician for the occupant

Note: Your son/daughter signs an occupancy agreement during the Spring Term for the following academic year.

----- THE FORM BELOW IS A SAMPLE FORM – DO NOT RETURN -----

PLEASE READ, SIGN AND RETURN WITH ATTACHED FORMS
OCCUPANCY DATES AND CANCELLATION POLICY
Fall 2016-Spring 2017 Academic Year

I, _____, understand that:

- **My fraternity or sorority house is officially closed during the following time periods:**
- **May 17, 2016 (Tuesday at 12 noon) to August 26, 2016 (Friday at 9am)**
- **And,**
- **December 23, 2016 (Friday) at 12 noon until January 8, 2017 (Sunday) at 12 noon for the 2016-2017 winter break.**

2) I further understand I will not be able to enter my fraternity/sorority house during these time periods noted in #1 above.

If for any reason I illegally enter my chapter house during these time periods I understand that:

- My bursar bill will be charged to reflect a \$500.00 fine and the \$100.00 per day additional rent for every day I am found in the facility prior to the official reopening, as per the prior notifications from OFSA.
- I am subject to possible arrest for trespassing and/or referral to the Office of Student Conduct for adjudication.
- I also understand and agree that any damage that was done to the property to affect or as a consequence of my entry is my responsibility, and I agree to make restitution for those damages through billing and payment on my bursar bill as well.
- Lastly, I agree to find alternative housing, and not to reenter my fraternity/sorority house until it officially reopens as the schedule notes in item# 1 above.

I understand that if I need assistance to do that, the Office of Fraternity Sorority Affairs can help me find a hotel room at my own expense.

1) I am signing the attached occupancy agreement to live in my chapter house for the Fall 2016 (Friday, August 26, 2016 at 9am to Friday, December 23, 2016 at 12 noon) and Spring 2017 (Sunday, January 8, 2017 at 12 noon to Wednesday, May 10, 2017 at 12 noon) academic year. I further understand that:

- It is my responsibility to read and understand the terms and conditions of the agreement I am signing.
- If I have been accepted or I am planning to apply for a semester abroad program, I must contact OFSA no later than April 4, 2016.
- **I cannot cancel or be relieved of my responsibility, financially or otherwise,** unless it is according to the terms and conditions of occupancy outlined in the occupancy agreement (Section III) I have signed to reside in my chapter house for the Academic Year 2016-2017

4) I also understand and agree to abide by the “Expectations for Residents: Care of the Chapter House” which are also attached to my occupancy agreement.

_____ I have read the above and understand the terms and dates of occupancy for the 2016-2017 academic year.

Signed _____ Date _____
Print Name _____

Penn Student ID number _____
CHAPTER HOUSE _____ ROOM # _____

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Do NOT make changes to your bedroom without permission

- **Do NOT Build Lofts in bedrooms**

Your 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 your room, anyone planning to install a bunk/loft bed must contact Campus Apts. Mgt. LLC 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 Campus Apts. Mgt. LLC 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.

- **Do NOT paint your bedroom without permission from your Alumni House Corporation and Campus Apts. Mgt. LLC**
- **Do NOT take down or remove walls or replace/change electrical wiring**
- **CITY OF PHILADELPHIA BUILDING CODE MUST BE FOLLOWED**
- **Contact Campus Apts. Mgt. LLC to discuss any needs/requests for changes**

What is the Fraternity and Sorority Program Fee?

The Fraternity and Sorority Program Fee was instituted in the spring of 1982 by the Greek Alumni/Advisors Council to distribute the operational cost of Penn's Greek system among all members. This fee is assessed to the undergraduate members of all recognized undergraduate fraternities and sororities at Penn and the fee is charged through the Student Financial Services Office once per year, usually on the Fall term bill. The amount of the Fee is determined by the operational and programmatic needs of the Greek system and is reviewed annually by alumni(ae) and University administrators.

The fee produces revenue to assist the Office of Fraternity and Sorority Life to provide funding to the governing bodies. Additionally, the fee enables the Office to carry out these specific objectives.

- **Provides staff support and programmatic materials for the Greek governing organizations. These include the Intercultural Greek Council (IGC), the InterFraternity Council (IFC), the Panhellenic Council (Panhel), the Greek Alumni/Advisors Council (GAC), and the Fraternity/Sorority Advisory Board.**
- **To facilitate and sponsor leadership, developmental/educational, and social awareness programs; disciplinary action, and policy making procedures. Examples include the Presidents' Retreat, Greek 101, and leadership programs such as the Emerging Leaders Program sponsored by OFSA.**
- **Provide monetary and staff assistance for the planning and implementation of activities sponsored by the IGC, IFC, and Panhel, and GAC. These activities include recruitment/intake, Greek Week, awards and other recognition, officer transition and training, etc.**

Key dates to remember:

- **August 26, 2016 (Friday) – University Chapter Houses officially open**
- **December 23, 2016 (Friday), 12 noon – University Chapter houses CLOSED for Semester Break – All residents must be moved out by this time after completion of final exams — PLEASE ARRANGE YOUR TRAVEL PLANS ACCORDINGLY.**
- **January 8, 2017 - Chapter Houses Reopen for the Spring Semester —PLEASE ARRANGE YOUR TRAVEL PLANS ACCORDINGLY.**
- **May 10, 2017, 12 noon – ALL undergraduates MUST be move out after completion of Final exams on May 9th.**
- **May 15, 2017 – Commencement –**
- **All Graduates MUST be moved out of Chapter Houses no later than 12noon on Tuesday, May 16, 2017.**

Important Phone Numbers:

- **University of Pennsylvania Police Department** (215) 898-7297
- **On Campus Emergency:** 511 (from on campus online)
- **Special Services:** (215) 898-4481
- **Student Financial Services:** (215) 898-1988
- **Dining Services:** (215) 898-7585
- **Office of Fraternity and Sorority Life** (215) 898-5263
- **email:** ofsa@upenn.edu
- **website:** <http://www.vpul.upenn.edu/ofsl/>

(See Highlights of the Occupancy Agreement in Appendix 1)

Every individual, who resides in a University managed fraternity/sorority house, is required to sign a University of Pennsylvania "Chapter House Occupancy Agreement" before they move into a chapter house. All individuals will be charged rent on their Student Financial Services bill. Please review the summary of the "Agreement."

Move-in and move-out dates

Move-in, August, 2016: All chapters houses officially open on Friday, August 26, 2016 for the Fall 2016 academic semester. Your chapter house manager or president should have communicated with you regarding your arrival and who to see for your room key when you arrive.

Move-out, May, 2017: All undergraduate students should make arrangements to move out within 24 hours of completion of their final examinations for the Spring 2017 semester in May and no later than Wednesday, May 10, 2017 at 12 noon. GRADUATING SENIORS can remain in the chapter house during Senior Week and up until 12 noon on Tuesday, May 16, 2017 the day after Commencement. Anyone found in the houses after the houses have officially closed, that was not previously given an occupancy extension in writing from OFSL will incur a \$500.00 fine and a \$100.00 per day fine as well as a \$50.00 per day additional rent charge to be attached to their Student Financial Services bill. These charges will have to be paid before the student returns to school in the fall. This also applies to anyone who does not check out properly with their house manager or OFSL in May at the end of the academic year.

Safety systems/services:

Life Safety systems are serviced, tested, and maintained on a regular basis to meet or exceed the City of Philadelphia Fire Safety requirements. Fire alarm systems are tested and inspected; sprinkler systems are certified annually in June/July; smoke detectors in bedrooms are tested semi-annually; and fire drills/life safety inspections and house inspections are conducted in September and January with the University's Office of Fire and Emergency Services. Safety systems are monitored 24 hours a day by the University's Facilities Operations Control Center and University Police. **Sprinkler systems were installed in the chapter houses for the safety of guests and members. Therefore, hanging laundry, telephone or stereo wires, or utilizing the pipes to get in and out of beds is prohibited.**

****NO TAMPERING WITH LIFE SAFETY SYSTEMS***

It is important that everyone understands and supports the importance of not tampering with life safety devices in chapter houses. The University's Policy on Tampering with Life Safety Systems, as promulgated by the Division of Public Safety appears at <http://www.publicsafety.upenn.edu/assets/SafetyGuidelines/Policy-Tampering-With-Life-Safety-Systems.pdf> . Life Safety is Everyone's responsibility.

No summer storage / renter's insurance

There is no summer storage allowed. Any personal belongings that students leave in the chapter house will be discarded or donated to community charities.

Please refer to the No Summer Storage Form students sign for more details.

You may wish to check with your homeowner's insurance regarding coverage for student belongings while at the university. Also, if you are interested in obtaining student property insurance, you can go to the Penn Express website and click on the "Evaluate Rental Insurance Options" on the left menu to purchase plans that fit Penn's recommendations. Your student can get to this site by clicking the following link: https://www.publicsafety.upenn.edu/wp-content/uploads/2014/07/Guideline_4_Life-Safety-and-Standards-OFSL.pdf And use their PennKey to gain access to Campus Express site.

Damage deposits:

Most chapters have instituted a damage/security deposit system for their residents. This enables chapters to establish accountability for damages/vandalism by residents that is not a result of normal wear and tear. Move-In/Move-Out Room Condition Reports will be completed with the house manager each September and May. If your son's/daughter's chapter has instituted this program, the charge will appear on their student financial services bill as a separate charge.

Housekeeping:

A professional cleaning service cleans the common areas of the chapter house on a regular basis. However, it is the responsibility of all members and residents to respect the house, as well as the rights of each resident to live in a clean environment. Therefore, trash must be discarded appropriately and in a timely fashion from common areas and bedrooms.

Good housekeeping also helps avoid problems with sanitation and pest control.

It is important to note that the Office of Fraternity and Sorority Life manages in conjunction with Campus Apts. Mgt. LLC., the property with advice and assistance from the undergraduates and alumni(ae). All 4 groups maintain a partnership in order to achieve our goal of sound physical property management. As part of that partnership each partner has responsibilities that must be fulfilled and upon which the other partners and the successful management of the property depends.