

2017-2018

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GREEK VILLAGE OPERATIONAL MANUAL

Arkansas State University

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ABOUT THE GREEK VILLAGE

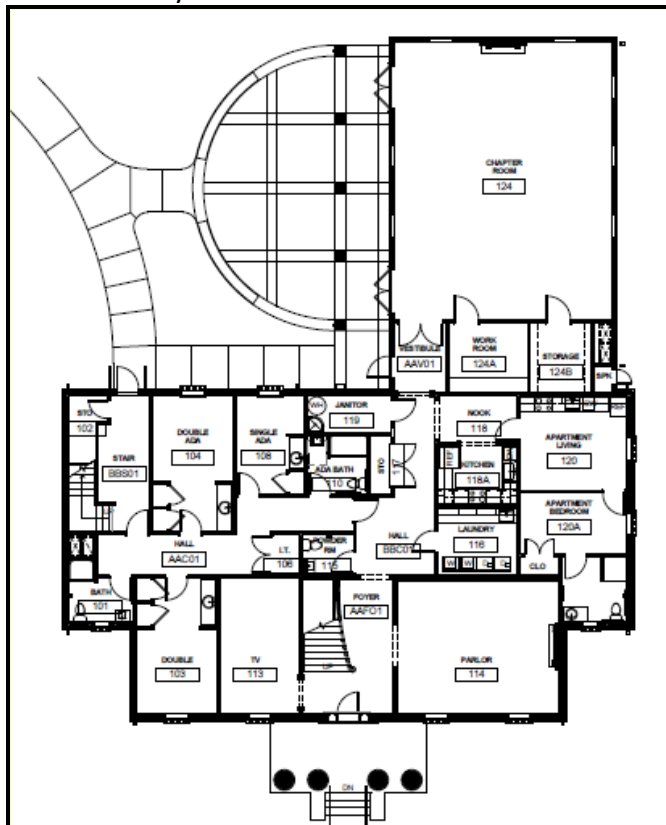
Arkansas State University houses five sororities under the operation of the Leadership Center and the Department of Residence Life. Occupancy in these five houses is open to individuals who are sorority members. Each organization resides in a two-story house comprised of single and double bedrooms with a community kitchen, parlor room, media room, and common restrooms. Residents are required to sign a housing contract provided by Residence Life and any additional contracts pertaining to individual organizational membership.

Demographic Information

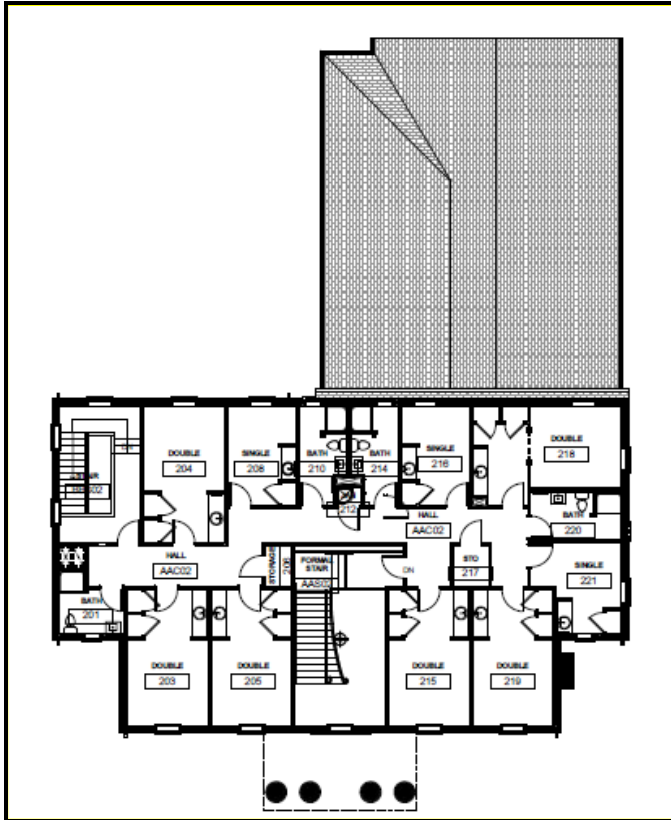
- Total Capacity: 100 beds
- Single and double bedrooms available
- 2-story model homes
- Furniture includes: built-in closet, bed, desk, chair, dresser and storage cube per student
- Parlor, media room and kitchen on the first floor of each house
- Cable TV
- Wireless Internet connections
- Washers and dryers in each house

Interior Floor Plan

First Floor Layout



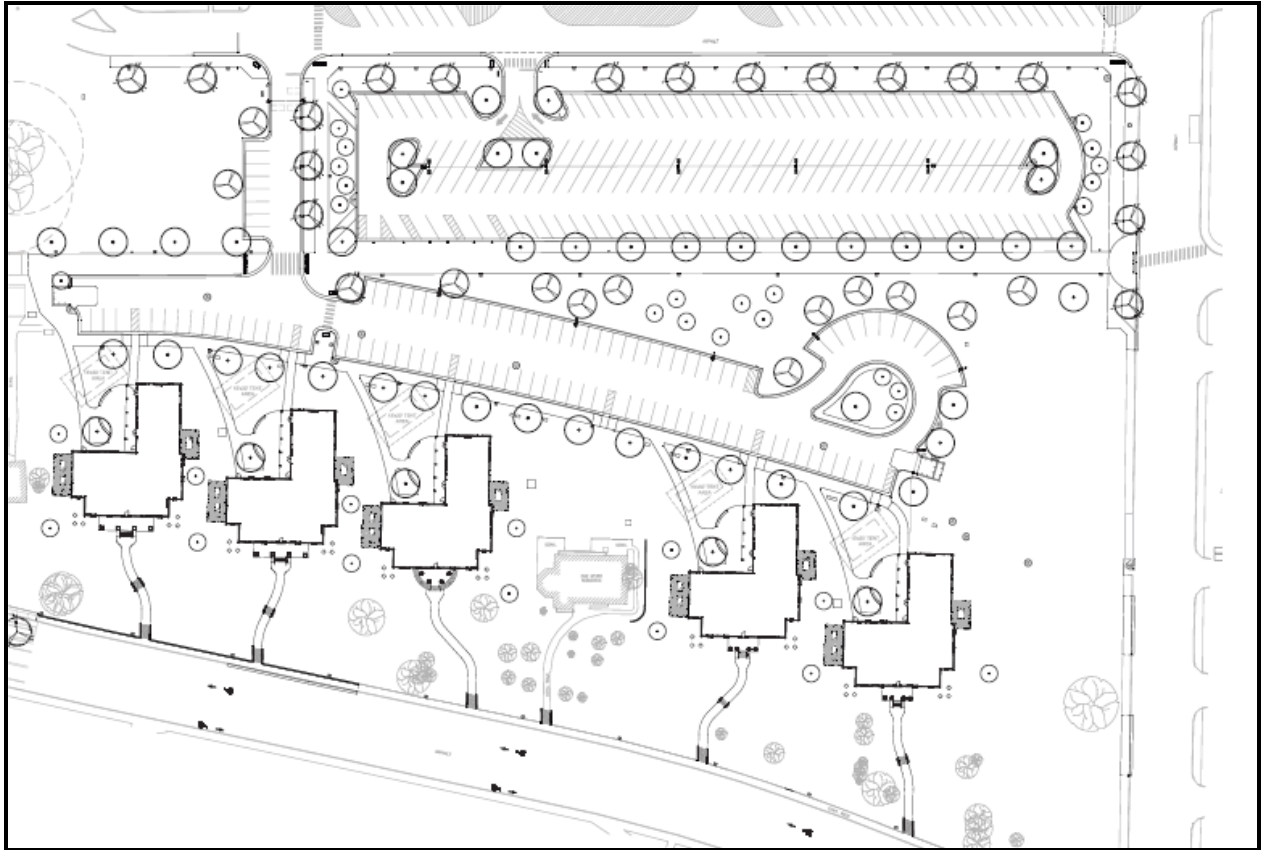
Second Floor Layout



House Designations

House Address	Chapter Name	Chapter Greek Letters
2502 Aggie Road	Alpha Gamma Delta	ΑΓΔ
2504 Aggie Road	Alpha Omicron Pi	ΑΟΠ
2508 Aggie Road	Chi Omega	ΧΩ
2510 Aggie Road	Delta Zeta	ΔΖ
2410 Aggie Road	Zeta Tau Alpha	ZTA

Map of Greek Village



Alumni House Association

Each chapter is represented by an Alumni House Association comprised of alumni members. House Corporations often work closely with University representatives, Greek Village Assistants and the local chapter executive officers. Greek Village Assistants and Leadership Center staff are expected to regularly communicate University policies and procedures to the Alumni House Association representatives. The University will establish the room rates for each chapter house and assesses a monthly member fee for use of the public spaces. The Alumni House Association may coordinate the furnishings and decorations of the public spaces, such as the Parlor, TV Room, Kitchen and Chapter Room. All enhancements must be approved by the Leadership Center and Residence Life.

STAFFING STRUCTURE

The Greek Village is staffed by five Greek Village Assistants (GVA) supervised by the Associate Director of Residence Life. The Greek Village Assistants are ideally members of the organization and serve as a liaison between the chapter, Residence Life, and the Leadership Center.

Greek Village Assistant

Each spring, sorority leadership will identify deemed qualified candidates to make application for the Greek Village Assistant positions. The Leadership Center and Residence Life will conduct

an interview process to select each chapter's GVA. These positions may only be filled by a graduate student or upperclassman, identified as a junior or senior classification. Once identified, Greek Village Assistants will be included in the appropriate Residence Life training sessions conducted prior to the summer academic term. Each GVA is responsible for maintaining the standard outlined in the Greek Village Assistant Position Agreement.

Responsibilities of Greek Village Assistants

- Facilitate the check-in/check-out process for chapter residence
- Report and verify completion for chapter house work orders when applicable
- Serve as the "on-duty" representative for the Greek Village when assigned
- Attend identified training session facilitated each August
- Report violations of Residence Life policies
- Compensation: Furnished apartment in chapter house

Associate Director of Residence Life

- The Associate Director of Residence Life is a full-time professional staff member who provides leadership and support to the GVA. The Associate Director is responsible for many of the administrative functions of the residence hall system in his/her area.
- Greek Village Housing falls under the responsibility of the Associate Director. The Associate Director is located in the Department of Residence Life in the Reng Student Union.

OPERATIONS INFORMATION

Reserve Fund

Monies collected (Rent and Parlor Fees) in excess of Operating Costs (including University budgeted maintenance reserve monies) shall be set aside in an University maintained reserve. Reserve requirements will be determined by a capital/non-capital replacement schedule and as required by the Arkansas Department of Higher Education as it pertains to the Leased Premises. Monies collected above the reserve requirement are available only for improvement of the premises and for any operating deficits of the premises.

Monies remaining after all operational expenses are paid from income proceeds will be placed in a Reserve Fund. Reserve requirements annually will be determined by a Reserve Replacement Schedule and will be based on actual costs and estimated life cycles and inflation factor of each item. For example, if the installation and the cost of carpet was \$5.00 per sq. ft., the life cycle of the carpet is five years, the number of sq. ft. installed was 500 sq. ft. and the yearly inflation factor is 2%. The yearly annual reserve required would be calculated as follows: $1.02^5 * \$5.00 * 500 / 5 = \552.04 . Stated another way, the formula is $\text{Inflation Rate}^{\text{Life Cycle}} * \text{Original Material and Installation per sq. ft.} * \text{Total sq. ft. of Carpet} / \text{Life Cycle} = \text{Amount of required reserve for carpet}$. This would be done with all agreed upon capital and non-capital items. Anything not accounted for in the Reserve Replacement Schedule and the general operating budget would be the responsibility of the Tenant. The replacement schedule will be

reviewed annually to assess if the life cycle and inflation rates continue to be reasonable assumptions.

Rent and Parlor Fee

Rent for double and single occupancy rooms will be charged annually by the University up to the cost of rent for double and single rooms in the Honors Living Learning Community Buildings IV. The Parlor Fee will be \$247.50 per semester and will be subject to review by University and Tenant. The parlor fee is assessed to every active member and new member upon accepting a bid for membership. Parlor fees that are assessed to a student account may be removed upon Residence Life's approval prior to the 8th day of class of each semester. All parlor fees are permanent for the current semester following the 8th day of class.

A full chapter membership roster is due to the Office of Greek Life and the Department of Residence Life by July 31st. Current, initiated members' names and A-State Student ID numbers should be included on this roster. Following Panhellenic Formal Recruitment, a membership roster of new members and A-State Student ID numbers should be submitted to the Office of Greek Life and the Department of Residence Life by the end of business on the first Friday of the fall semester.

Room and Board Charges

Room and board charges begin on the date the room key is obtained by the resident. Residents are responsible of the entire length of the housing contract while still enrolled at ASU. Refer to cancellation policy for additional information.

Room Sign-up

Sorority executive board members/advisor will make arrangements with their members (of at least sophomore classification) to determine which members will reside in the house. The list of members will be sent to the Greek Life Office for review by the first business day of the spring semester. This list should be a complete roster of the twenty women confirmed to live in the chapter house for the following academic year. The list must include full name and ID number for each chapter woman along with the designated room assignment. Chapters are responsible for determining room assignments. After the review, the sorority housing list will be forwarded to Residence Life. Chapter members seeking residence in the Greek Village are required to complete all required documents in the ASTATE housing portal.

Housing Pre-Payment

The \$100 Housing Pre-Payment must accompany the application. The contract is a binding academic year (fall and spring) contract.

Residents who wish to have their pre-payment refunded must contact the Department of Residence Life prior to May 15th of each year.

Check-In

Residents may move in to the houses on the designated sorority move-in day. This generally takes place two weekends before classes begin. The GVA will complete full room inventory to document the condition of the room and furnishings prior to move in. All issues with the condition of the room at the time of move in must be reported to the GVA. Throughout the semester, residents must report any room damages to the GVA. Each resident is financially responsible for all damages to the assigned room during occupancy.

Room Changes

Room changes are made at specific times during the year, unless extenuating circumstances require immediate relocation.

If a move is necessary outside this room change period, please consult with the GVA. The GVA must approve room changes within the building. The student approved to move must complete all room change paperwork with the Department of Residence Life. Any time a student changes rooms, she must be checked out of the current room and checked in to the new room by a GVA. If damages exist, charges will be added to the student's account.

Check Out

Residents are required to present the assigned room key at checkout to the GVA. Failure to comply may result in the assessment of an improper checkout fee, lock change fee, and/or key replacement fee.

Rooms must be left in the same condition in which they were found at the time of check in.

- Wall and furnishing surfaces should be cleaned of excessive dirt, grime, and damages.
- Marks and dirt should be removed from door surfaces.
- Trash should be removed from the room.
- Floors should be clean; swept and mopped/vacuumed.
- All furnishings must be left in the room and in good condition.
- All private bathrooms must be clean (toilets, sinks, showers, floors, etc.)
- This list is not limited to the items above. Any damages made to a room will be assessed and charged to the student's account.

Cancellation of Room Assignment

All students must contact Residence Life to terminate a housing contract. This includes not returning to the university or cancelling a room assignment. Review the Residence Life contract for the complete cancellation policy.

Occupancy Requirement

Fall and Spring Semester

In order to be an eligible resident of Greek Village, residents must have true sophomore, junior, or senior status. That is, residents must have completed at least 30 credit hours *and* at least be entering their second year as a true undergraduate student.

In order to meet requirements as defined by the lease, chapters must maintain 100% occupancy, or 20 residents. Any unoccupied room will be the financial responsibility of the local chapter membership to pay to the University. If rooms are unoccupied and the local chapter fails to meet the required financial obligation, the University reserves the right to fill the space.

Summer Terms

In order to remain open, buildings must have at least 25% occupancy, or 5 residents. If 25% is not met, the buildings will be closed for the terms. However, chapter leadership and members will have access in order to complete preparations for recruitment in the fall.

FACILITIES INFORMATION

Maintenance

Hours designated for University Maintenance for the houses are 10:00am-4:00pm, Monday through Friday. If emergencies exist after hours, Residence Life Maintenance reserves the right to enter the house without permission to address the issue.

- University personnel will complete regular routine and preventative maintenance as needed to maintain the facility with proper notification to the chapter leadership.
- All work orders must be entered in the online work order system currently in use by the university.
- House residents and maintenance personnel will need to work together to maintain upkeep of the house.
- House walk through inspections will be completed four times a year by university personnel. Additionally, house walk through inspections will be completed once a month by the GVA.

Grounds-Keeping

Any additional landscaping needs outside that maintained by facilities must be approved A-State Facilities Management. Chapters should submit for approval a brief description depicting the desired landscaping configuration. Landscaping proposals may be sent to the Office of Greek Life.

Housekeeping

The chapter members are expected to maintain the cleanliness of the house in collaboration with the university housekeeping staff. Greek Village will be assigned a University housekeeper. Housekeeping hours of operation are 9:00am-4:00pm, Monday through Friday. A complete list of housekeeping responsibilities is outlined below. The university will provide a deep cleaning service each summer. Chapters are encouraged to contract and fund additional housekeeping services if desired.

University Housekeeping Responsibilities

- TV Room: vacuum/mop/sweep, remove trash, dust

- Parlor: vacuum/mop/sweep, remove trash, dust
- 1st Floor Hallways: vacuum/mop/sweep
- Kitchen: sweep/mop, remove trash
- Powder Room: sweep/mop, clean sink, sanitize/clean toilet, remove trash

Chapter Housekeeping Responsibilities

- Chapter Room
- 2nd Floor Hallway
- Sleeping Rooms
- Resident Bathrooms
- Sleeping Room and Resident Bathroom trash removal

Room Inventory and Repairs

A room assessment or inventory will be completed prior to check in and completed at checkout. Any damages identified in the room prior to check in should be marked on the inventory form. Residence Life advises all chapter members to review the room inventory and determine that all damages have been documented. Anything missing from the inventory after check in must be reported within the first 24 hours of residence.

If, during the course of any given semester, damages occur within the room the chapter member must immediately report these damages to the GVA. Damages that are made by the chapter member or the chapter member's guests will also be placed on a work order with an attached damage statement for the billing of such repairs.

Fire Alarms

Each building is equipped with a fire alarm system. These systems are there for the chapter member's protection. Therefore, students and guests should not tamper with them. Fire drills are conducted to familiarize the chapter members with the sound of the building alarm, emergency exits that are available, and the procedure for evacuating the building. Failure to respond to a fire alarm will result in conduct action. Tampering with fire safety equipment is a violation of University policy.

If a fire alarm sounds:

- Quickly put on a coat (if necessary) and hard soled shoes.
- Take a towel to put over the face to prevent smoke inhalation.
- Close the windows.
- Check the door or doorknob. If door is hot, do not open it. If it is cool, exit cautiously and lock the door. Each student is encouraged to take his/her keys and University ID Card.
- Walk quickly, but in an orderly manner, through the exit for the designated safe zone and continue 100 feet from the house. Greek Village designated safe zone is defined as the rear Greek Village Parking Lot.
- Do not reenter the chapter house until told to do so by a Residence Life staff member.

- Everyone, including Residence Life personnel, must leave the house whenever the alarm sounds.

Safeguarding Personal Property

Residents are highly encouraged to invest in renter's insurance. Renter's insurance can be purchased through homeowner's policies or from independent companies specializing in residence hall insurance.

The safety and security of each house is the responsibility of each chapter member, advisor, staff of the house, and university police officers. The University Police Department has a rotating staff, available 24 hours a day, to assist chapter members and staff.

Hints for Safeguarding Personal Property:

- Mark or permit University Police to mark individual property so it can be easily identified.
- Lock all room doors and windows.
- Never leave personal items unattended. (This includes staying with laundry in the laundry room).
- Leave items not needed at home, if possible.
- Lock automobiles when not in use.
- If one must leave items in an automobile, lock them in the vehicle out of view.
- Report all items lost or stolen to the University Police Department or appropriate officials.
- If one is aware of a crime that has been committed or is being committed, contact the University Police Department immediately and furnish as much information as possible.
- Large sums of money should not be kept in one's room.

Severe Weather

Local radio and television stations announce tornado watches when the weather conditions are right for tornado but none have been sighted; tornado warnings are given when a tornado has been sighted; and storm alert is announced when a severe thunderstorm is approaching. Students should follow these procedures, after a staff member's announcement, if there is a tornado warning or storm alert:

- Go to the lowest floor possible before high winds or the tornado strikes.
- Students residing in apartment or houses should move to the bathroom.
- Sit on the floor with back to the stairwell or in the central portions of the room away from windows.
- If a storm strikes, duck your head between your knees and cover the back of the head/neck with your hands for protection.
- Leave corridor doors open.
- Try to remain calm and do not panic.
- Do not move from shelter until the storm or tornado is well out of the area or instructed

by a staff member.

Stolen Property

The university assumes no responsibility for the loss of personal articles, but will assist in every possible way to recover such items. Losses should be reported to the University Police and Residence Life Staff immediately. Protect the contents of the room by locking the door when leaving. University Police has an engraving service available for valuable items. Chapter members are encouraged to purchase renter's insurance.

Card Access

Each house is locked 24 hours a day, seven days a week. Chapter members, advisors, Residence Life staff and Leadership Center staff will gain access to the house via the A-State identification card. The host is responsible for letting a guest into the house. Chapter members are required to have their ASTATE Student ID at all times. Contact the GVA if a problem is detected with the ASTATE Student ID card.

Chapter leadership is required to submit current student rosters to Greek Life by July 31st for the fall semester and January 1st for the spring semester. This will ensure each chapter member has ASTATE ID Card access to the facility prior to move-in. In addition, four ASTATE ID Cards will be issued to the following advisors: Chapter Advisor, Recruitment Advisor, Housing Advisor, and one additional chapter advisor at the chapter's discretion.

Gate Access

The entrance to the Greek Village parking lot is gate controlled. Only students residing in these houses have access to the assigned Greek Village parking lot. Students are expected to carry the ASTATE ID card with them at all times. The ASTATE ID card is necessary to access the gates. Broken or vandalized gates should be reported to a GVA/Residence Life immediately. UPD will investigate instances of broken/vandalized gates. Students found to have vandalized the gates will be referred to the Office of Student Conduct; a minimum restitution is \$100.00. Any improper entry into the Greek Village parking lot may result in a Student Conduct violation.

Signage

Each house is allowed to have their letters affixed to the exterior wall by the University. Any additional signage or emblems must be approved through Residence Life and the Leadership Center. Occasionally, chapters will hang banners and other signs on their house or within the Greek Village premise. Leadership Center reserves the right to enforce the hanging of banners and signs at its discretion. Chapters and individuals are asked to comply with any request to move or remove any signage. Signage and banners used for advertising of an event should be removed at the conclusion of the event.

Large wooden letters should not be stored in the H-VAC units or outside of the outdoor trash bin. It is the chapter's responsibility to secure adequate storage for their letters.

Policies & Procedures

RESIDENCE HALL RULES & REGULATIONS

Preamble

In a community living situation, it is necessary to impose certain standards for conduct and behavior to ensure order. Each resident living in the residence hall has certain rights to which they are entitled

These rights are:

- The right to sleep.
- The right to one's personal belongings.
- The right to access to one's room and suite facilities.
- The right to a clean environment in which to live.
- The right to read and study free from undue interference in one's room.
- The right to voice concerns and be heard.
- The right to personal privacy.
- The right to be free from verbal or written abuse, threats, intimidation or violence.

Residents are expected to respond appropriately to the reasonable requests of other residents and Residence Life staff. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behavior, as well as for the behavior of his/her guest(s).

STUDENT RESPONSIBILITIES

The following list of prohibited behavior is not exclusive and serves only as examples of specific actions constituting violations of the Residence Life Standards of Student Conduct. Information included in this section should clarify or expand upon the policies found in the [Standards of Student Conduct](#).

Students' are responsible for all violations occurring in their residence. If a violation occurs in a common space and a resident knows or should have known about the violation and has not reported to their Resident Assistant, they will be held accountable for that violation.

1. Accepting a New Roommate

If a student is residing in a double occupancy room without a roommate and has not paid for private room occupancy, the vacant side of the room must remain clean and empty in anticipation of a new roommate. A new roommate may be assigned to the room at any time.

2. Alcohol

Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages is prohibited in university owned housing.

3. Abandoned Property

All items brought into the space by the resident or someone admitted into the space by the resident must be removed from a residence upon check out. If a student fails to properly check out or items are left past check out, the Department of Residence Life shall declare them abandoned and they will be held for 30 business days and then discarded. The University shall not be liable for any damage to or loss of such property that occurs during the course of such removal, storage, delivery or disposal. There is a fee for removal of and storage of abandoned items that is assessed to a student's university account.

4. Active Sports

Participation in active sports within University-owned housing is prohibited. Outdoor basketball goals are not permitted in parking lots or in/on the Village Houses and Apartments.

5. Appliance Usage

Students **may not** have the following appliances in their residence:

- halogen lamps
- sun lamps
- tanning beds
- heating coils
- camp stoves
- broilers unless provided by Residence Life
- window air conditioners except those approved and installed by Residence Life in the Village Houses
- lava lamps
- microwave ovens more than 1,000 watts
- refrigerators more than 2.0 running amps or larger than 4.1 cubic feet
- and items with exposed heating elements including but not limited to: space heaters, emersion heaters, any open-faced or heating appliances.

Approved appliances include:

- University provided appliances
- microwave ovens less than or equivalent to 1,000 watts
- refrigerators less than or equivalent to 2.0 running amps and no larger than 4.1 cubic feet,
- UL approved sealed unit coffee makers
- George Foreman®-type grills
- popcorn poppers
- radios
- TVs
- stereos
- desk lamps
- electric blankets
- DVD/Blu-ray players
- Gaming systems
- Computers

The above approved appliances are permitted as long as the equipment is kept in safe operating condition and unless their energy use exceeds the capacity of the system.

No outside antennas of any type are permitted. It is the student's responsibility to receive permission from their Graduate Hall Director or Area Coordinator for any appliances not on the approved list.

6. Bed Requirements

Beds provided by A-State must remain intact and in the assigned residence room at all times. Beds may not be moved into other rooms within a suite or apartment. Beds made be raised using risers that have a minimum of 300lb weight limit per riser. Beds may not be lofted unless the loft is provided by Residence Life.

7. Bicycles

Bicycles and other wheeled transportation can only be stored in a residence if all roommates consent. If a bicycle is stored in a residence it may not block any entrance or fire escape route. Bicycles can be

stored in the provided bicycle racks outside of Arkansas Hall, Kays Hall, University Hall, Red Wolf Den, Northpark Quads, and Honors/ROTC/Stem LLC. There is additional bicycle storage built in to stairwells in Northpark Quads and a designated space in Honors 4. Please refer to the [Standards of Student Conduct](#) in regards to bicycle parking or storage elsewhere on campus.

8. Computer Network Devices

The use of individual wireless routers is prohibited on the A-State network. The use of these routers degrades the University network and causes a disruption to other students. The “Appropriate Use of Information and Technology Resources” policies can be found at [ITS policies and procedures](#).

9. Contact Paper

Contact paper may not be used on any permanent surface or university owned furnishings unless it is serving as drawer liner.

10. Cooking

Cooking is only permitted in kitchens or when a student is using an approved appliance. Residents are responsible for ensuring that proper sanitation, ventilation and fire safety precautions are taken. If students are using the hall kitchen, they must clean up the area following use.

11. Courtesy Hours

Students and guests must adhere to a courteous level of sound at all times.

12. Decorations

The following decorations are prohibited:

- Decorations hindering the use or restricting access to hallways, doorways, stairs, corridors, or fire related equipment.
- Cardboard, aluminum foil, cellophane, flags or other items used as window coverings, excluding cloth curtains.
- Curtains may only be hung using tension rods, except in the Village Houses and Apartments.
- Displaying alcohol/drug signs, or other related alcohol/drug memorabilia so they are visible from outside a student residence (such as in windows or on doors).
- Displaying alcohol containers of any kind.
- Attaching items to or tampering with light fixtures, ceiling tiles, fire safety equipment or exit signs.
- Hanging or displaying any item within 5 feet of a sprinkler spout.
- Using nails or other items that will puncture a wall. This clause is not applicable in the Village Houses and Apartments.
- Only adhesive putty, plastic adhesive hooks and magnets may be used to affix decorations. No tape may be used on walls or doors. This clause is not applicable in the Village Houses and Apartments.
- Using a cut/live evergreen tree as decoration such as a Christmas or Holiday Tree.
- Painting or permanently altering a room in any way.
- Displaying electric/neon signs.
- Mounting televisions to the wall. Displaying material that is generally accepted as offensive or that is biased against any person or groups so it is visible from outside a student residence (such as in windows or on doors).
- Nothing can be mounted or hung from the ceiling.

- No more than 30% of the wall/ceiling space may be covered. No paper may be hung within 1 foot of an electrical outlet.

-

13. Elevator Operations

Students and guests may not interfere with the normal operation of an elevator.

14. Entrance to Buildings

- Exterior building doors may not be propped or forced open (including attempting to force them open).
- No one may enter a side door unless authorized by an appropriate Residence Life staff member or having appropriate card access.
- When entering a building with a front desk, you must provide proof of residency upon request from the desk assistant or check in at his/her request.

15. Guest Escort Policy- Male Guests

Males will be allowed in designated areas of the house for special events and/or approved occasions only. These events will be defined by the chapter inter/national/local policies. Male guests are not permitted to stay overnight. All guests must be escorted by his/her hosts in a public area. A specific host must be immediately present in public areas and residences. A guest is anyone not assigned to the specific building, suite or apartment.

16. Guest Visitation

Chapters are required to follow the sorority inter/national policy for guests in the residence. Only chapter membership, advisors, and appropriate university personnel will be granted access into the buildings. Overnight female guests may stay no longer than two consecutive nights. Additionally, a female guest may not stay more than a total of five nights *collectively* per month in the chapter house.

17. Guest Visitation – Under 18

All visitors must be a minimum of 18 years of age and have a valid photo ID to be allowed guest privileges. Exceptions to this are:

- Underage guests who are accompanied by their parent(s) or guardian(s) may visit from 11 am to midnight. For emergency situations, the appropriate Area Coordinator may allow extended visitation.
- In some circumstances, underage guests may stay overnight if proper authorization is given. This must occur within the normal overnight guest policy for the building where the visitation will occur. You must contact the appropriate Area Coordinator in advance of the visit to secure permission for this. Written and notarized parental (guardian) permission is required.
- Members of a resident's immediate family who are not 18 may visit from 11 am to midnight. Residents wishing to have a sibling stay overnight should contact their Area Coordinator/Greek Village Assistant 1 week in advance to request permission. Written and notarized parental (guardian) permission is required.
- Residents wishing to have their children visit the residence halls outside of 11 am to midnight should consult with their Area Coordinator. Consistent overnight visits are not permitted.
- Roommate permission must be obtained for all guest visitation.
- This policy does not apply in the Village Houses and Apartments.

18. Key and Student I.D. Responsibility

Students are responsible for all assigned keys. Students may not allow another person use of any key or

ID that allows entrance to a residence or residence facility. If a student is locked out of his/her residence he/she may check out a temporary key from the front desk. Village residents who are locked out should contact the Village Duty phone. Failure to return the temporary key within 72 hours will result in an automatic lock change. A lost key will result in an automatic lock change. Residents will be billed for lock changes.

19. Lounges/Lobby Usage

When using lounges and lobbies all residents and their guest must adhere to the following:

- The lobby atmosphere should be conducive to small-scale social interactions for residents and their guests.
- The lobby may be the meeting place for hall activities during specified times of the day.
- Courtesy and Quiet hours are enforced.
- No loitering is allowed in the main lobby area. This also pertains to inside and outside of the entrance ways and main desk foyer areas.
- The visitation and escort policies apply.
- University staff members (including student staff) have the authority to dismiss persons from the lobby.

20. Motorcycles

Motorcycles must be registered with Parking Services and follow their regulations. Motorcycles, mopeds, motor scooters and other internal combustion engine are not permitted in University Owned Housing or common areas.

21. Open Flames

Possession and/or use of candles, incense, fireworks (including sparklers), or other open flame apparatus is prohibited within university-operated housing. Supervised candles and incense are permitted in the Village Houses and Apartments. Grills (outside of the George Forman Type) are only permitted outside the Village houses.

22. Pet Possession

Students and guests may not possess an animal other than fish and properly attended assistance animals for individuals with disabilities that have been registered through the Office of Disability Services. Aquariums are to be limited to 10 gallons or less.

Residents of the Village houses have the ability to have specific pets. Approval for all animals must be received from the Area Coordinator for Graduate and Family Housing and the Village pet policy must be followed.

23. Power Strips

Students may not use multiple-outlet connections unless they are a power strip with a built-in circuit breaker that is clearly marked, carries an Underwriter's Laboratory (U.L.) approval, has a maximum load of 15 amps and is plugged directly into a wall electrical outlet. Extension cords must be heavy duty (no less than 12 gauge) extension cords and used properly.

24. Posting

Flyers, announcements or other printed or written material to be posted in and around University owned housing or common areas must be submitted to the Department of Residence Life minimally one week prior to the posting date for approval and distribution.

25. Quiet Hours

Students and guests must adhere to minimum mandatory quiet hours in and around residence halls. Quiet hours are 10:00 pm – 8:00 am, seven days a week.

26. Quiet Hours for Finals

Students and guests must adhere to 24 hour quiet hours beginning each semester at 9:00 pm the last day of normally scheduled classes and ending after the completion of the final University exam period. Students and guests who violate this policy may be immediately removed from University housing.

27. Removal of University Property

Residence Life has designated a location for all university property in and around university owned housing and common areas. Property may not be moved from its designated position without prior approval from the appropriate GHD or Area Coordinator for Graduate and Family Housing.

28. Syringe Disposal

Residents and guests may only have syringes for medically prescribed usage. They may not place exposed hypodermic needles directly in trash containers; SHARPS containers may be obtained from Occupational Safety. Used needles should be disposed of in a puncture proof container. If no container is available used needles should be taken to the Student Health Center.

29. Trash

The appropriate trash receptacles (dumpsters) provided outside should be utilized for the disposal of all trash. Room trash cannot be disposed of in the residence hall trash cans located in kitchens, laundry facilities or common lounge space.

30. Windows

A screen may not be removed from its window casing. If the screen is missing from a window, students may not use the window for egress or to hang or display items.

GENERAL RESIDENCE LIFE GUIDELINES

Bomb Threats

If a bomb threat or any other threatening phone call or electric communication is received, gain as much information from the caller or messenger as possible and do not hang up the phone. Immediately notify the Department of Residence Life during normal business hours or the front desk staff in your building if it is after offices hours. The staff person you contact will notify University Police and other designated staff members. Please remain available for assistance to the investigative authorities.

Cleanliness

All campus residences will be inspected throughout the semester to ensure compliance with health, safety and fire standards. Residents should expect these to occur on a monthly basis. Residents are required to allow Residence Life Staff, including student staff, to enter their residences for these inspections and any follow up inspections. If there is no one present when the staff comes to complete a properly posted health, safety, and fire inspection, it will be completed without the residents' present. Notice of health, safety, and fire inspections will be posted 24 hours in advance with the exception of the Village Houses and Apartments. Due to the nature of the Village Houses and Apartments, there is no notice for health, safety, and fire inspections. However, the University and the Office of Residence Life reserve the right to conduct health, safety and fire inspections with no notice in emergency situations. Health, safety, and fire inspections are made to ensure:

- that university property is being used properly;
- that reasonable standards of room cleanliness, safety, and sanitation are being observed; and
- that maintenance requirements are reported.

Reasonable standards of room cleanliness include, but are not limited to: all trash properly removed from the room, no dirty dishes, food properly stored, floors and counters free from clothing and debris, bathrooms cleaned and no mildew buildup, bedding and towels regularly laundered, interiors of microwaves, refrigerators, coffee makers, etc. cleaned on a regular basis, and no strong odors or contaminants. Common spaces cleanliness is the responsibility of all residents assigned to the suite or apartment.

Residents who do not pass health, safety, and fire inspections will be given, in writing, a specific deadline and the necessary corrections that must be made by that date. If items found during the health, safety, and fire inspection are a violation of policy they may be confiscated. Violations of policy will be referred to the Office of Student Conduct. If the resident(s) fails the follow up inspection they may be subject to fees to correct the issue, conduct violations and/or cancellation of the University Housing contract.

Community Billing

If any vandalism, theft, or damage occurs in such areas as one's floor, hall, wing, lounge or community bathroom, which cannot be properly charged to an individual, all members of the floor or community may be billed equally for cleaning, replacement or repairs. Similarly, damage or theft in one's building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed on their student account for his/her "share" of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized through posted flyers, letters, emails and/or hall meetings. Active involvement in reducing damages within the community is encouraged.

Room Entry

The university reserves the right to have its representative(s) enter a resident's room in the following instances:

- When it appears that an occupant may be physically harmed or endangered;
- When it appears university property is endangered;
- When it appears University or Residence Life policy is being violated;
- To make periodic health, safety, fire and maintenance inspections and/or repairs;
- To deliver administrative letters and notices.

Every attempt will be made to allow one to retain as much privacy as possible in their residence.

The actual searching of a room specifically for the purpose of removing illegal or prohibited articles will be done only when reliable information warrants such action. If possible, searches will be conducted in the resident's presence. Police may be present to assist in a search.

Roommate Conflicts

If a resident and his/her roommate are having a conflict, they should attempt to discuss the problem with each other. If this cannot be done, they should take the problem to the RA. The RA will assess the situation and may mediate the situation, create a roommate agreement or refer the concern to a Graduate Hall Director or Area Coordinator. If the problem cannot be resolved, the Department of Residence Life has the right to relocate one, both or none of the roommates.

Visitation

Visitation provides an opportunity for residents to create a more desirable living experience and further personal growth through greater interpersonal contact among students of both genders. The responsibility of this policy rests upon the individual who must maintain the element of academic privacy in the living areas, maintain his/her conduct in a manner that is in consideration of roommates or other concerned parties, and act in accordance with all university policies.

A guest is anyone who is not a resident of that specific residence hall or apartment (i.e. University Hall visiting Kays Hall). All guests must be checked in to the First Year Residence Halls (Arkansas, Kays and University) through the front desk, except intra-visitation in Kays Hall.

Visitation Policy for Collegiate Park, Northpark Quads, Honors Living and Learning Community, Red Wolf Den, ROTC LLC, STEM DEN and the Village Houses and Apartments:

Determined by the living unit.

Visitation Policy for Greek Village:

Determined by national policies.

First Year Residence Halls (Arkansas, Kays, University) Visitation Hours are as follows:

Sunday - Thursday: 11a.m. - Midnight Friday
and

Saturday: 11a.m. - 3 a.m.

Kays Hall Intra-Visitation Policy

The intra-visitation policy for the residents of Kays Hall was designed to help enhance the community's group dynamics. The intra-visitation hours (Kays Hall residents visiting fellow Kays Hall residents) are 24 hours a day. However, the escort policy must be followed at all times.

Any guests who do not reside in Kays Hall who wish to visit residents of Kays Hall must follow the normal visitation policies and hours. Individual floors in Kays Hall may choose to limit intra-visitation or visitation hours on a floor by a vote of that community at the beginning of each semester. These hours must be posted at the entrance to the hall.

Visitation Guiding Principles:

The following policies must be maintained for visitation:

1. All entering into and exiting from the hall must be through the lobby. Emergency fire doors are to be kept secured and used only in case of emergencies.
2. Each resident must meet and escort his/her guest to and from the lobby. Guests must be escorted at all times throughout the building.
3. Each guest must leave his/her IDs or some satisfactory form of photo identification with the Desk Assistant on duty in the hall (except inter-visitation in Kays Hall).
4. Each resident will be held responsible for the conduct of his or her guests.
5. The resident and his/her guest together must reclaim the IDs and/or other forms of identification before the closing hours of visitation.
6. Violations of the visitation policy will subject the resident and his/her guests to conduct action
7. All occupants of a residence hall room or apartment must agree before visitation will be permitted.
8. All residents have a right to personal privacy. Based on this right a person may choose to withdraw their agreement in reference to visitors in the room or apartment. If a dispute arises in reference to guests or visitation the RA should be informed immediately and the guest will be asked to leave, even if a previous agreement had been reached between residents.
9. Residents are only allowed two (2) guests at any time (except in the Village Houses and Apartments).
10. Overnight visitation is not allowed in the First Year Experience halls (Kays, University, Arkansas).

11. All occupants of the room/living space must agree before overnight visitation is permitted in the room (Collegiate Park, Northpark Quads, the HLLC, Red Wolf Den, ROTC LLC, STEM DEN or the Village). No one is allowed to stay more than two consecutive nights and a guest may not stay more than 5 nights collectively in any residence hall space per month, unless they have properly notified the GHD and received permission in advance.