



# *Organization Housing*

## **Handbook and Contract Supplement 2019-20**

Alpha Sigma Pi 543 Cook St.

Alpha Theta Phi 1262 Sylvan Blvd.

Alpha Xi Omicron Billings House – 1016 Colton Ave.

Beta Lambda 537 Cook St.

Chi Rho Psi Merit House – 1035 Colton Ave.

Chi Sigma Chi 1245 Sylvan Blvd.

Delta Kappa Psi 1134 Sylvan Blvd.

Kappa Pi Zeta 549 Cook St.

Kappa Sigma Sigma 1235 Sylvan Blvd.

Phi Mu Alpha 1150 Colton Ave.

Pi Chi 1215 Sylvan Blvd.

Alpha Chi Delta 1275 Brockton Ave.

WRW 1152 Sylvan Blvd

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## Introduction and Welcome

Congratulations on deciding to live in one of the University of Redlands Organization Houses! House living can be a rich and rewarding experience and the Residence Life and Housing Office is here to help you make the most of it! For your convenience, we have assembled this handbook, outlining the general guidelines and policies, we expect you to follow. Please take time to read it thoroughly as it is a **supplement** to your Room and Board Contract and therefore, you are responsible for all the information inside. It also serves as your handbook to answer the most commonly asked questions.

### Eligibility for Organizational Housing

Historically, groups of students or recognized student organizations have asked to be housed together in one of the University's off-campus houses. Since 2006, organizations with New Member Process have been the main groups who have maintained occupancy of the houses. Starting for the 2017-18 Academic Year, organizations will need to fulfill the following expectations in order to be eligible for an Organizational House:

1. **House Application:** the organization will 'apply' for house occupancy every year in the early spring to provide the Director of Residence Life and Housing with information for the following eligibility points.
2. **House Condition and Organizational Conduct:** If an organization occupies a house currently, they must have maintained a condition within the house that does not compromise the health and safety of any persons. If the organization is found responsible for violating any University Policy, element of the Room and Board Contract or this Supplemental Handbook, future ownership may be jeopardized. Please see the sections below on Inspections and Standards as well as House Guidelines.
3. **Occupancy:** Organizational Houses are required to have all houses at occupancy for the entire academic year (excluding May Term).
4. **Organization Membership:** Organizations must have a minimum active membership of 10 enrolled students at the University (including those abroad) for the year that they will occupy the house. (If an organization's membership will drop below 10 while they are applying for house occupancy, they will no longer be considered eligible.)
5. **Organizational Cumulative GPA:** The organization's cumulative GPA (per student's cumulative GPA) should remain above a 3.0. If after three semesters below a 3.0 cumulative GPA, the organization will be asked to provide a letter to the Director of Residence Life and Housing showing the steps taken in the previous three semesters to advance individual's GPA's, how the organization has prioritized academics and why their efforts should be considered to maintain occupancy of the house, even though the organization's GPA has continued to fall below 3.0 for three semesters. That letter will be reviewed in early spring and a decision will be made to impact the organization's eligibility for the following year.

If you are no longer eligible for a house based on the above requirements, you will be moved to the top of the priority list for Organizational Houses (listed below) and the University will guarantee a place on campus to store organizational items for a minimum of one year.

## Occupancy

Houses are kept at capacity at all times, unless other arrangements have been made. If the organization is unable to maintain full occupancy, the University can place non-members in those spaces at any time. In addition, any organization that does not maintain occupancy as defined below will be charged the double room rate for the empty room until they can fill it.

If the organization is no longer able to fill a house of the size assigned to them on an ongoing basis, the University can move that organization to a smaller house.

University-managed Organization Houses are required to have the following occupancies:

Organization	Occupancy
Alpha Sigma Pi	3
Alpha Theta Phi	5
Alpha Xi Omicron (Billings)	9
Beta Lambda	3
Chi Sigma Chi	2
Chi Rho Psi (Merit)	5
Delta Kappa Psi	3
Kappa Pi Zeta	2
Kappa Sigma Sigma	0
Phi Mu Alpha	2
Pi Chi	2
Alpha Chi Delta	4
WRW	2

All occupancies are based on the footage of each room. Kappa Sigma Sigma (9.9x14.5) has an occupancy of zero based on the footage of their bedrooms. Per our insurance, we cannot longer have only one person living in a house by themselves at any time. Chi Sigma Chi has a bedroom size comparable of a double on campus (13.3x12). Pi Chi has two singles comparable to singles on campus (9.7x11.5) and (6.11x11.9). Alpha Xi Omicron (Billings House) has also inquired as to the size of two of their rooms. Below are the measurements: the triple (room 7) is 12ft wide and 22ft long of livable space meaning not measuring places like the nook near the closets or the desk in the window pocket. The double at the far right on the second floor (room 4) is 8ft wide in the front and 10ft wide in the back and livable space is 24ft long.

### Meal Plan Options

Residents of the houses will select one of the meal plans offered by the university. If students do not select a meal plan, the 14 meals per week meal plan will be automatically assigned. The smallest option is the 100 block meal plan. Keep in mind that residents who wish to prepare their own food can work with Harvest Table to purchase any unprepared items directly using their meal plans.

### Occupant Load in Organizational Housing

Occupancy of indoor and outdoor space is governed by the California Fire Code Title 24 Section 9. The following table was developed as a guide to determine occupancy loads for events that could be held inside of the common area or chapter room of the organizational housing. These numbers were derived from the Title 24 "Maximum Floor Area Allowances per Occupant" table.

Organization	Address	Maximum Assembly Occupancy
Pi Chi	1201 Sylvan	45
Kappa Sigma Sigma	1235 Sylvan	45
Chi Sigma Chi	1245 Sylvan	40
Alpha Theta Phi	1262 Sylvan	25
Chi Rho Psi	1035 Colton	30
Alpha Xi Omicron	1016 Colton	20
Alpha Chi Delta	1275 Brockton	15/18
Beta Lambda	537 Cook	15/18
Alpha Sigma Pi	543 Cook	15/18
Kappa Pi Zeta	549 Cook	15/18
WRW	1152 Sylvan	15/18
Phi Mu Alpha	1150 Sylvan	15/18
Delta Kappa Psi	1134 Sylvan	30

### Organizational House Waiting List

Organizations waiting for a larger house: WRW

Organizations waiting for an organizational house: Sigma Alpha Iota

## Choosing a House Manager

The Director of Residence Life and Housing works directly with the House Manager on issues related to the organization's house. Each house needs to select a House Manager who will act as the main contact person and will work closely with the Residence Life and Housing team for all matters associated with the house. Please consider the position one of importance and take account the following questions when making your selection.

Each House Manager will be responsible for attending a meeting with the Director of Residence Life and at the beginning of each academic year. At this meeting, you will review the contents of this manual and discuss expectations for a successful year. We recommend that your House Manager lives in your house, as it provides added oversight for this individual and accountability for other members of your organization.

### Qualifications of a House Manager:

- Dependable and responsible
- Not too over-involved with other commitments
- Will live in the house for the entire academic year
- Committed to returning all necessary information to the Student Life Office in a timely manner and by stated deadlines
- Ensure that important information is forwarded to all residents of the house and potentially all members of the organization

## House Manager Meetings

Each year, the House Managers will be gathered and review the expectations for organizational houses. Please see the sample agenda below:

- Alarm Codes
- Org House condition forms
- Request facilities needs ASAP
- Supplemental Handbook Updates for future
  - Zanja Clean-ups
- Key Check-outs only first two weeks of classes. Not all semester.
- Housing Deadline for Next Year March
- Summer Closing and Storage Expectations
  - No Porous materials in storage items (no couches, clothes, etc.)
  - No personal items may be stored for summer
  - ALL FOOD needs to be removed (including spices, non-perishables, etc.)
  - Only one set of pans/dishes may remain in the house
  - All Org. Items boxed and labeled in closet. Do not store in garages/sheds as they are not alarmed.
- Questions, Concerns

## Check-In, Check-Out and Vacation Periods

By living in an Organization House, you are given additional responsibility and trust. Your check-in and check-out of the house is done on the honor system. The Director of Residence Life and Housing will take inventory of each house *prior* to move-in day. At the end of the year, members of the organization are billed for collective damage to the house, and residents are charged for individual damage to their rooms, based on the difference in the house at check-out time. With the exception of the contents of your bedroom (and keys signed out to individual members), all damage costs are split among the members of the organization. When damage occurs to your house, the responsible party is encouraged to come to the Director of Greek Life or the Director of Residence Life and Housing to accept responsibility, in which case, the charge will go to that individual. If no one reports a responsible party for damage when it occurs, all members will automatically split the cost at the end of the year.

We expect that you are responsible and conscientious of the conditions of the house at all times and make a collective effort to care for your home. For vacations, you may choose to stay in the house, but we expect you to **lock all windows and doors and set the alarm whenever the house is empty**. We encourage more than one resident to be present over vacation periods and breaks for safety reasons.

## End of the Year

When you leave for the summer, please remember to leave **your room, your yard, and common areas clean and trash free**. Remove all food items from the kitchen cupboards and refrigerators. Dispose of any broken furniture. Residents will be charged for trash and non-University items left in the house or outside in the organization's yard. Please email the Director of Residence Life and Housing to inform her of **your expected check-out date and time**. The Director will check your room after the house is vacated at the end of May term to assess charges. Please leave your keys with the Director of Greek Life upon your

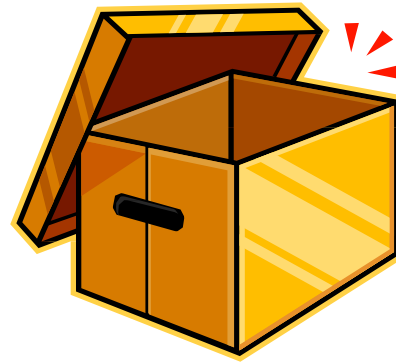
departure from campus. You will be charged for keys if they are not turned in by your designated checkout date. Please store **all** group items in the designated storage facilities located at each house during the summer. **Please leave houses and yards clutter and trash free!**

Please be aware that the University is **not liable** for lost, damaged or stolen items and any items left in the yards or in the house will be discarded if not appropriately stored for the summer. **No furniture or items may be left in the yard** except furniture built for outdoor use.

## Storage and Sheds

Storage areas are available in each house:

- ΑΓΝ - Backyard storage shed
- ΑΣΠ - Garage
- ΑΘΦ - Backyard storage shed (not the basement)
- ΑΞΟ - Backyard storage shed
- ΒΛ - Garage
- ΧΡΨ - Two-side storage built-in spaces
- ΧΣΧ - Backyard storage spaces
- ΔΚΨ - Garage and backyard storage shed
- Κappa Pi Zeta - Garage
- ΚΣΣ - Backyard storage Shed
- ΦΜΑ - Garage
- ΠΧ - Backyard storage shed
- ΣΚΑ - Backyard storage shed (not basement)
- WRW – Garage



These storage areas are provided not only for the academic year use but especially for use during the vacation periods. The University discourages use of the house storage for personal items due to the numerous break-ins that occur during the summer when houses are vacant. Garages and sheds are not alarmed. Houses and yards must be left clean, uncluttered, trash-free, and with University furniture and appliances only. Everything else must be moved into storage areas or disposed of.

The University provides one shed per organizational house that does not have a garage to store items. The current six sheds are located at the four houses on the row, 1262 Sylvan, and 1275 Brockton. The University allows organizations to purchase and maintain additional sheds in their backyards, however, the University will not secure, repair, or replace these sheds. All sheds should be available for University staff to walk-through at any time and at every house walk-through. As a reminder, storage of items in sheds, garages or the houses is at the risk of the owner.

## Keys

All keys will be issued from Residence Life and Housing. If at any point during the year a key is misplaced or lost, please notify the Director of Residence Life and Housing immediately for your safety and protection.



Cost for replacement keys will be determined by the repairs needed.

Any room, closet or shed on the property of the organizational houses needs to have a University key or lock that is managed by the University. If the organization purchases an additional shed for storage, the key needs to be managed by the University locksmith.

### Additional Keys

Organizations will be issued additional keys for their house as follows:

*Each organization can opt to have exterior door keys issued to members that do not live in the house. This is the discretion of the President of the organization each semester (and we prefer that the decision made in the Fall translate in the Spring). If an organization chooses to assign house keys to individual members, the president must request before the semester begins, in writing to the Director of Greek Life, the names of the members that will need keys to the houses. The individual members can check out keys from the Director of Greek Life during normal business hours, the first week of classes. A key release will be signed which states that the individual is responsible for correct use of the key and a key access can be removed at any time. Keys issued must be issued when a member goes inactive, graduates or is no longer a member of an organization. Any keys not returned at that time will result in a re-core to the house, and new keys cut for each individual that has a key assigned, at the student's expense. Multiple lost keys will result in the individual or organization's loss of key privilege.*

Students who live in the house can check out keys from the Director of Greek Life, during normal move-in times in the office. Please note that Alumni of the organization are NOT permitted to have exterior door keys to the organization house. They may have keys to alumni closets or storage within the house, but they must be granted access to the house itself by Public Safety, Greek Life, or Residence Life and Housing.

**Note:** At the end of each Academic year (June), re-coring of the houses will automatically occur if all house keys are not returned. No members of the organization should keep house keys over the summer. They are to be re-issued by the Director of Greek Life each year. The cost of this re-core will be the responsibility of the individual and/or organization.

## Maintenance/Trash/Furniture

### Furniture and House Improvements

The University provides all maintenance, house improvements, and furniture for the organization houses. The organization is never to complete or contract any lawn maintenance, gutter clean out, or physical alteration to the house or property without prior approval from the Director of Residence Life and Housing.

Provided furniture includes all bedroom furniture that would be found in a residence hall room, including desk, desk chair, dresser, closet or armoire, and extra-long twin bed. The University may also provide communal furniture, such as couches, kitchen appliances, tables and chairs, patio furniture, and barbecues. University furniture must not be removed or replaced by the organization without prior approval from the

Director of Residence Life and Housing.

Some organizations choose to supplement the University furniture with their own furniture. Over time, your organization may even have replaced University furniture with their own furniture without approval from the Director of Residence Life and Housing. If these items need to be replaced, the University will replace them and charge the organization the cost of the new items. All house improvements or new furniture provided by the organization **must** be approved by the Director of Residence Life and Housing **before** it is purchased or conducted.

Regardless of whether furniture is owned by the organization or by the University, no furniture can be kept outdoors. The only exception to this rule is patio furniture that was built for outdoor use. Absolutely NO upholstered furniture or appliances are to be kept outside the house. Any furniture taken outdoors for an organization event should be brought back indoors immediately upon conclusion of the event. **Any furniture found outdoors is subject to automatic removal and disposal**, and the organization will be charged for repair, replacement, and/or removal of the items.

## Vacuums

The following houses received a vacuum in the. Vacuums will be replaced by the University, when needed, no sooner than every 2 years.

1. Fall of 2016
  - a. Pi Chi
  - b. Sigma House
  - c. Beta House
  - d. Alpha Xi
  - e. Theta
  - f. Delta
2. Fall of 2017
  - a. Phi Mu Alpha

## Televisions

The university will provide televisions on a case by case basis. Televisions purchased are purchased based on the size of the room and will not be larger than a 60" television. If the organization would like a larger television, the organization may cover the cost of the difference. Televisions will be secured by facilities and will stay with the house, should any house moves occur. Televisions will not be replaced sooner than five years and only when eligible.

\*Televisions purchased Spring 2017: 1011 W. Colton (RYG) and 1201 Sylvan (Pi Chi)

\*Televisions stolen in break-in at negligence of organization Spring 2017 (did not set alarm nor close/lock windows) at 1245 Sylvan (Chi Sig House)

\* Televisions and mounts purchased and mounted in the Fall of 2017: 1035 W. Colton (Chi Rho Psi), 1275 W. Brockton (ACD), 1152 Sylvan (Alpha Xi) (TV purchased for 1152 sylvan in the Spring of 2016 but mounted in the Fall of 17)

## Trash Collection

Trash collection is provided by the City of Redlands weekly except for the 4 houses on the row. Bins should be placed by the curb (XPΨ – side alley) and brought in on the same day that trash collection occurs. City recycling bins go out for city pick up on the same day as trash pick-up. Interior recycling bins are the

responsibility of the organization. All organizations are responsible for their trash and recycling bins. (All trash and recycling bins should be kept clean and emptied regularly to prevent pests.) Should the bins go missing, the organization is responsible for the cost incurred from the City of Redlands to replace them. It is imperative that the organization bring the trash bins in on the same day of trash collection to ensure that they are not lost or stolen. The 4 houses on the row are responsible for emptying their trash into the University dumpsters.

### Trash Collection Schedule:

*Fraternity Row* – dumpsters will be picked up on **Friday**

*All Others* – bins will be picked up **Tuesday** so please place bins on the street **Monday night** and bring them in by the end of the day on Tuesday.

### Landscaping

Please note that ALL items should be removed from the lawns no later than Monday (tents, tables, chairs, cans, bottles, trash, etc.). If items are not removed, your grass will not be cut. Facilities may charge a fee to clean up the trash if it becomes a problem. So, please make sure your yards are clean! Personnel will begin work after 8 am. If you have any events or parties during the week, please make sure to notify facilities management.

- a. Houses on Sylvan and Cook, as well as fraternity row will be done on Tuesdays. House on Brockton will be done either on Tuesdays or Wednesdays.
- b. Thursdays will be Colton Ave. Houses

### Cleaning Services

Facilities Management’s custodial staff provides a cleaning service for the bathrooms and will sweep and mop the kitchen floors on a weekly basis. Please be sure your bathroom counters are not cluttered and you remove all items from the kitchen sink and countertops as well. Custodial staff WILL NOT clean areas that are not clutter-free. Custodial staff will also steam clean the carpets once a year, during the summer. If you are in need of additional service, contact the Director of Residence Life and Housing. Organizations will be charged for excessive cleaning needs to the house, including but not limited to: doing your dishes, cleaning up vomit or any bodily fluids, disposing of trash that has been left to smell or attract insects, etc.

### Weekly Cleaning Schedule

Monday:	11am start – ΧΣΧ, ΚΣΣ 3pm start – RYG, ΑΞΟ
Tuesday:	11am start – ΑΓΝ, ΠΧ 3pm start – ΒΛ, ΑΣΠ
Wednesday:	3pm start – ΔΚΥ, WRW, ΦΜΑ
Thursday:	3pm start – ΑΘΦ, Kappa Pi Zeta
Friday:	3pm start – ΧΡΨ, ΣΚΑ

### Maintenance

Should maintenance concerns arise between tour dates please submit an iService request through the iServiceDesk (iSD). The iSD enables designated students to both submit and view the status of only work orders that have been submitted to Facilities Management. In order to use the iSD, you must have a Redlands user name and password. By submitting a work order online, the requester will receive an email stating the work order number and the requestor will get an email when the order is approved, on hold or completed. **To Submit a request, you must also be on the Redlands wifi (UofR) (on campus not your**

## house wifi). Please come to campus to submit any requests!

If you have any questions about this process or if you have problems accessing the system, please call Facilities Management at (909) 748-8020. Should your requests be denied by Facilities Management or not be addressed, please forward your iSD confirmation email along with an explanation of the situation to the Director of Residence Life and Housing so that we can follow up with Facilities Management on your behalf.

**IF YOU ARE REPORTING A LIFE-THREATENING EMERGENCY, DIAL PUBLIC SAFETY AT (909) 748-8888 or call 911.** For all routine work order requests for Facilities Management or custodial services, please follow these instructions to access the iSD and submit an online request:

1. Login to the myRedlands Homepage (<http://my.redlands.edu>) using your **RedlandsId** and **Password** such as "Buddy\_Bulldawg".
2. Click on "**Forms**" tab (at the top of the left side of page). Click on "**Facilities Management Work Order Form**". Click on "**Login to iServiceDesk**".
3. Click on "**Submit Request**".
4. Make sure that [University of Redlands] is selected and click next arrow symbol (>>).
5. Using the drop-down list, select the "**Address/Building**" where maintenance or repair is being requested, then click next arrow symbol (>>).
6. Fill in all required fields marked by an asterisk (\*)
  - Name**- reporting person's name
  - Phone Number**- reporting person's phone number
  - Email Address**- reporting person's UofR email address (used for notifications)
  - Area**- room number
  - Request**- description of work being requested, location if room number is not available, alternate contact person if available.
7. Click "**Submit**"

## Extermination

EcoLab Pest Control will spray houses upon your request. They are scheduled to be on campus every Friday. By signing up you are giving permission to have EcoLab enter the house and spray without your being there.

If you are having trouble with pests in a particular area and need service please follow the procedure outlined below:

1. Submit an iSD request to Facilities Management prior to the Friday on which you would like EcoLab to visit. EcoLab will be dispatched to all areas that have submitted a request prior to technician's arrival each Friday morning.
2. Post a permission slip on the door of the room to be treated. You can get these slips from the Facilities Management office. EcoLab will not spray an area that does not have a signed and posted permission slip on the door at the time of their arrival.

Students requesting pest control treatment in their rooms will need to be out of the room for at least 1 hour after treatment. In most cases bait stations will be placed in rooms to control pests. This is less hazardous and more effective alternative to traditional spraying. This also reduces out time from 4 hours to less than 1 hour in most cases.

## Address

Please note that to identify your house you will need to select the appropriate address:

Alpha Sigma Pi                      543 Cook St.

Alpha Theta Phi	1262 Sylvan
Alpha Xi Omicron (Billings)	1016 Colton
Beta Lambda	537 Cook St.
Chi Rho Psi (Merit)	1035 Colton
Chi Sigma Chi	1245 Sylvan
Delta Kappa Psi	1134 Sylvan
Kappa Pi Zeta	549 Cook St.
Kappa Sigma Sigma	1235 Sylvan
Phi Mu Alpha	1150 Colton
Pi Chi	1201 Sylvan
Alpha Chi Delta	1275 Brockton
WRW	1152 Sylvan

## Inspections and Standards

The university and its representatives will hold the organization accountable for general housekeeping of the organization house common areas. Additionally, the organization is responsible for notifying the Director of Residence Life and Housing (or designee) of any common area damages or health and safety issues that require attention in the house or the grounds surrounding the house.

Having an organization house is a privilege at the University that few groups enjoy. If at any time, an inspection is conducted and your house is not found to be up to University standards, the organization will be notified in writing immediately. You will be given 72 hours to remedy the issues. If you need assistance with that process, the Director of Residence Life and Housing and the Director of Greek Life will assist you. If the problem is not fixed within the allotted time frame, the cores will be changed on the house and entrance will be prohibited. The organization will incur the cost of changing the cores. The organization will have to schedule a meeting with the Director of Greek Life, the Director of Student Conduct, and/or the Director of Residence Life and Housing to create an action plan. If and when the organization has completed the action plan, they will be permitted to return to their house. The organization may also be subject to additional disciplinary action.

A group of University Administrators will tour the houses on a bi-monthly basis to see that all safety regulations are being met, that houses are in good physical condition, that organizations are maintaining adequate cleanliness, and to make note of any repairs which may need attention. The House Manager should plan to either be at the house to assist with the tour or should leave a list of repairs and concerns on the front door. The House Manager will receive notice with the date and time of these walk-throughs. Additional random inspections may be conducted as needed unannounced. Organization houses are the property of the University, so concerns related to their upkeep constitute legitimate cause for unannounced inspection. The organization will be charged for repair or replacement costs for damages or missing furniture. In addition, organizations who are unable to maintain a level of cleanliness acceptable to the committee conducting walk-throughs, that organization may be subject to disciplinary action, up to and including loss of their organization house.

### Fines

Any fines not in an individual's personal room will be divided amongst the active membership unless otherwise noted. An individual may take responsibility by e-mailing the Director of Greek Life or Residence Life and Housing for a fine. Organizational club accounts will not be charged for fines.

# House Guidelines

## Conduct of Organization Members

Each member/organization must adhere to the University's Code of Student Conduct, to their individual organization's mission statement, and to their constitution. In addition, all members of the organization must abide by the Room and Board Contract for on-campus housing, available on the Redlands.edu website.

## Guest Policy

The Guest Policy is as listed in the Room and Board Contract. All guests should be accompanied by organization members at all times. Cohabitation is not permitted, and only designated residents of the house should be living there. Residents should not provide their keys to other students. Should individuals who are not residents of the house be found living in the house, the organization and/or individual will be charged the double room rate for the semester and will be subject to additional disciplinary action.

## Access to Roofs

No persons, except facilities, are allowed on roofs at any time. Trash, chairs or people found on roofs are subject to fines or sanctions to be determined by the Student Life office.

## Access to Zanja

The Zanja (or protected waterway along Sylvan Boulevard) is not University Property. Any person who enters the Zanja must have permission from the Facilities Department, and specifically the Health and Safety office of the Facilities Department. Occasionally the waterway will need to be cleaned. Facilities Management will be contacted to clean the waterway and if items are found directly nearby an organizational house, the house may incur charges for the cleaning. (In the past broken bottles, chairs and household items have been found broken in the Zanja. This would now result in a call to facilities and a clean-up charge to that organization.) Please do your best to protect this historical waterway.

## Porches and Backyards

Due to safety concerns, residents are not permitted to keep or hang any items on the exterior of the house or porches. Outdoor furniture, however, may be placed on porches or in backyards. No University furniture, upholstered furniture, spas or standing water is permitted. Nothing with an open flame (other than approved propane BBQ's) are allowed.

## Political Signs and Other Outward Displays

Organization houses are not permitted to display political campaign signs that are visible from the exterior of the house. Any other signage outside the houses or in the windows facing out should be approved by the Director of Residence Life and/or Director of Greek Life before it goes up.

## Courtesy to Neighbors

Organizations are responsible for being courteous to neighbors at all times. This includes maintaining appropriate behavior, noise levels, and cleanliness as responsible community members. Whether the neighbors are affiliated with the University or not, they have a right to live in peace and within the regulations of both our University and the City of Redlands. Any organization against whom complaints are filed by neighbors or community members will be subject to disciplinary action. The University recommends that the new tenants and/or presidents of the organization house introduce themselves to their neighbors at the beginning of each year. Consider providing them with the phone number of a responsible member so that they can contact you about issues related to noise, trash, guests, etc. instead of going directly to Public Safety or the police. Establishing a good relationship with neighbors at the beginning can have huge positive impacts to their flexibility with your organization throughout the year.

## Pet Policy

Residents of University managed Organization Houses are subject to the same pet policy as residents who

live in the residence halls. **Residents of Organization Houses are allowed to have fish, small reptiles (no snakes), and birds.** Fish tanks should be no larger than 10 gallons. There are absolutely no animals with fur are allowed in the Organization Houses for any reason. Animals with webbed or hooved feet are not allowed either. If an animal is found, the owner will be automatically fined a **\$150.00 per day fee**, which will go on their student account. That fine will be split evenly among the organization or the residents of the house if the owner is not identified. The owner of the pet may also have to pay for a cleaning of the house. No exceptions will be made in the violation of the pet policy!

### Parties and Other Gatherings

For the complete guidelines for parties and other social events, please see the University Party Policy.

### Organization Conduct Process

Suspension of Charter: In the case of a Charter being suspended\*, university will close the organization’s house and work with the advisors/alumni regarding its reopening.

Revocation of Charter: In the case of a Charter being revoked\*, university will assume all control of the house and make a decision on how it should be used in the future. One option is to allow another organization to occupy the house.

## Utilities

### Utilities

The University will cover all utility bills for the University-managed Organization Houses as long as they are kept at a reasonable level. **Once bills exceed monthly housing allowance below, the excess amount will be assessed to student accounts.** This housing allowance will be recalculated annually based on prior year use and current market value for energy.

### Conserving Energy

In society, is the go. The

Organization House	Square Footage of House	Maximum Cost (.12/sq. ft.)
Alpha Sigma Pi	1200 sq. ft.	\$
Alpha Theta Phi	1624 sq. ft.	\$
Alpha Xi Omicron	3026 sq. ft.	\$
Beta Lambda	1200 sq. ft.	\$
Chi Rho Psi	2102 sq. ft.	\$
Chi Sigma Chi	1360 sq. ft.	\$
Delta Kappa Psi	1732 sq. ft.	\$
Kappa Pi Zeta	1000 sq. ft.	\$
Kappa Sigma Sigma	1500 sq. ft.	\$
Phi Mu Alpha	1000 sq. ft.	\$
Pi Chi	1600 sq. ft.	\$
Alpha Chi Delta	1300 sq. ft.	\$
Wadada Wa Rangì Wengi	1000 sq. ft.	\$

today’s Green way to



University promotes water conservation, energy conservation and recycling in order to protect our campus and community. We encourage you to take shorter showers, turn off lights, fans, appliances, etc. when they are not in use, and to conserve power when no one is in the house.

## Phones

The University phone system for the Organization Houses has been set up similar to that in the residence halls. The Integrated Technology Office located at the northwest entrance to the Willis Center will be able to meet all of your needs. Contact their office at (909) 748-8063.

## Wireless

If at any time you are having internet connectivity issues, please contact ResNet at (909) 748-8921.

## Cable TV Service

The University provides basic cable service for the television sets in the houses through Spectrum. If you wish to upgrade by adding additional services, you may do so and must make payments for upgrades in a timely manner to the cable company. If any bills are left unpaid, the residents of the house will be billed to cover the costs.

## Laundry

If there are ever issues with your laundry machines, you can requisition them to be fixed. Please visit [www.washlaundry.com/fixlaundry](http://www.washlaundry.com/fixlaundry) online or call 1-800-421-6897 to report the problem. A representative from WASH Laundry will respond directly to the house to fix washer or dryer problems. You will need to provide the identification number located on the machine itself.

For the four houses on fraternity row, please use the laundry facility in Orton. You will have an additional key issued to the house manager (1 per house on the row) to share for the academic year.

## House Fund

Residence Life and Housing maintains a small budget for supplies for organization houses. The money may be used for items for the house such as kitchen supplies, cleaning supplies, a hose, lamps, door mats, dishes, or anything that all the residents agree on. The House Manager must receive permission for purchases and access to these funds through the Director of Residence Life and Housing prior to purchasing.

# Safety

## Alarm Systems

All of the University managed Organization Houses are equipped with alarm systems, which include detectors on all doors and motion detectors on the ground floors. If activated, these alarms automatically dial a security company. You must contact Officer Roy Izumi or Sergeant Tony Gorrell in Public Safety to get your code. Please remember that a security system is only as reliable as the people who use it. Alarm systems should be armed and houses should be locked any time no resident is present in the house. Your best security is your awareness of each other. Watch your neighbors, call Public Safety if you identify suspicious activity, use the shuttle, and **do not walk alone**.

**Arming the system:** Wait till the read-out says "ready to arm" and enter the four digit code; when the light turns red it is armed.



**Disarming the system:** Enter the four digit code; when the light turns green it is disarmed.

**Arm while the house is occupied:** To set up the alarm depress the “**STAY**” button that will set the alarm. You don’t have to use the alarm code at this time. Once the **STAY** button is depressed, it will deactivate the motion detector but all doors and windows will immediately arm. There isn’t a delay time sequence so when the system arms **DO NOT** open any doors or windows as the alarm will immediately activate and the siren will sound off. **Before** opening any doors or windows, input the alarm code and that will deactivate the system.

Your alarm code will also be shown to you when Public Safety Officer Izumi or Sergeant Gorrell instructs you on the system’s use. The security system will allow you 45 seconds, after arming, to vacate the house. Likewise, you will also have 45 seconds upon entering the house to disarm the system. At the end of every academic year, alarm codes will be reset. It is important that at the beginning of every year you receive your new code from Public Safety. If you have any questions regarding the alarm system, call Public Safety at (909) 748-8888.

## Renter’s Insurance

Individuals are encouraged to purchase Renter’s Insurance while living in On-Campus Housing. Please review the Room and Board Contract for further information. Organizations are also encouraged to purchase specific Organizational Renter’s Insurance and may do so at: National Student Services, Inc. 800-256-6774. You will need to speak with the educational organizations insurance agent.

## Paint Storage

Regarding the storage of paints and chemicals, unfortunately we cannot allow them to be “stored” at houses. However, they may use paints or chemicals for projects, but they must be disposed of afterwards (i.e. write an EH&S work order to have them disposed properly). There are a few reasons why we don’t want to “store” chemicals: 1) It’s a fire hazard. Fumes can gather and ignite upon contact with an ignition source. Some chemicals can ignite spontaneously at certain temperatures (e.g. summer time) 2) It’s a spill hazard (e.g. stormwater, soil contamination) 3) It’s a health hazard. If large amounts of chemicals are stored, they can react or otherwise cause harm to students who are not familiar with the chemicals (OSHA Hazard Communication).

As for the painting of the back fences, although we appreciate the extra help by students, we’d like for Facilities Management to handle this work. Please have them submit a work order when the fence needs to be painted.

## Fire Safety

Smoke detector tampering is a federal offense and is treated with the same severity in University managed housing. If a battery is removed or the smoke detector in a common area of the house has been tampered with in any way, the members of the organization will share a **\$500.00** fine. Tampering within the resident’s room will be charged to the resident specifically. If you find that your smoke detector is beeping, indicating a new battery is needed, **do not** remove the battery yourself. Immediately call Public Safety at (909)748-8888 regardless of time of day and the battery will be replaced.

All University-managed Organization Houses are equipped with a fire extinguisher. If you have to use your fire extinguisher for any reason, it is **imperative** that you immediately inform the Director of Residence Life and Housing; it will need to be replaced as soon as possible. If the Director of Residence Life and Housing is unavailable, call Public Safety at (909) 748-8888.

There is **no smoking** in university-managed houses, student rooms or common areas. There are **no candles, incense or halogen lamps** permitted. **No propane or other flammable liquids can be stored in the house at any time.** Gas Grills are the only grill that is allowed at the houses. No charcoal grills nor

indoor electric grills without an automatic shut-off. Propane Tanks may be stored in the organization's shed, as long as it is not attached to the building in which residents live or students spend time. If you do not have a safe way to store your flammable liquids, please contact Facilities Management and speak with Environmental Health & Safety. They can assist you in storage. Colored paper, fabric, or other objects should not be placed on light fixture covers to defuse the illumination or over smoke detection equipment.

## No Burn Dates

**Check Before You Burn** season begins November 1, and will continue through February 28. While residential burning has not yet been restricted, please watch for no-burn alerts in your AirAlerts subscription emails or by one of the other methods listed below. **Check Before You Burn** is a program designed to protect public health and reduce wintertime fine particle pollution in our region. During this time, residents are prohibited from burning wood in their fireplaces – both indoors and outdoors -- on days when air quality is predicted to be poor. This fall and winter season, check the status of your air quality before you burn wood or any other solid fuel. If you already receive the AirAlerts daily forecasts or real-time air quality alerts, you will automatically receive the special action day alert notices. New subscribers can join at <http://AirAlerts.org>. You can also get the daily burn status by calling the SCAQMD's 24-hour toll-free information line at (866) 966-3293, or by checking online at [www.aqmd.gov](http://www.aqmd.gov), or by downloading SCAQMD's app available for iPhones and iPads and for Android smartphones.

For more details about the Check Before You Burn program and alternatives to wood burning, please visit <http://www.aqmd.gov/healthyhearths>.

## Candle Use

Candle use is prohibited in residence halls and houses. Should students wish to use candles for decoration, the candles must be new and unused or without a wick. If wicks are discolored, we will assume that candles have been used.

## Fireplace Safety

In order to use the fireplace in the house, you must obtain a permit from Facilities Management prior to lighting the fire. This permit can be obtained between the hours of 8AM and 5PM, Monday through Friday and must be done 24 hours prior to the request date. There are no exceptions to this requirement. If your organization has regularly scheduled use for the fireplace, this must be approved by Facilities Management. If you have any questions contact Facilities Management at (909) 748-8020.

Fire places found to be in proper working order can be used. Fireplaces must have screens in place when they are being used. Affixed to the mantle or wall by each operational fireplace is a sign that indicated how the fireplace is to be used, the type and age of the firewood, the proper equipment to be kept on hand and how the fire is to be extinguished.

## LIGHTING THE FIRE

1. Clean out the ashes from the previous fire. Open the damper. Contact Campus Custodial Services at (909) 748-8832 for cleaning services. An hourly back fee service charge of \$13.40 will be applied.
2. Use the fire place grate.
3. Keep glass doors open during the fire when appropriate.
4. Use fireplace tools to tend to fire.
5. Build a safe fire.

6. Always close the fire screen when in use.

#### SAFETY TIPS

1. Never burn garbage, Christmas trees, rolled newspapers, charcoal or plastic in the fireplace.
2. Never use gasoline or any liquid accelerant to help start a fire.
3. Never leave a fire unattended.
4. Do not close the damper until the embers have completely stopped burning.
5. Make sure the fire is completely out before going to bed or leaving the house.
6. After the fireplace is cleaned, Campus Custodial Services will ensure the proper disposal of ashes.
7. Make sure the area at least three feet around the fireplace is clear of furniture, books, newspapers and other potentially flammable materials when in use.

#### Shuttle

In an effort to provide safe, convenient late-night transportation, the University provides an on-campus shuttle service which travels to the organization houses. For updated hours of operation, please consult the Public Safety Website: [http://www.redlands.edu/offices-directories/public-safety/4813.aspx#.U8caq\\_lDV8E](http://www.redlands.edu/offices-directories/public-safety/4813.aspx#.U8caq_lDV8E)

See the addendum below for instructions on ladder usage.

## First Alert

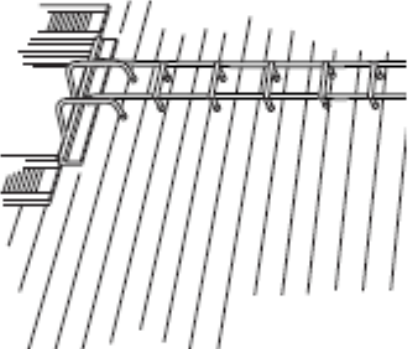
### NYLON/STEEL 3-STORY FIRE ESCAPE LADDER MODEL ELS3W-2

This nylon/steel Fire Escape Ladder is easy to use, and provides a safe means of escape through a third floor window during a home fire.

#### FEATURES AND BENEFITS

- For use in three-story homes
- Strong nylon construction
- Fully assembled, ready to use
- Slip-resistant epoxy coated rungs
- Large hooks secure easily to windowsills
- Steel rung stabilizers on all rungs
- Ladder complies with the ASTM Standard F 2175-02
- 375 lb. (170 kg) Ladder load rating
- Ladder is 24 feet (7.3 meters) in length.

## USER'S MANUAL



#### ⚠️ WARNING!

- Read instructions for use immediately upon purchase.
- Close doors before opening any windows to prevent fire from being drawn into the room.
- Keep body close to ladder.
- Unless absolutely necessary, do not carry a child when using this ladder.
- Do not carry pets or miscellaneous objects when using this ladder.
- Instruct family members to use this portable escape ladder only when the primary escape path (that is, the main exit) is blocked or unsafe to use.
- This portable escape ladder is not a toy or recreational device. Instruct children that the ladder is to be used only in an emergency.
- For use only in windows that are structurally safe for the intended load.
- Not recommended for use with storm windows or other windows that do not open to the recommended minimum dimensions (20 inches [51 cm] wide and 32 inches [81 cm] high).
- Do not use above a 3-story height.
- Do not attempt to deploy the ladder from windows that are obstructed by furniture, radiators, air conditioning units, or security devices such as grilles or bars; (Without inside release mechanisms).
- Do not attempt to deploy the ladder into flames.
- Check for outside obstructions such as electric lines, telephone wires, or fences.
- Do not attempt to use the ladder if the window sill does not meet the size range specified. The window sill width should be between a minimum of 6 inches (15 cm) and a maximum of 18 inches (46 cm).
- Always plan and practice drills to ensure that occupants are familiar enough for proper use.
- This ladder is intended to supplement (not replace) the more important fire protection principles of fire drills, emergency evacuation plans, smoke alarms, fire extinguishers, etc.
- This ladder should be periodically inspected for damage, loosening of any items, or significant deterioration of the materials of construction.
- This ladder is designed for use by one person at a time.
- Store the ladder in a convenient location near the exit window; for example, under a bed, in a closet, etc.

**IMPORTANT!**  
**TO WORK PROPERLY IN A FIRE EMERGENCY, THIS LADDER MUST:**  
 Be Stored Where It Is Easy To Reach Quickly.  
 Do not store the ladder on a third floor of your home. If you have more than one third-floor room requiring an alternate means of escape, put a fire ladder in each room. Store the ladder where it can be immediately accessed—near the window, under a bed, or in the front part of a closet.  
 Make sure nothing blocks you from reaching the ladder. In a fire you have limited time to react and take action. Store the ladder in its original box to keep it from becoming tangled.

**Be Used On A Suitable Window.**  
 This ladder is intended for use in windows that are structurally safe for the intended load. The ladder must be used from the correct height, and there should be no obstructions along the ladder path to the ground.  
 The windowsill must be no narrower than 6 inches (15 cm) and no wider than 18 inches (46 cm).  
 The window must be in good condition (no rotted wood, loose boards, etc.).  
 The window must open easily and completely. Storm windows, screens or other types of multi-track windows can make it difficult to use this ladder in an emergency.  
 The window should not be blocked by furniture or security devices, like grilles or bars.  
 For details on choosing a suitable window, see the "Choosing A Window" section of this manual.

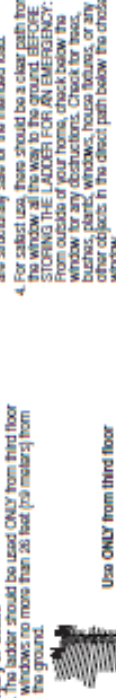
**Be Properly Secured To The Window/Before You Start Climbing Down.**  
 To properly support your weight and provide the needed stability while you climb down, the ladder must be properly secured to the window. Make sure the ladder is hooked correctly on the windowsill. Make sure the ladder connections between the all hooks is straight, and the straps do not tangle as you lower the ladder out of the window.

**Choosing A Window**  
**⚠️ WARNING!**  
 This ladder is not intended for use from third floor windows directly above first or second floor windows. The rung stabilizers could break a first or second floor window and cause injury.



Do not use from a third floor window directly above a first or second floor window.

**⚠️ WARNING!**  
 You must test fit this ladder on your chosen escape window before storing it in a fire emergency. If a particular window is suitable, and using the ladder on an unsuitable window could result in injury or death.  
 1. The ladder should be used ONLY from third floor windows no more than 26 feet (7.9 meters) from the ground.



Use ONLY from third floor windows no more than 26 feet (7.9 meters) from the ground.

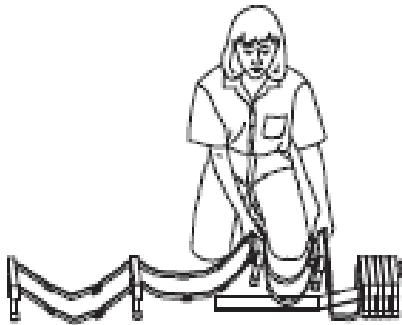


**3. DO NOT USE ON A DAMAGED OR WEAK WINDOWSILL.** Check windowsill for weak, rotted or loose wood, or damage. Consult a contractor or repair windowsill BEFORE attempting to hook this portable ladder to a damaged windowsill. This portable ladder is a certified escape ladder. It is structurally safe for the intended load.

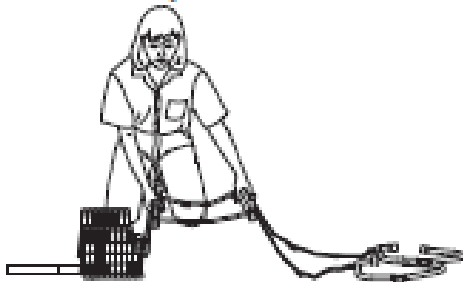
**4. For safety use, there should be a clear path from the window to the ground. BEFORE STORING THE LADDER FOR AN EMERGENCY:** From outside of your home, check below the window for any obstructions. Check for trees, bushes, plants, windows, house beams, or any other objects in the direct path below the chosen window.  
 a. Make sure the window you choose opens easily and completely in an emergency, every minute counts.

## Securing the Ladder After Use

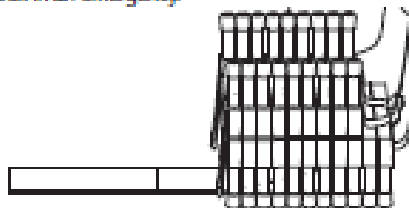
1. Lay the box on the floor with the lid folded open.
2. Stretch the ladder out on the floor, with the rung standoffs facing down and the plastic wrap as shown in the diagram. Place the rungs as close as possible next to each other for the first 11 rungs.



3. Stack a second layer of rungs 12 thru 22 on top of the bottom layer.

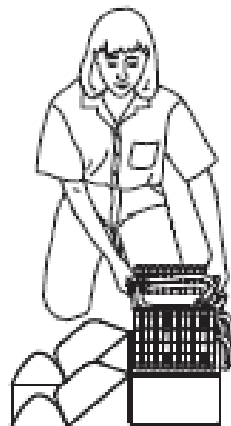


4. Use the plastic strap (attached to the bottom rung) to wrap and secure both layers of rungs. This will minimize the chance of the ladder becoming tangled when you remove it from the box in an emergency.



5. Insert the rungs wrapped with the plastic wrap into the box. Place the folded sill hooks on top of the rungs between the standoffs, as shown in the diagram.

6. Store the escape ladder in an accessible location. Be sure nothing blocks your access to the ladder.



## How to Use in a Fire Emergency

### ⚠WARNING!

This fire escape ladder is not a toy or recreational device. Use it only in a fire emergency.

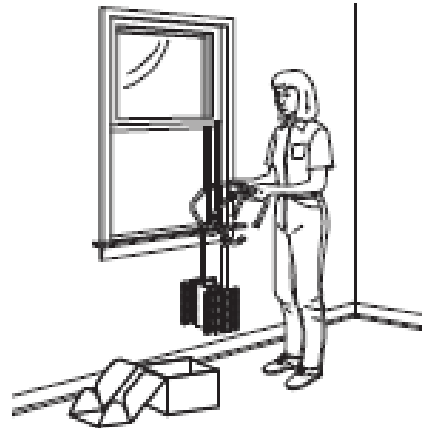
### IMPORTANT!

It is strongly recommended that children and elderly adults be assisted by an adult if at all possible when using this ladder in a fire emergency.

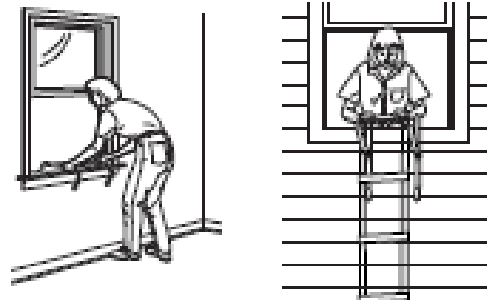
### ⚠WARNING!

**THIS LADDER IS DESIGNED FOR USE BY ONE PERSON AT A TIME.**

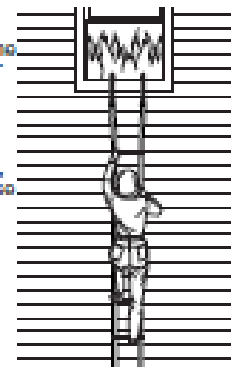
1. Before you open the window, close the door leading out of the room to prevent the fire from being drawn into the room.
2. Remove the ladder from the box and unfold sill hooks so the folding crosspiece is straight and positioned towards you.



3. Place the sill hooks firmly over the windowsill and pull the release strap to deploy the ladder.

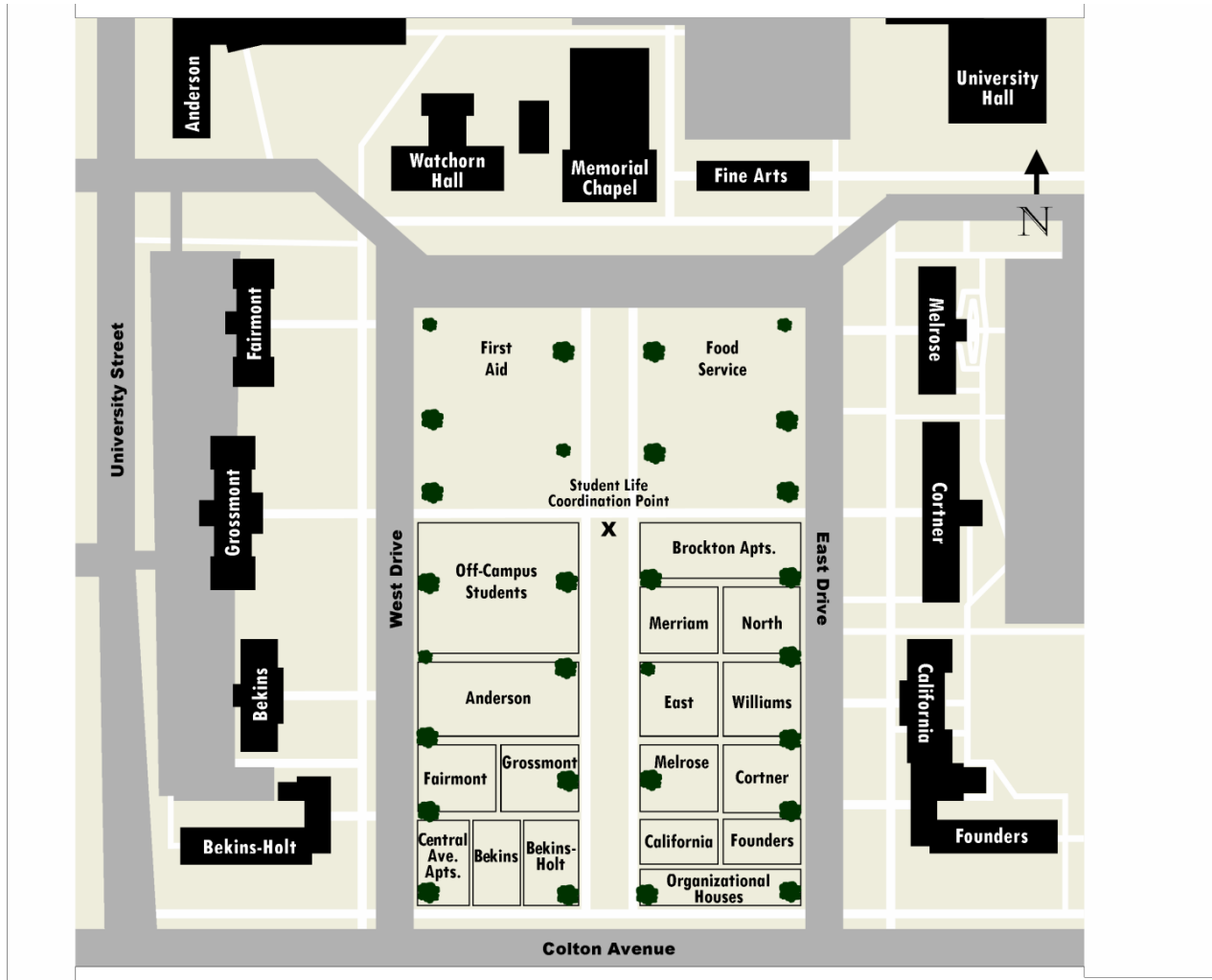


4. Exit carefully through the window and place your feet on the first rung. Hold onto the window frame until your weight is evenly distributed on the ladder. Climb down, keeping your body close to the ladder.



## Emergencies

Call Public Safety at x8888 or (909) 748-8888. You may contact the Redlands Police Department at (909) 798-7681, should Public Safety fail to answer. In the event of a major earthquake, please report to the Quad where emergency services will be available. Residents of organization houses should gather on the southeast corner of the quad. Please review the Fire & Earthquake emergency, posters in your house.



## Questions???

Any questions regarding Organization Houses should be directed to the Director of Residence Life and Housing or the Director of Greek Life at (909) 748-8053. In times of extreme emergency or after the office hours of 8am to 5pm, you should contact Public Safety at (909) 748-8888. Non-Greek Organizations may contact the Center for Campus Diversity and Inclusion at (909) 748-8285, for additional questions.

## Important Numbers to Know

### On-Campus Numbers:

Public Safety	(909) 748-8888
Student Affairs, Residence Life & Housing, SLIC	(909) 748-8053
Center for Campus Diversity and Inclusion	(909) 748-8285
Counseling Center	(909) 748-8108
Chaplain's Office	(909) 748-8368
Student Health Center	(909) 748-8021
On Campus Shuttle	(909) 907-2820
Off Campus Shuttle	(909) 856-0476
University Operator	(909) 793-2121
Facilities Management	(909) 748-8020
WE-TIP Hotline	(909) 335-4030

### Off-Campus Numbers:

Sexual Assault Services (24 hr. hotline)	(909) 885-8884
Suicide Crisis Center	(909) 886-4889
AIDS Hotline	1 (800) 342-AIDS
Poison Control	1 (800) 777-6476
Redlands Police Dept.	(909) 793-1911
Redlands Animal Control	(909) 798-7644

**For emergencies, either *DIAL 911* or Public Safety at x8888, (909) 748-8888**

# Receipt of Organization Handbook Confirmation

I have read through the Supplemental Organizational Handbook and understand that it is my responsibility to understand the information held within and to share this information with all members of my chapter, INCLUDING the Alarm Code. I understand that there will be periodic health and safety walkthroughs throughout the academic year and that the condition of the house will be evaluated and if the house is found to be negligible or unsafe, the house may be immediately closed by the University. I understand that all furniture within the house, whether the University or my organizations, should be treated with respect and should not be left outside nor damaged. Any lost or stolen keys must be reported immediately. All doors should be locked and alarms set when residents of the house are not present.

**UNIVERSITY OF REDLANDS  
REDLANDS, CA.**

**INDEPENDENT LOCAL ORGANIZATION  
REDLANDS, CA.**

*University Representative:*

*Organization Representative:*

**Director of Residence Life and Housing**

**Organization House Manager**

\_\_\_\_\_  
Print Name and Date

\_\_\_\_\_  
Print Name and Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature