

## Fraternity and Sorority Chapter House Occupancy Agreement

Fraternity and Sorority Life University of Kentucky

In keeping with the University of Kentucky's goals for its residential facilities for students, social fraternities and sororities that provide a residential experience must ensure an environment that is safe and secure, conducive to learning and is aesthetically pleasing.

A "chapter house" is defined as a residential unit affiliated with a recognized student organization under the advisement of the University's Fraternity and Sorority Life staff. In order to maintain status as a social sorority or fraternity chapter house at the University, the following requirements must be met:

### General Regulations

- A. The chapter house must be owned and operated by the University and/or a House Corporation incorporated within the Commonwealth of Kentucky or by a division of the inter/national office or other designated authority recognized by the inter/national office.
- B. The University or House Corporation must employ a University approved house director who resides within the chapter house, including weekends, any time the house is occupied, if there are fifteen (15) or more residents. Approval will be granted by Fraternity & Sorority Life after reviewing the resume and application of the candidate. This must be submitted to [fsl@uky.edu](mailto:fsl@uky.edu) prior to an offer being made to the candidate.
- C. Chapter houses should follow the dates for opening and closing facilities used in the residence halls.
  - a. Facilities owned by the University are required to follow these dates. Exceptions will only be granted under the Academic Break Policy for On-Campus Fraternity/Sorority Houses.
  - b. Facilities not on University property are highly encouraged to follow the Fraternity and Sorority Life timeline.
- D. All property use and construction must be in compliance with any lease with the University of Kentucky and local city/state and federal code.

### Fire & Life Safety

- A. All on-campus chapter houses must be in compliance with the University Fire Marshal fire/life safety policies. All off-campus chapter houses must be in compliance with applicable local city/county and state fire/life safety policies.
  - a. The organization must have its chapter house inspected by either the University Fire Marshal (on campus) or the Lexington Fire Department Fire Marshal (off campus) each semester. The paperwork documenting the inspection must be turned in to Fraternity and Sorority Life by the deadline set by the office.
- B. All chapter houses are required to conduct a fire drill each semester. Verification of the drill should be submitted [fsl@uky.edu](mailto:fsl@uky.edu).
  - a. Chapter houses with fire alarm systems connected to the University's fire alarm system will be scheduled by the Fraternity and Sorority Life office.
  - b. Chapter houses not connected to the University's fire alarm system are responsible for conducting their own fire drill each semester.

### Alcohol/Tobacco and Other Drugs

- A. House Corporations and chapters must maintain an alcohol-free chapter house at all times, except as permitted by University policy.
- B. All chapter houses must follow the University policy on tobacco use.
- C. All illegal and controlled substances are prohibited from chapter houses except for those students have medication prescribed to them by a doctor.

### Waste Disposal

- A. All chapter houses must dispose of waste in the proper manner at all times.
- B. All chapter houses must maintain their property on a regular basis by removing and properly disposing of any litter or debris. Frequent disposal services are recommended to minimize odors, vermin and safety hazards.
- C. Kitchen and food service waste will be promptly collected and removed from the chapter house for disposal following each meal. Chapters must appropriately dispose of grease via grease traps or professional removal services.
- D. Incidental household garbage and litter will be collected and removed from the chapter house and grounds for disposal on a daily basis.
- E. Each chapter house will arrange for consolidating and properly disposing of rubbish, yard waste, construction debris, and hazardous material as needed. Under no circumstances will materials be allowed to accumulate inside or outside the chapter house unless appropriately consolidated and contained pending final disposal.
- F. Refuse disposal areas (garbage cans and/or dumpsters) will be kept clean and neat at all times. Litter and spills will be cleaned up as they occur, and odor and insect problems will be treated promptly as needed. Garbage cans and dumpsters will be kept covered/closed to reduce insect/animal problems.

### Grounds

- A. It shall be the duty of each chapter at all times to keep and maintain the facilities, landscaping, and general property in good and presentable condition.
- B. Each chapter is responsible for maintaining its grounds. Maintenance of grounds includes:
  - a. Mowing, trimming and edging grass
  - b. Plants and trees trimmed and neat
  - c. Flower and plant beds clean and free of dead plants
- C. If grounds are not maintained, the University has the right to correct the situation for chapter houses on University property and to charge the organization for the cost of maintaining the grounds.

### Building

- A. Each chapter is responsible for exterior cosmetic repairs (e.g., broken windows, graffiti, pressure washing or painting).
- B. All banners must be safely secured, taken down and properly disposed of within 72 hours of the conclusion of the event they are advertising. All banners should have appropriate content.
- C. No non-outdoor furniture shall be present without consent from Fraternity and Sorority Life or the appropriate office.
- D. No individual window air conditions units are permitted without prior consent from the University Fire Marshal (on campus) or the Lexington Fire Department Fire Marshal (off campus).

### Emergency Management Plan

- A. For facilities not covered by the University's emergency management plan, it is required that each House Corporation (or other authorized entity) develop a written emergency

management plan for their facility. This plan should outline the protocol related to preparation for and response to emergencies that could occur involving the facility. The plan may include:

- a. Who is in charge during a crisis and their contact information; a secondary contact person and their contact information;
  - b. The criteria by which the house corporation and University would elect to close the chapter house and relocate residents (including who makes the decision); and
  - c. Specific details of how this information will be communicated to tenants and the Fraternity and Sorority Life office.
- B. The Fraternity and Sorority Life office and the University Fire Marshal may be consulted for guidance on emergency management plans
- C. All chapter houses must comply with the University of Kentucky's Fraternity and Sorority Life's health and safety guidelines and procedures during an emergency situation.

### Conduct

- A. All residents and employees of the University are bound to the Code of Student Conduct.
- B. Each House Corporation (or other authorized entity) shall develop and publish a list of rules and expectations related to conduct of residents and guests at the chapter facility.
  - a. These rules and expectations should be made available to all members of the organization as well as parents and guests upon request.
  - b. The document should also outline process by which violations are adjudicated and by which sanctions are administered.
- C. Failure of the organization to enforce its own rules and expectations may result in a chapter referral to the Office of Student Conduct.
- D. The chapter will be charged for a violation of the Code of Student Conduct for any behavior that is a policy violation and is anonymous or the individual responsible cannot be determined.