

# 2024-25 Academic Year Facility Rules



Facility rules apply to all residents, their guests and families, and to Gamma Phi Beta alumnae, along with their guests and families.

## **A. Housing**

### **1. Room Assignments**

- a. Room assignments will be made at the discretion of representatives from 3030 Daniel Avenue. Room assignments are prioritized based on:
  - i. Approved medical accommodations.
  - ii. Signing order of residential agreements.

## **B. Safety and Security**

### **1. Keys**

- a. Facility residents will receive access to the facility and her bedroom in the facility.
  - i. Keys must not be duplicated or transferred. Passcodes may not be shared with non-residents.
  - ii. If a key is lost, misplaced or damaged, contact the Associate House Director immediately.
  - iii. Fees may be assessed for lost or damaged keys (\$50).
  - iv. Fees may be assessed for lost or damaged fobs (\$50).
  - v. If a door lock is damaged, the member will be charged \$50 for a new key, \$100 lock replacement fee plus any locksmith service fees incurred. Any cost to rekey the facility is the responsibility of the resident who lost the key.
  - vi. For safety reasons, keys should not be placed on 3030 Daniel Avenue keychains or lanyards.

### **2. Locking the Facility**

- a. All doors and windows must be secured.
- b. Exterior doors should never be propped open.
- c. No windows, window frames, window screens, doors, door frames, door handles, locks or latches shall be removed or altered in any way.
- d. Once a door is alarmed, do not use that door. If this becomes a problem, a fine (\$250) will be assessed.
- e. The Associate House Director or her designee is responsible for ensuring all windows and doors have been secured daily by 10 p.m.

### **3. Fire Drills**

- a. Fire drills shall be conducted at least two times during the school year, one of which will be between midnight and 5 a.m.



### **C. Property Maintenance**

1. Furnishings and Appliances
  - a. No furnishings or decorating materials supplied by the ACH may be removed or changed at any time without the permission of the ACH.
  - b. No electrical appliances such as Keurig Coffee Makers, waffle makers, rice cookers, mini refrigerators, hot plates, toasters, microwaves, etc. are permitted outside of the designated kitchen area.
  - c. Only electrical equipment approved by the ACH may be used in an occupant's room. Do not iron in bedrooms; iron only in designated areas.
  - d. No furniture (except furniture specifically designed for such purpose) shall be placed outside the facility, including, without limitation, on any porch or patio area.
  - e. Residents are not allowed to borrow or take general supplies from the facility (dishes, silver, tables, etc.).
2. Power Strips
  - a. Only approved power strips are permitted in the facility.
  - b. Power strips must be connected directly into a wall outlet and not connected to each other.
  - c. Extension cords are not permitted in the facility.
3. Decorations
  - a. No painting or nailing may be done without the permission from ACH.
  - b. Wall only Command strips are allowed.
  - c. Only specific nails are allowed for hanging decorations (i.e., finishing nails).
  - d. No hanging of holiday lights or decorative patio lights are permitted as these can be a fire hazard.
  - e. There shall be no alteration (including painting) of any part of the facility.
    - i. Painting, spray painting and glitter may only be used in designated areas as agreed upon by the Associate House Director and ACH.
    - ii. Any painting, removal of furnishings or other substantial alteration to individual living quarters requires the express written permission of the ACH.
4. Property Breakage and Damage
  - a. Any breakage or damage to property in or about the facility shall be paid for by the person or persons responsible. If the responsible resident cannot be identified, the cost will be shared by all residents of the facility.



#### **D. Employees**

1. Employees
  - a. No personal favors will be asked of any person employed by the ACH.
  - b. Any changes in job duties or hours worked by employees will be handled by the ACH.

#### **E. Facility Use**

1. Cleaning
  - a. Each resident is responsible for keeping her room clean. All residents are responsible for keeping the public rooms neat.
  - b. Specific additional chores may be assigned by the Associate House Director.
  - c. A weekly room cleanliness check may be instituted if there are concerns about maintaining personal spaces.
2. Quiet/Study Hours
  - a. During quiet/study hours, residents may not engage in loud conversations and must use headphones to watch TV or listen to music.
  - b. Study hours shall take place during the following days and times:
    - i. Sunday through Thursday from 10 p.m. to 8 a.m.
    - ii. Friday and Saturday from 11 p.m. to 8 a.m.
    - iii. Midterms week all hours.
    - iv. Finals week all hours.
  - c. All TVs, stereos, radios, etc. shall be turned off after 11 p.m. if they are located where they may disturb the Associate House Director or any other resident.

#### **F. Food, Student Kitchen and Meals**

1. Food
  - a. Food and/or beverages may be consumed only in the following areas:
    - i. Student Kitchen
    - ii. Dining Room
  - b. No cooking is permitted outside of the designated kitchen area.
  - c. All food related trash must be disposed of in the student kitchen to prevent pests in private spaces.
2. Student Kitchen
  - a. Per health code, residents must wear shoes while in the student kitchen.
  - b. Residents are responsible to wash and place any dishes, silverware and cups back into their proper place following use.



- c. Personally kept food items must be clearly labeled along with their expiration date. It is the responsibility of each resident to dispose of their personally kept items prior to their expiration date whether they be kept in the refrigerator, freezer or in a communal location.
    - i. Raw proteins may not be stored in the student kitchen.
- 3. Meal Services are not provided at 3030 Daniel Ave and meals are the responsibility of each individual resident.

#### **G. Guests and Visitors**

- 1. Visitors
  - i. There shall be no visitors at 3030 Daniel Ave between 2 a.m. and 8 a.m. There shall be no visitation in individual rooms or sleeping areas between midnight and 8 a.m.
  - ii. Visitors may be in the facility in accordance with the following schedule and are restricted to public areas:
    - 1. Sunday-Thursday from 8 a.m. to midnight
    - 2. Friday and Saturday from 8 a.m. to 2 a.m.
- 2. Overnight Guests
  - i. Significant others/partners may not be overnight guests in the facility.
  - ii. Members who wish to have friends or family as overnight visitors must register their guests 24 hours in advance pursuant to the following guidelines:
    - 1. Register guests with the Associate House Director.
      - a. A resident shall be responsible for her overnight guest. Overnight guests will be expected to comply with all facility rules.
      - b. Guests can stay at the facility no longer than 48 hours per visit.
- 3. Privacy and Courtesy
  - i. Members shall respect the privacy of the Associate House Director's quarters and other residents' rooms. Courtesy shall be shown to Associate House Director, residents, guests, and vendors at all times.

#### **H. Dress Code**

- 1. Appropriate attire is required at all times when in a public area of the facility.
- 2. Appropriate footwear should be worn at all times in the kitchen and dining room.



## **I. Facility Schedule**

1. Facility operating dates are determined by the ACH based on the university academic calendar and recruitment schedule.
  - i. The facility will close on traditional academic breaks:
    - Thanksgiving Break
    - Winter Break
    - Spring Break
2. Move-In and Move-Out Procedures
  1. All residents must fill out a Check-In/Out Form upon moving in and moving out.
  2. At the end of each academic term, all occupants are responsible for preparing their bedroom areas for closing. All trash must be removed from bedroom areas and all dirty laundry must be removed and taken with the resident.
  3. All personal property shall be removed from the premises at the end of the school year. Fees may apply for damages to bedroom areas or non-compliance of removing personal property as outlined in the Check-In/Out Form.
  4. Bedroom furniture may not be removed from the room without permission from the ACH.

## **J. Miscellaneous**

1. Roof and Mechanical Rooms
  - a. No one is allowed on the roof, in mechanical rooms or other parts of the facility not designed for residential purposes at any time.
2. Parking
  - a. Residents are not guaranteed an assigned parking spot at the facility. Parking passes are available and assigned through SMU.
  - b. Parking is **prohibited** in the following locations:
    - i. Alleyways
    - ii. Staff/RLSH parking spaces
    - iii. Across the street at Burleson Park for more than 2 hours, Monday - Friday between 8am and 5pm.
      1. Failure to comply may result in a ticket being issued by University Park.
    - iv. Handicap spaces without a permit.
3. Storage Space
  - a. Storage is permitted in the following designated spaces:
    - i. Within the resident's room
  - b. Storage space is only for the use of facility residents.



- c. Storage of personal property is prohibited outside of identified and approved storage spaces.
- 4. Personal Property
  - a. The ACH is not responsible for damage to the personal property of residents in the event of a disaster. We recommend members discuss insurance coverage with their parents or purchase their own renters insurance policy.
- 5. Use of Facility
  - a. Permission for use of the facility for activities must be obtained in advance from the ACH.

#### **K. Prohibitions**

- 1. Alcoholic Beverages/Narcotics/Marijuana/Hallucinogens
  - a. There shall be no use, consumption, possession or storage of any alcoholic beverages, narcotics, marijuana and/or hallucinogens on any property owned by, rented by, controlled by, used in the name of or occupied in the name of Alpha Xi Affiliated House Corporation (ACH).
- 2. Smoking
  - a. Smoking devices including, but not limited to, e-smoking, vape pens, Juuls, etc. are prohibited within the facility.
  - b. Smoking is not permitted in the parking lot or patio areas.
  - c. **Tampering with, destroying or misusing in any way smoke detectors, fire detection and alarm systems, and/or sprinkler systems/fire extinguishers is strictly prohibited.**
- 3. Use of Candles and Other Open Flame Devices
  - a. Candles, incense, halogen lamps/lights, oil burning items and other open flame devices may not be used in 3030 Daniel Avenue, including, but not limited to, bedrooms and other living areas.
- 4. Firearms
  - a. There shall be no firearms (guns, pistols or other shooting weapons) or explosives in the possession of any 3030 Daniel Avenue Resident, staff member, guest or employee at the facility or adjacent real estate.
  - b. This policy does not apply to law enforcement officers or licensed security officers contracted to provide security for a 3030 Daniel Avenue event.
- 5. Pets
  - a. There shall be no pets in the chapter facility.



**L. Violations**

1. Violations of the facility rules shall be reviewed by representatives from the Alpha Xi Affiliated House Corporation (ACH) and can result in either the assessment of a fee or in the revocation of your housing at 3030 Daniel Avenue.

***I read and understand the expectations of the 3030 Daniel Avenue Facility Rules. By signing below, I acknowledge that I am responsible for following the facility rules as outlined above.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_