Southern Methodist University has a long and rich relationship with inter/national fraternities since their inception on campus in 1915. Fraternity chapters enhance the quality of life for students by increasing the range of opportunities for meaningful participation leading to personal growth and development. SMU and the department of Student Activities are proud to support the fraternal community at SMU, including providing and managing chapter housing. Creating a residential community based on fraternal values enhances student learning and encourages a vibrant campus life.

Student Activities, RLSH, and Facilities Planning and Management

Student Activities partners with Residence Life and Student Housing (RLSH) and Facilities Planning and Management to manage and supervise the SMU-owned fraternity houses.

Student Activities supports all student organizations at SMU, including all fraternity and sorority chapters. Some of our services include event planning assistance, Use of Grounds reservations, and more (see smu.edu/orgs). We are also happy to consult with individuals or present to groups about how to get more involved on campus and a variety of organization management skills.

Student Activities maintains the Orgs@SMU site for all student organizations on campus. Check out your chapter’s page and make sure it’s up to date! Orgs@SMU is a great recruitment tool.

Annually, our office plans Mandatory Organizations Meetings and publishes the companion Student Organizations Manual - the definitive resource for all student organizations, with info on event planning and publicity, risk management, and more.

Facilities Planning and Management: Coordinates maintenance and repairs in partnership with Facility Services (Aramark). For some houses, also coordinates custodial services. For more information on maintenance and related topics, see page 4.

Residence Life and Student Housing: Manages the lease and sublease process, coordinates billing individual students.

Fraternity House Directors
Fraternity House Directors (or FHDs) are graduate students and employed by SMU to manage two to three SMU-owned fraternity houses, encourage a safe, positive, and educational atmosphere, and support the fraternity chapters in their assigned houses. Your FHD can assist with a wide variety of things, like submitting maintenance requests, lockouts, connecting you to various University resources, understanding University policy, and more. He or she will share meals at the fraternity house and hold “House hours” to ensure availability and visibility. FHDs are expected to report violations of law or policy to SMU Police and/or Student Conduct and Community Standards as appropriate.
Fraternity House Director Contact List:

**Jermaine Rush**  
jlrush@smu.edu  
Kappa Sigma  
Kappa Alpha

**Joey Craddock**  
jscraddock@smu.edu  
Pi Kappa Alpha  
Phi Delta Theta

**Joshua Kezar**  
jkezar@smu.edu  
Phi Gamma Delta

**Joyce Brooks**  
jtbrooks@smu.edu  
Beta Theta Pi

**Sabrina Janski**  
sjanski@smu.edu  
Sigma Phi Epsilon

**Christian Watkins**  
cswatkins@smu.edu  
Sigma Alpha Epsilon

You can reach the FHD On-Call from 4pm-7am each weeknight, and all day on weekends and University holidays: 214-768-4722. The FHD On-Call can help with:

- Lock-outs
- Maintenance emergencies (something that needs immediate attention)
- Other emergencies

If you are unable to reach the FHD On-Call, call SMU Police at 214-768-3388 (non-emergency line) and notify the Associate Director of Student Activities (lchapman@smu.edu).

The FHD On-Call will also complete rounds on every Thursday, Friday, and Saturday night.

The Associate Director of Student Activities supervises the Fraternity House Directors and serves as a general point of contact for any questions or concerns regarding SMU-owned fraternity houses.

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**Lauren Chapman**  
Associate Director of Student Activities  
lchapman@smu.edu  
214-768-4405

Don't hesitate to contact me or your Fraternity House Director with any questions or concerns related to living in your SMU-owned fraternity house!

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**House Opening and Closing**

**Move-in:**
SMU-owned fraternity houses open at 9am on Saturday, August 20, 2016. No early move-ins are permitted. Each individual resident must check in to receive their room key and house code, at one of two centralized locations:
- For houses on Dyer Court: the front porch of Sigma Alpha Epsilon (SAE)
- For houses on SMU Boulevard: the front porch of Sigma Phi Epsilon (Sig Ep)

Each resident must be included on the roster on file with Student Activities before checking in. Each resident should bring their SMU ID to check-in.
Before any residents of a chapter can move in, the chapter must meet the following responsibilities:

- The overall chapter lease is fully executed
  - Subleases for each for each resident are fully executed
- The fraternity may not have outstanding debt owed to SMU
- The appropriate, up-to-date Certificate of Insurance must be on file with SMU Risk Management
- The most up-to-date roster must be on file with Student Activities

See below for move-in related information about Room Condition Reports and Common Area Condition Reports.

**Winter Break:**
The houses will close for the winter holidays at 10am on December 15, 2016 and reopen for residents at 9am on January 16, 2017. The lease does technically begin on January 6, 2017 – if your chapter needs access between January 6 and January 16, please contact the Associate Director of Student Activities.

**Move-Out:**
Residents will schedule a checkout with their Fraternity House Director or the Associate Director of Student Activities, and must move out by noon on May 17, 2017 or within 24-hours of the completion of their last final – whichever comes first. Graduating seniors should contact the Associate Director of Student Activities (lchapman@smu.edu) if they are seeking on-campus housing through graduation – we cannot guarantee availability at this time.

The individual checkout process will provide a quick review of the condition of the room, but no guarantee of charges or damages will be made at that time. This is an opportunity for the FHD to ensure that residents leave their rooms in good condition (encourage them to clean and remove trash, for example) as well as an opportunity for the residents to provide information about any damages or issues in their room.

After the end of the fraternity house lease (1pm on May 17, 2017), SMU staff members will inspect the house (individual bedrooms and suites, all common areas, kitchens, and outdoor areas) to determine damages. An estimated cost of these damages will be provided to RLSH, who will then forward the charges to the fraternity chapter. The fraternity chapter may then elect to apply specific charges to individual residents or members via their SMU account. The Room Condition Reports and Common Area Condition Reports are a useful tool to ensure that your chapter is not charged for pre-existing damages – residents and officers will receive more information about RCRs and CACRs via email.
Maintenance, Repairs, and other Facility Expectations

Maintenance Requests:
Students are encouraged to submit maintenance requests for any facility concerns – in fact, maintenance in student rooms can only occur when they student himself places a maintenance request. To submit a maintenance request, visit [http://isdhe.webtma.net/SMU/SMUhome.html](http://isdhe.webtma.net/SMU/SMUhome.html)

1. Click “Residence Hall Work Requests”

2. Select your building
3. Select your floor

![Select your floor image]

4. Describe your issue. Be as specific and descriptive as possible!

![Submit Request form]

For emergency situations that must be taken care of immediately (water leaks, power outages, etc.):

- During business hours (7am-4pm) - Call Facility Services, 214-768-3494.
- After business hours, on weekends, and on holidays - Call the FHD On-Call, 214-768-4722.

**Routine Maintenance:**
Technicians from Facility Services will walk and inspect each house daily, and report work that needs to be done. FHDs, the Facility Manager, and the Associate Director of Student Activities may assist with the inspections. Some routine work will be at no cost to the chapter, such as replacing burned out lightbulbs. Some work will be deemed a result of damage or excessive wear, and will be charged to the chapter. When work will be charged to the chapter, the following process will occur:

- The technician submits a maintenance request
- The Facilities Manager approves the maintenance request, and forwards the maintenance request to the Associate Director of Student Activities
- The Associate Director informs the FHD, Chapter President, House Manager, and Advisor that damages have occurred. This group may decide to discuss the damage. For example:
  - strategize about how to minimize damages in the future
  - make recommendations about how the damage should be fixed
  - ask for estimates of the cost of the work
- Once the work is completed, the chapter will be billed appropriately with assistance from RLSH and/or Financial Services.
Facility Upgrades:
Chapters may wish to make improvements to the chapter house, such as:
- New lighting
- Paint
- New flooring
- And more

If your chapter is interested in an upgrade, email the Associate Director of Student Activities (lchapman@smu.edu) with your desired improvement, ideal timeline, and financial details. Most projects require several months of lead time – if you’re interested in having some work done over the summer, it’s best to begin the conversation in the fall!

Operational Expectations

Communication:
SMU (including Student Activities and the FHDs) uses email as an official means of communication and notification. Each resident will be placed on an email listserv for his fraternity house, using his smu.edu email address. Residents should check their SMU email daily and are not permitted to unsubscribe from this listserv. Important notifications that will come via email include, but are not limited to:
- Notifications that technicians may be in the house (including bedrooms) for maintenance or repairs
- Instructions related to move-in and check-out
- Notifications of mandatory house or chapter meetings
- House code changes

Changing Room Assignments Mid-Year:
Occasionally, residents may want to switch rooms or chapters may want to change housing assignments. For any room changes occurring during the year, follow this process:
- Only the chapter President, House Manager, or Advisor may make this request
- Email the request (including all details: first and last names, room numbers) to the Associate Director of Student Activities (lchapman@smu.edu).
- Once approved, the residents who are changing rooms should meet in person with the FHD to switch keys and fill out new Key Issuance Forms. Residents may not switch keys on their own.

Lofting:
All beds will be placed at the “Junior Loft” setting at the beginning of the year. The dresser provided will fit underneath.

Students may request to have their beds lofted via online form. Each lofting request carries a nominal fee (around $15) that is charged to the chapter – be aware that the chapter may redistribute that fee to individual residents. Please allow two weeks for loft requests to be completed.
Lofting to a position higher than Junior Loft is not available in rooms with ceiling fans.

Closet and Chapter Room Access:
Each chapter house has a variety of storage closets and/or chapter rooms that can be locked if desired. The chapter President, House Manager, or other officer may elect to be issued a key that can lock and unlock all such spaces in his fraternity house. This key can be requested from the Associate Director of Student Activities.

Chapter Employees (kitchen and custodial staff):
Chapters have the privilege to hire and supervise staff to work in the kitchen and perform custodial duties. It is the chapter's responsibility to hire professional and capable employees that will follow and understand university policy and procedures.
- Keys: Each chapter president (or his designee) will be issued a set of keys specifically for chapter employees. It is the responsibility of the chapter, collectively, to keep track of these keys during the year and return them to SMU. Before being issued the keys, the chapter must provide identifying information about their employees: first and last name, email address, and phone number.
- If a chapter employee becomes disruptive to the community, SMU reserves the right to prohibit their ability to work in a University-owned facility.

Chapters are responsible for supervising their own kitchen and kitchen staff, and ensuring that the kitchen and food service meet any applicable laws, codes, and policies. Kitchen inspections will be performed by the city of University Park, and a failed inspection may mean that food service is interrupted for weeks or longer. Chapters should do all they can to keep the kitchen up to standards and avoid failing inspection.

Best Practices

When chapter officers and advisors make decisions regarding the management of the fraternity house, there are many factors to consider. In this section are some recommendations that can help inform your decisions.

Who lives in the house?
It's a good idea to have residents from all classes – sophomores, juniors, and seniors. The upperclassmen can serve as a positive role model to the younger members, who are still learning about fraternity life.

Chapter officers, especially the President, should live in the house as well. This helps them to be intimately familiar with the challenges and successes of the chapter and respond quickly to any issues. Chapter officers can also play a crucial role in holding others accountable for actions that are not in line with your fraternal values.

House Manager:
The chapter should select a House Manager to help serve as a liaison between the chapter and SMU on housing-related topics, and assist with the administrative duties that come with occupying a fraternity house. A House Manager might:
- Submit maintenance requests for common areas
- Be issued the key that opens storage closets/chapter room
- Coordinate the room selection process
- Help determine who will live in the house
- Make recommendations for new furniture or other improvements
- Meet regularly with the Fraternity House Director to discuss any issues
Fraternity House Director:
Your FHD will always strive to serve and support your chapter, and there are some things your chapter can do to help him or her meet that goal.

- Include your FHD in the house meal plan – speak with your FHD about how many meals per week they would like to share with the residents
- Permit your FHD to speak at chapter meetings (without disrupting ritual, of course). Your FHD will frequently have announcements and information to share that is pertinent to the entire chapter, and not just the residents.

Community Standards and Other Policies

This section was taken directly from the e-Handbook for residential students, published by Residence Life and Student Housing. The version available online is the official version that all resident students are expected to know and adhere to, but the version below is included for your convenience (and includes some clarifying language specific to SMU-owned fraternity houses, highlighted in red).

COMMUNITY STANDARDS STATEMENT

By living in an SMU residential facility, I understand that I am a member of a living and learning community. As a member of this community, I have certain rights as a resident and as a student. I recognize as well that other members of this community have these same rights and therefore, it will be important to learn to compromise with others in order to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a fundamental part of the campus residential experience.

Community Standards are established to assist in shaping this environment, to protect our rights and assert the responsibilities we each have to one another. In recognition of the University’s relationship to the United Methodist Church, I understand that it is my obligation to establish and sustain a living environment that supports individual needs and University values. Furthermore, where it is the University’s vision to create and impart knowledge that will shape citizens who contribute to their communities and lead their professions in a global society; it is our goal for residents to learn how to be good citizens of their residential community, the SMU community and the world at large. Additionally, we hope residents will demonstrate appreciation for diverse cultures and respect the differences of others. The SMU community is one of free and open inquiry in which adults are encouraged to make responsible decisions in their lives. I accept that freedom of conscience determines such decisions, but agree further that this freedom does not imply license or encouragement to violate the law or University policy.

As a member of the residential community, I agree to abide by local, state, and federal laws, as well as by these Community Standards (and others that may be developed to further support this community), University policies and the University Code of Conduct at all times while I am a resident of University Housing at Southern Methodist University.

(a) ALCOHOL

In addition to the SMU Student Code of Conduct Policy A, the following standards are specific to the residential communities:
I understand that the legal drinking age in Texas is 21 years of age. I agree that I will not consume or possess alcohol unless I am 21 years of age or older and understand that this restriction applies equally to my residential community and elsewhere. I further understand that I may not possess alcohol containers or paraphernalia if I am under 21 years of age. (Prohibited items include, but are not limited to cans, bottles, flasks, ‘yards’, bongs or stills, even if they are intended to be ‘decorative’.) I further understand that all restrictions placed on residents who are 21 or older also apply to those who are not.
I understand that the manufacturing of alcohol is prohibited in SMU-owned Housing.
If I am 21, and choose to consume alcohol, I will do so only in my room, or in the room of another 21 year old resident who is present at that time. I understand that neither a guest nor I may consume alcohol in a room where none of the assigned residents are 21. If I’m over 21 years of age, but my roommate is not, I understand that I may consume alcohol in my room but I may not provide alcohol to my roommate or any other persons under the age of 21 according to Texas state law. If I choose to consume alcohol, and I am at least 21, I will only purchase/consume alcohol from containers readily available as off-the-shelf packaging. I understand that off-the-shelf packaging does not include kegs, beer balls or other large volume containers. I understand that using beer bongs, playing alcohol drinking games, having open containers of alcohol in common areas, and/or similar activities are not permitted in SMU-owned Housing.

I understand that there may be only one open container of alcohol per person of legal drinking age. I agree further that I will at no time provide alcohol to anyone under the age of 21 or facilitate consumption of alcohol by someone under legal drinking age.

(b) BICYCLES and MOTORIZED VEHICLES
I agree to keep my bicycle, scooter or similar conveyance (owned or borrowed) parked/stored in a designated area at all times and in accordance with bicycle/motorcycle parking policies established by the University. A bike locker is provided for student use.
Some fraternity houses have indoor bicycle storage areas.
No motorcycles may be stored in the fraternity house or backyard.

(c) DISRUPTIVE BEHAVIOR
I will not act in a manner which will disturb the academic pursuits or infringe upon the privacy rights, privileges, health or safety of other persons. I understand that any activity that has a negative impact on others will not be tolerated.

(d) DRUGS AND PARAPHERNALIA
In addition to the SMU Student Code of Conduct Policy B the following standards are specific to the residential communities:
I agree to neither possess, use, produce, sell, share nor distribute illegal drugs or controlled substances. I understand that this standard applies to drugs, controlled substances and/or related paraphernalia (i.e., hookahs or ‘bongs’) in or around SMU-owned Housing. I understand that if I use prescription drugs or other controlled substances, I may be requested to provide proof that I am doing so under the supervision of a medical doctor. I agree to provide this proof immediately upon demand by a University official. I understand that it is illegal to provide my prescription drug(s) to another person. I understand that using another person’s prescription drug(s) is also illegal.

(e) FIRE SAFETY
I will practice effective fire safety at all times by exercising prudent judgment and following fire safety guidelines established or revised for SMU-owned Housing. I will seek clarification from a RLSH staff member if I am unclear about these guidelines. I will use fire alarms, fire extinguishers, fire exits, fire sprinklers and related equipment only for their fire-fighting purposes. I understand that I may not hang anything from a fire sprinkler head or pipe and will not tamper with or cover fire alarm, smoke or heat detectors, or other fire safety equipment. I agree to exit the building immediately and go to the designated gathering established for my building whenever the fire alarm sounds. I further understand that I am liable for all damages by my misuse of fire safety equipment. I understand that violations of fire safety standards and guidelines are subject to significant fines and other student conduct and/or legal action. (See Fire Safety Guidelines)

(f) HALL and ROOM FURNISHINGS
I agree to use University owned furniture only for its intended purpose. I further agree not to remove or relocate furniture from apartments, rooms, lounges, etc.
• All rooms must maintain the appropriate number of beds, desks, and dressers as indicated by the official capacity of the room. The furniture may not be removed from the room. The chapter will be charged for any missing or improperly placed furniture at the end of the chapter lease.

I understand that water beds, risers, bricks and boards for elevating furniture including beds, and lofts (that are not provided or approved by the University) and other construction, including attaching shelves to walls, are not permitted in my room.

(g) GUESTS AND VISITATION
Guests are defined as any non-resident that visits a fraternity house outside of a registered social event. Guests who are not residents of that community must be escorted at all times by the resident whom the guest is visiting. I agree to escort my guests whenever they are visiting me in my residence, and I understand that I must be present with my guest at all times. I agree further to abide by this standard when I am a guest in another residential community.

Residents are responsible for the actions of their guests, including any violations of the Community Standards or vandalism. I agree to be responsible and accountable for the behavior of my guests. I understand that it is my responsibility to inform my guests of all University policies, and that my guests are expected to abide by these policies.

I understand and agree that the right to sleep, the right to study, and the right to privacy take precedence over visitation privileges, and I will at all times be considerate of these rights. I understand and agree that visitation is a privilege and that I will honor visitation hours established for my residential community.

I understand that my roommate (and suitemates) and I must agree in advance about having guests and, further, that overnight guest privileges are limited. I agree not to have any overnight guests during the first two weeks or last two weeks of the semester, and understand further that stays are limited to three nights per week unless approved in advance by my roommate (and suitemates) and my Fraternity House Director. I understand that guests may not stay overnight in common areas (lounges, laundry rooms, etc.).

(h) HALL/FLOOR MEETINGS
I understand that my Fraternity House Director will post notices about building/floor meetings. I also understand that as a member of this community I am expected to attend these meetings and that I am responsible for personally obtaining all information covered, whether or not I attend.

(i) HALL SPORTS AND GAMES
I will not participate in any kind of sport, horseplay or physically active game inside SMU-owned Housing, including but not limited to football, basketball, soccer, hockey, golf, rollerblading, Frisbee tag, bowling and water fights. Additionally, I will refrain from playing sports/games outside the residential community when or where it presents the possibility of injury, damage to persons or property, or undue noise. I understand, however, that I may participate in activities that are organized and/or approved by Student Activities.

(j) HOUSE/FLOOR RULES
I agree to abide by House Rules established for and by my fraternity chapter that clarify, broaden and enhance these Community Standards.

(k) KEYS
I agree that I am responsible for keys that are issued to me and for their proper use. I will not lend, duplicate or modify these keys and will not permit others to do so, nor will I permit others to use my keys or my SMU ID at any time. I agree further to immediately replace my lost or broken keys according to RLSH procedures and to obtain a new ID when lost.

• I agree to the responsible use of the house code provided to me, and will not share it with anyone who is unauthorized.
The chapter may determine if the house code is shared with residents only or with all members of the fraternity.

(I) NOISE
I will not make or cause noise that intrudes on the privacy and the needs of others to sleep and study. I understand that noise which is disruptive to other residents is prohibited, both inside and outside of residential communities, and courtesy and consideration for others is expected at all times. I agree to respond positively and courteously to requests to reduce noise and to respectfully approach others with requests for noise reduction before reporting the noise to RLSH staff.
I agree to be particularly sensitive to this issue during established “Quiet Hours” and understand that these hours extend for a minimum of ten consecutive hours daily, but may be established for longer periods in different University residential communities. Quiet Hours are initially set for 10:00 pm to 10:00 am on weeknights and midnight to 10:00 am on Friday and Saturday evenings; however, each community may adjust or extend them. I understand that 24-hour quiet hours go into effect during final exam periods beginning at 7:00 p.m. on the last day of class each term.
I understand that excessive noise at any hour is not acceptable and that at no time should amplified sound or yelling be directed out of or toward residents’ windows. I understand that reasonable quiet in areas near University residential communities must be maintained and that noise may be deemed disruptive if it can be heard through a wall, closed door or window.

(m) PERSONAL RESPONSIBILITY
I will take responsibility and be accountable for my behavior and for the choices I make as a member of the University community. I agree not to engage in behaviors that could endanger myself or others. I understand that if I violate the Community Standards or University Policies I am responsible for my own behavior and that harassment of other individuals involved in the situation will not be tolerated.

(n) PETS
I agree that the only pet(s) I may have in SMU-owned Housing will be fish, in one tank, and that the maximum permitted tank size is 10 gallons. I understand that residents with disabilities and proper documentation may have assistance animals.

- Dogs are permitted to visit the fraternity backyard/courtyard but are not permitted inside the fraternity house and must be supervised at all times. Dogs may not permanently live in the fraternity house backyard/courtyard.

(o) RESPECT FOR PROPERTY & ENVIRONMENT
I will respect my personal property as well as property belonging to other members of this community and the University. I will not damage property nor condone damages committed by others. I will promote a clean and safe environment in my residential community, including my room/apartment, bathroom, trash/recycling room, and common areas. I understand that my fraternity may be charged for any damages or for excessive cleaning necessary as a result of individual resident or group behavior, and that the fraternity may choose to pass on the charge to individual members.

(p) SAFETY AND SECURITY
I agree to actively promote safety and security within my fraternity house at all times. I will not prop open or otherwise disable the latching/locking mechanism of any door to the building and will un-prop any door that I find propped open or otherwise unsecured. I will not permit access to the fraternity house by non-residents and/or non-members who are not my personal guests and will not condone others doing so. I will keep my room door closed and locked when not in the room and understand that I can enhance my personal safety and that of my roommate(s) by keeping the door closed and locked at all times.
I agree to immediately inform the Fraternity House Director and/or SMU Police about any unsafe condition or behavior that threatens the safety or security of this or another campus residential community.

(q) SMOKING
I understand that all SMU-owned buildings are smoke-free. I agree that, if I choose to smoke, I must be located at least 25 feet away from any building. I will also ensure that my smoking does not affect residents of guests when they are inside the building or as they enter or leave it. Cigarette or cigar butts, matches, etc. must be disposed of properly. I understand hookahs and other water pipes are not permitted in or within 25 feet of SMU-owned housing.

(r) UNAUTHORIZED ACCESS
I will not enter restricted access areas unless specifically authorized to do so by SMU staff. I understand that restricted areas may include, but are not limited to: roofs, balconies, attics, or machine rooms of any SMU-owned Housing. I understand that I will not allow ‘tailgating’ or others to gain access when I am entering or departing. I understand further that it is prohibited for a non-resident to be in a fraternity house while unescorted or after being restricted from visitation. I will not allow access to SMU-owned Housing by any person who has been criminally trespassed by SMU Police, RLSH or the Dean of Student Life Office.

(s) WEAPONS
In addition to the SMU Student Code of Conduct Policy K, the following standards are specific to SMU-owned Housing:
I will not bring any type of weapon into SMU-owned Housing. I understand that ‘weapon’ includes, but is not limited to: firearms (or CO2 cartridge guns), dangerous chemicals, any explosive device, nunchucks, brass knuckles, hunting knives, toy guns, weapon replicas, decorative knives, paint ball guns of any kind and other materials that can be used in the endangerment of others. I understand further that anything used to threaten, endanger or harm others may be considered a weapon.

(t) WINDOWS
I will not remove, prop and/or damage the windows or screens in any SMU-owned Housing. I understand that it is dangerous and will refrain from leaning out windows, sitting on the roof outside of your room window, and from dropping, suspending, throwing, or shooting anything from or through them. I agree not to enter or exit SMU-owned Housing through a window, except in the event of fire or other similar emergency situation. I understand that I may not have anything extending from my window including, but not limited to, flags and satellite dishes. Refer to the Fire Safety Guidelines about items that should not be placed in front of windows.

Residence Hall Policies and Expectations:
The following expectations are specific to students living in SMU Housing and their guests.

APPLIANCES AND REFRIGERATORS
Only one refrigerator is permitted per bedroom and may not exceed 3.1 cubic feet in size. Refrigerators should be connected directly to an electrical outlet and should be the only appliance plugged into a double outlet.

DAMAGES AND ROOM CONDITION REPORT/PUBLIC AREA CONDITION REPORT
The Room Condition Report (RCR) is completed prior to resident arrival by staff members who inspect the room, make an inventory and record damage. Residents should make note of any damages and add them to the RCR within the first week of classes to ensure the fraternity is not billed for pre-existing damages. At the end of the fraternity lease term, the RCR is used to assess any damages for which the fraternity may be responsible.

Common Area Condition Reports (CACRs) should be completed by the chapter president or his designee for public areas in the fraternity house: dining room, lounges, chapter room, etc. This form is available online, and
photos are encouraged to support your documentation. Any public area damages not documented with this form may be billed to the fraternity as damage at the end of the lease term.

Damages are defined as repair or replacement needs that are caused by activity or use beyond what can reasonably be deemed normal wear and tear, even if the damage is accidental. Damages to resident rooms and common areas of the fraternity house are not anticipated and are therefore not included in the rent. Fraternity chapters will be charged directly for damages that occur in both individual rooms and public areas. The fraternity may elect to pass on the charges to individual students. Outside contractors and other workers are not permitted to perform repairs or other work in fraternity houses unless hired by SMU to do so or without permission from Facility Services.

ROOM DECORATIONS
Residents may personalize their rooms, within limits. Bookshelves, pictures and other items may not be secured to the walls by bolts, screws or nails, glue, etc. Concrete blocks, bricks and boards and ‘homemade’ lofts are not permitted. Rooms may not be painted and carpet may not be removed. Modifications to the room are prohibited. Tension rods are the only mechanism that may be used to hang curtains. Door decorating is allowed for specific time periods for holidays and special occasions. Doors may be decorated for holidays up to one week and for up to two days for special occasions.

Any damages to the room, including damage to walls, will be charged to the fraternity at the end of the lease. To avoid unnecessary charges and damages, RLSH provides these guidelines for how to hang things in the halls. In all residential facilities, painter’s ‘blue tape” and poster putty/sticky tack are permitted for hanging posters and light-weight items on the walls. “Blue tape” is approved for short term use only and should not be used to hang something for more than 10 days at a time. Residents may also use up to ten tacks/pushpins and small picture hangers (20 pound max) to hang items. If you have any questions about what is permitted, ask your Fraternity House Director before you hang up any items.

SOLICITATION
Commercial solicitation and/or canvassing are not permitted in the fraternity houses. This policy is important because it enhances security and limits interruptions. Activities such as magazine subscription sales, take-out menu distribution and the like are not permitted unless the solicitor is an invited guest of the fraternity. Contact hall staff or SMUPD if solicitation occurs in your house.

For Further Reading:
- What to do in case of sexual assault
- Know what to do in an emergency
- Student Organizations Manual
- Fire Safety Brochure
- Student Handbook
  - Student Code of Conduct
  - Fraternity and sorority policies