**Housing Standards**

In the first month of the academic school year, housing meeting must be held to discuss the housing standards of Sigma Phi Epsilon California Alpha. If these standards are needed to be amended, they can be by a 2/3 vote at a general meeting.

1. **Rent and Parking**

Rent will be paid on time without exception. Checks are due on 1 week prior to the first of the month. All checks will be made out to “Sigma Phi Epsilon California Alpha Housing” and given to the Vice President of Finance to deposit. If the rent is not paid on time, the outstanding amount will be increased 5% per day late (maximum payment is $100) If a brother knows that he will not be able to pay his rent on time, he should let the VP of Finance and/or the Chaplain know.

Brothers are given first priority for the purchase of parking spaces at the house in order of seniority along with consideration of need. The fraternity takes no responsibility for property damage or theft that occurs to cars parked at the house. Costs of parking will be collected with rent.

1. **Cleanliness**

Weekly upkeep, maintenance, and cleaning tasks will be delegated to each brother living in the house on a weekly basis by the Housing Manager, who will be appointed by the VP of Finance. Each brother will be assigned to a 4 person team for a specific day of the week on which the team must complete a list of tasks specified by the house manager.

The team’s first offense will result in an official warning from the housing manager. All additional offenses within the semester will result in disciplinary action determined and enforced by the chapter’s Standards Board, a committee of five members, elected by the chapter, chaired by the Chaplain. Generally, each member of the team will be given the choice of completing a specified task around the house (decided by the Standards Board) or paying a $10 fine. If they do not complete the task by the time of the designated deadline without a valid excuse, they will be required to pay the $10 fine and will not be allowed to complete a task instead the next time cleaning duty is missed.

Additionally, each brother will be responsible for his own dishes and glassware and will receive a $10 fine if he is caught leaving out dirty dishes/trash/personal items in common areas (including the kitchen and balconies), which will be defined as any room/space that is not a bedroom. If the brother needs to soak the dishes, he must sign a note indicating that he has left a dish out in the sink. If it is not cleaned up by the time the cleaning crew comes to clean, the offender will receive a $10 fine. Repeat offenders will be brought before standards board.

If any personal items are left out in the common rooms (including bathrooms), they will be moved to the lost/found. After Monday meetings every week the entire lost/found box will be thrown out or given away if items have not been claimed.

1. **Maintenance of Facility and Property**

In the case that a brother breaks or destroys any property or part of the house due to foreseeable circumstances (as determined by the Standards Board), he is fully responsible for paying for 150% of the costs to repair it. If it is unclear whether he is at fault or not, it will be brought before the Standards Board to decide. The purpose of paying the 150% would be to further discourage people from destroying property and also to pay for the time required to make the repair.

In order to prevent the sprinkler system from being triggered and causing extreme water damage, there will be no ball playing nor smoking of any kind in the house. Additionally, if any brother pulls a fire alarm for any reason other than an emergency, he will be brought before Standards Board.

The basement will be used only as a storage space. KDR has merchandise which is valuable to them downstairs that shall not be damaged, touched, or removed.

1. **Quiet Hours**

In order to allow brothers to pursue their studies and respect the interests of neighbors, the Housing Manager will enforce quiet hours. The hours are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
| 11 PM-  9 AM | 11 PM-  9 AM | 11 PM-  9 AM | 11 PM-  9 AM | 1 AM-  9 AM | 1 AM-  9 AM | 11 PM-  9 AM |

During midterms, RRR week, and finals week, these hours will be adjusted by the Housing Manager to support the needs of brothers. If a brother who is disturbing others (this includes music/tv/games/friends/piano playing/etc) is warned twice in one instance and still does not comply, he will be asked to come before the Standards Board. Any member can ask the chapter for additional quiet hours if it is absolutely necessary.

1. **Alcohol/firearms/drugs**

Alcohol will not be permitted on the South or East decks at any time. During events at which alcohol is served to non-brothers, no decks will be available for use.

The house will follow a strict no keg policy in accordance with the national fraternity’s bylaws. As well, all personal supplies of alcohol must be kept in bedrooms or the refrigerator. This includes both full and emptied alcohol containers, but additionally, no empty alcohol containers are allowed in the refrigerator.

There will be no possession of any firearms in the house. Members who break this rule will come before Standards Board.

There will be no use or possession of illegal drugs in the house. Members who break this rule will come before Standards Board. Additionally, there will be no use of illegal substances on the balconies or in any part of the house. Smoking of tobacco and legal medicinal products will be restricted to the northwest balcony. Drug paraphernalia will not be allowed in common spaces.

The consumption of alcohol in common rooms must be accompanied by the closing of drapes, shades, blinds, etc. Drinking of any kind will not be allowed on the south or east balconies. The northwest balcony will be available for drinking but not for drinking games. Drinking games will be allowed in the common areas on non-school nights (additional brotherhood/social events will be discussed with the chapter on a case by case basis).

Any and all infractions of Section 5 will result in a mandatory appearance before the Standards Board.

1. **House Events**

Any party will be registered with the IFC and a fire permit will be acquired from the fire department. IFC rules will be followed at all house events. When planning the event, the

executive board should take proper risk management as suggested in the Party Set Up guidelines.