

Gettysburg COLLEGE



Fraternity Policy & Procedures Guidebook

Dear Fraternity Member:

The decision to join a fraternity is a life-long commitment to high ideals; engagement with your local, campus and global communities; and high academic achievement. The mission of the Office of Student Activities & Greek Life is to help support you in this endeavor and provide you with the resources to build a successful chapter. We hope you have a great year and enjoy your fraternity experience!

It is the intent of the Office of Student Activities and Greek Life to develop a comprehensive guide to many of the aspects of fraternity life. In this guide you will find information on campus policies relating to Greek organizations, Residential and First-Year Programs guidelines for both the privately and College owned chapter houses, judicial and conduct information, as well as information and expectations for running an effective chapter.

While our aim is to create a comprehensive guide, it is by no means exhaustive and changes may take place over the course of the academic year. These changes may not be immediately reflected in this guide. If you ever have questions about any of the policies, feel free to stop by our office at any time. Please also feel free to contact us with any questions about, or suggestions for additions to, the enclosed information. You will find the contact information for the Office of Student Activities and Greek Life listed below.

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Gettysburg Greek Community Overview

Gettysburg College is home to 16 inter/nationally affiliated fraternities and sororities with 988 students, or just under 35% of Gettysburg College total student body (47% of upper-class students), comprising the Greek community. Fraternities at Gettysburg date back to 1855 and our first sorority formed in 1904. There are three governing councils for the organizations: Interfraternity Council (IFC), Panhellenic Council and the National Pan-Hellenic Council. Upon joining a fraternity or sorority, a student gains a lifelong membership in a values-based organization with an invaluable network of brothers and sisters that spans the globe.

Fraternity Chapter Listing

Alpha Chi Rho – *locally founded in 1958, re-colonized in 1991, re-organized in 2013*

Alpha Tau Omega – *locally founded in 1882*

Lambda Chi Alpha – *locally founded in 1916, re-colonized in 2001*

Phi Delta Theta – *locally founded in 1875, re-colonized in 2004*

Phi Gamma Delta – *locally founded in 1858*

Phi Kappa Psi – *locally founded in 1855, re-colonized in 2014*

Sigma Alpha Epsilon – *locally founded in 1883, re-colonized in 1893 and 1996*

Sigma Chi – *locally founded in 1863, re-colonized in 2009*

Sigma Nu – *locally founded in 1954*

Inactive Fraternity Chapter Listing

Alpha Phi Alpha (NPHC) – *locally founded 2010, inactive 2012*

Chi Phi – *locally founded 1867, inactive 1872*

Kappa Delta Rho – *locally founded in 1928, inactive in 1975*

Phi Beta Sigma – *locally founded 2006, inactive 2009*

Phi Sigma Kappa – *locally founded 1925, suspended 2014*

Phi Mu Alpha – *locally founded 1967, inactive 1989*

Tau Kappa Epsilon – *locally founded, suspended 2010*

Theta Chi – *locally founded 1952, inactive 2003*

Zeta Psi – *locally founded 1861, inactive 1872*

Judicial Guidelines

The following section outlines the judicial policies which pertain, specifically, to the fraternities and sororities at Gettysburg College. For an adequate explanation of the judicial policies relating to individuals at Gettysburg College, please refer to the handbook issued by the Office of Student Rights and Responsibilities.

Gettysburg's Anti-Hazing Policy

Gettysburg College opposes all forms of hazing. From a legal perspective, **hazing is a crime**. From an individual student's perspective, hazing damages the self-esteem of the targets of the hazing. From an organizational perspective, hazing degrades the values of the organization. From a campus community perspective, hazing creates an environment of disrespect that contradicts the values of our community. For all of these reasons, the College takes a strong position against any and all forms of hazing.

**Please note that the College's anti-hazing policy applies to all recognized student organizations.

Gettysburg College defines Hazing as:

Any action taken, created, or situated, (on or off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is directed at new or prospective members of a recognized student organization. An individual, an individual against an organization, or an organization against an individual, may perpetrate such actions. In case of violations, individuals and an organization as a whole may be subject to disciplinary action. Please note that the consent of those hazed will not be accepted as a defense for hazing activities. The severity of the penalty for a hazing offense will be determined in proportion to the hazing activity. In addition to Gettysburg College's Anti-Hazing policy, students must also comply with the Commonwealth of Pennsylvania Anti-Hazing law.

The Commonwealth of Pennsylvania defines Hazing as:

Title 24, P.S. 5352-5253

"Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with or as a condition of continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely

affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding." Any person who causes or participates in hazing commits a misdemeanor of the third degree."

Responsibilities of Individual Students regarding Hazing:

All individual students have a responsibility to:

- Decline to participate in hazing activities.
- Report hazing activities if they become aware of them.

Examples of Hazing:

Note that this list is not intended to be all-inclusive. Please contact the Office of Student Activities & Greek Life (x6304) for clarification on any action that may be considered hazing.

- Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug use.
- Any action which would be perceived as inflicting physical abuse/harm to an individual, e.g. throwing things at students, paddling, etc.
- Requiring students to publicly wear apparel which is conspicuous or not normally in good taste.
- Morally degrading or humiliating games or activities such as requiring members to sing in public or act like animals.
- Requiring any personal servitude such as running errands.
- Requiring tattoos or brands.
- Requiring members to shave all or part of their heads.
- Requiring members to participate in "line-ups".
- Requiring any activities, which involve the deprivation of food, sleep, etc.
- Assigning or endorsing pranks such as borrowing or stealing items, vandalism to property, or harassing other individuals or organizations.
- Conducting activities that do not allow adequate time for study or sleep.
- Requiring calisthenics such as sit-ups, push-ups, running, or any form of physically abusive exercising.
- Verbal harassment, including yelling and screaming.
- Scavenger hunts, treasure hunts, road trips, kidnapping, drop-offs, or any such activities if done in such a way as to violate the College Hazing policy described above.
- Requiring the ingestion of an undesirable, unwanted substance; or excessive amounts of any substance.
- Requiring the carrying of items (e.g. rocks, bricks, etc.)

Reporting an incident of hazing:

A hazing incident may be reported to the College Department of Public Safety (x6911) or the Office of Student Activities & Greek Life (x6304).

College response to allegations of hazing:

Any allegations of hazing reported to the College will be investigated. Chapters will be placed on interim suspension while this investigation takes place. If the investigation yields evidence of hazing, the College will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. The Student Conduct Review Board may hear charges against organizations and individuals. Disciplinary action would include both punitive sanctions (e.g. fines, loss of privileges, suspension or expulsion of the organization) and educational sanctions (e.g. programs, workshops, etc.). Please note that the College will also support any victim of hazing if they want to speak to the local police about the possibility of pressing criminal charges.

Access to Facility by College Officials

The College's policy on access is the same for both College owned and privately owned fraternities. As a private educational institution, Gettysburg College reserves the right to enter and inspect all chapter houses in order to protect the health, safety and welfare of all students, enforce College policies and regulations, and/or to protect and preserve College property and the educational process.

Furnishings provided by the College within College owned chapter house rooms or other areas that are used for student residential living remain the property of Gettysburg College and are subject to inspection under this policy. This means that when it is necessary to enforce College policy, the College may enter a chapter house room and/or other areas used for student residential living without prior notice to the occupants and conduct an inspection of the room or area. This includes closets, micro-fridges, dressers, desks and refrigerators.

The College will try to give the student(s) involved and/or the chapter president and house manager prior notice of the need for entry, and the opportunity to be present during any entry into their room or other areas used for residential living unless there is an immediate risk of harm to the health, safety or welfare of any student.

When federal, state, or local law enforcement officers are involved in an investigation of a possible violation of any applicable law, any search of a student room or other areas used for student residential living in the chapter house will be conducted in accordance with legal standards applicable to police searches of private residences.

Circumstances by which College Officials may enter the chapter house include, but are not limited to:

- To respond to or evaluate a social event violation.
- To respond to an emergency situation.
- To respond to violations of College policy and/or a violation of law.
- For issues related to the health, safety, and welfare of residents or guests.
- To conduct regular, scheduled life safety inspections and audits.

- To conduct pre- & post-party safety inspections in accordance with the College's Social Event Policy.
- To conduct both scheduled and unscheduled fire drills.

Additional circumstances by which College Officials may enter the College owned chapter houses include:

- For regularly scheduled housekeeping services.
- Facilities requests or maintenance work to be done in a College owned house.

When it is necessary for College Officials to gain access to the chapter house:

- College staff may enter the common areas of the chapter house to address the issue in question.
- Individual student rooms within the chapter houses will not be entered without permission from the on-call Residence Life professional, whose job it is to confer with the Dean on-call for permission/authorization, unless an emergency situation exists. An emergency situation includes any incident that poses an immediate threat or danger to someone's life (e.g. a fire, a physical assault, etc.) After the emergency situation is resolved, the on-call Residence Life professional must be notified of the incident and the reason for access.
- When College officials, including Department of Public Safety (DPS) staff members, have reasonable suspicion that a violation of College policy or law is occurring within a fraternity house, the College official will immediately access the fraternity house and respond to the area of the house in question. Access is not to be denied or delayed. In the absence of an apparent emergency or reasonable suspicion of a violation of College policy or law, the DPS officer will knock and seek permission to enter the house. Even under these circumstances, permission will not be unreasonably delayed.

Behavior and Conduct

Gettysburg College expects its students to conduct themselves in all places and at all times in such a manner as to show respect for order, morality, personal honor, and the rights of others as demanded of good citizens. Each student should be aware of the Code of Conduct as outlined in the Student Handbook. The Student Handbook can be picked up in at the Office of Student Rights and Responsibilities, or can be found online at the following address:

<http://www.gettysburg.edu/studenthandbook>.

Prohibited Conduct

The following activities and actions are prohibited in all fraternity houses and may result in judicial action:

- Any violation of the College's Code of Conduct
- Starting, igniting, building, or fueling a fire of any size without proper approval
- Tampering with fire extinguishers, fire alarm systems, or safety equipment
- Covering smoke detectors or safety equipment

- Possessing and/or burning candles, sterno, kerosene, candle-lit potpourri burners, incense, or any other open-flame item
- Smoking in the facility
- Draping or placing objects—including fabric—over lighting fixtures, smoke detectors, or fire sprinkler systems
- Lending, copying, or possessing keys that are not authorized for your use
- Storage of bicycles, suitcases, furniture or cartons in stairwells or thruways of the chapter facilities
- Throwing any items into or out of windows
- Solicitation of goods or services, except by Gettysburg College students who have received prior approval from the Office of College Life
- Installing wall partitions or paneling
- Modifying the chapter house’s electrical system, including, but not limited to: splicing electrical wires, hooking up additional electrical equipment, removal of outlet plates or light switches, and/or tampering with circuit breakers, taping outlets
- Installing personal locks or chains on doors or windows
- Playing loud or offensive music that creates a community disturbance

The following additional activities and actions are prohibited in College Owned Greek Housing and may result in judicial action:

- Altering, tampering, or dismantling any door closure; propping open any exterior door
- Painting, wallpapering, or decorating individual rooms or common areas without prior approval from the Office of Student Activities & Greek Life and Facilities Services
- Personally repairing any damages
- The removal or replacement of light bulbs in ceiling fixtures that have not been provided by the College
- Applying any articles directly to walls, closets, doors, furnishings or from the ceiling with tape, adhesive material, screws, hooks, tacks, nails, etc. or any other way that causes damage. Poster putty is recommended, but needs to be completely removed from walls at check-out
- Public showing of commercially-produced, pre-recorded videos not covered by a College viewing license in public areas (purchased or rented video tapes are included)

Accountability Overview

Please note that this overview is subject to change throughout the academic year and that these changes may not be in this handbook. Refer to the Office of Student Activities & Greek Life, or your chapter president, for up to date information.

All significant violations of Gettysburg College policy will be reported through an online medium, recorded on the fraternity and sorority conduct record published on the Gettysburg

College website, and communicated to the appropriate headquarters and alumni advisory board/housing corporation.

Conduct Violations

Violation*	Sanction**
Late Social Event Registration Form	\$50 fine after 5pm Wednesday prior to event
Unregistered Social Event	1 st Offense: 1 week of deferred probation ^{††} 2 nd Offense: 1 week of social probation [†] 3 rd Offense: \$250 fine and two weeks of social probation
Underage Possession or Consumption	1 st Offense: 1 week of deferred probation 2 nd Offense: 1 week of social probation 3 rd offense: 2 weeks of social probation and an external risk management review
Kegs	1 st Offense: 1 week of deferred probation 2 nd Offense: \$250 fine and 1 week of social probation 3 rd Offense: 2 weeks of social probation, 10 weeks of mid-event walkthroughs following the social probation, and a \$500 fine
Alcoholic Punch (i.e. Jungle Juice)	1 st Offense: 2 weeks of social probation, 10 weeks of mid-event walkthroughs following the social probation, and a \$500 fine 2 nd Offense: 3 rd Offense: 2 weeks of social probation, 10 weeks of mid-event walkthroughs following the social probation, and a \$750 fine 3 rd Offense: indefinite social probation and \$1000 fine
Drinking Games	1 st offense: Written warning 2 nd Offense: 1 week of deferred social probation and \$200 fine 3 rd Offense: One week of social probation

*This is not a comprehensive list of violations. This list is comprised of the most common violations.

**These sanctions are used as a guideline. Mitigating or aggravating circumstances may be considered when determining a final sanction for an organization.

† Social Probation means that the sanctioned organization is ineligible to host social events, on or off-campus.

†† Deferred probations means that if the chapter is found responsible for a related violation within a designated time, the chapter will automatically be on social probation for a pre-set amount of time.

Life Safety

Life Safety violations including but not limited to—smoking, false alarms, fireworks, excess trash, etc:

- 10 Hours of community service with DPS
- Viewing of a fire safety video
- \$250 fine

Inspections

As part of the life safety program, each undergraduate chapter is required to complete a weekly self-inspection form that is posted online for completion. The inspection form should be completed by the house manager and must be turned in every Wednesday before 5PM.

Failure to submit weekly the self-inspection form by 5PM on Wednesday may result in the organization being unable to host social events that weekend. Failure to accurately report the condition of the facility during a weekly self-inspection form may lead to judicial action against the chapter.

College staff will conduct two types of inspections to notify the chapter of safety and operational problems. Life safety inspections will be conducted monthly by the Department of Public Safety. Safety audits of all individual rooms will be conducted during summer, winter, and spring breaks. Students can and will be fined for any violations of College Policy found in individual rooms during either of these inspections. Organizations can and will be fined for any violations of College Policy found in the common areas of the chapter house. College owned houses will also have maintenance inspections conducted by Facilities Services. Inspections will be scheduled in advance unless circumstances do not allow for such scheduling. In most instances, a house representative should accompany the inspectors.

Meetings

Failure to have representation at officer trainings and meetings, leadership retreats, as well as missing president's one-on-one meetings as scheduled, may result in a \$50 fine.

Administrative Deadlines

Any administrative items (rosters, closing reports, etc.) turned in late to the Office of Student Activities & Greek Life or Residential and First-Year Programs may result in a \$50 fine. Any items not turned in within a week past the due date will result in the loss of social registrations for one month.

Alcohol & Drug Policy

In compliance with Pennsylvania laws, students (or their guests) under the age of 21 are not permitted to purchase, possess, or consume alcoholic beverages. If students living in a room are both under 21, then alcohol cannot be present in that room. Possession of alcoholic beverage containers, either full or empty, will be taken as a presumption of use. All drinking games and drinking game paraphernalia (Beirut tables, beer funnels, etc.), grain alcohol, and kegs/beer balls are prohibited from all chapter house facilities. Fraternities & Sororities must register parties and indicate if alcohol will be served. Illegal drugs are prohibited (including prescription drugs taken or in possession by anyone other than the prescribed). Violation of these policies will result in disciplinary action through the Office of Student Rights and Responsibilities and possibly through the Office of Student Activities & Greek Life. See the Gettysburg College Student Handbook for further information on the alcohol/drug policy.

The Student Handbook is available online at the following address:
<http://www.gettysburg.edu/studenthandbook>

Effective Chapter

New Member Education

Gettysburg has outlined the following regulations surrounding New Member Education and Recruitment.

- Students are not eligible to join a Greek organization until the first semester of their sophomore year on campus, as defined by the Registrar.
- Students must be registered for recruitment to join a Greek organization.
- The IFC requires students to have a cumulative 2.5 GPA to register for recruitment.
- Students must be in good judicial standing (no more than 4 points) with the College to sign up for recruitment.
- Sophomore members are eligible to live in the house the semester after joining if they have a cumulative GPA of 2.7
- The New Member Education period is up to eight weeks long for each organization and the end date will be determined by the Office of Student Activities & Greek Life at the beginning of each semester. Chapters must submit a full plan to justify the length of time and activities contained within their program.

Evaluation

Each year every chapter will be required to participate in the Evaluation Process. This process will involve a panel of community members assessing the chapter's success in various areas. The chapter will be given ratings in each area and an overall rating of Unacceptable, Underachieving, Satisfactory, Above Average, or Gettysburg Great. If a chapter receives a rating of Unacceptable the organization will lose recognition from the College. If a chapter receives a rating of Underachieving two years in a row they will lose recognition from the College. For more information regarding the Evaluation process and to view each chapter's results please visit www.gettysburg.edu/osagl/greek.

Report Forms

Chapters are required to maintain accurate records with the Office of Student Activities & Greek Life. This includes but is not limited to regularly submitting the following forms:

- Chapter Officer Update Form
- Membership Roster
- Housing Roster
- Weekly Self-Inspection Form
- Philanthropy Report Form
- Service Report Form
- Education Event Form

Residency Guidelines

The following guidelines pertain to the policies and procedures important to those members who live in, and run, a chapter house. There are a number of slight differences between the College owned residences and the privately owned residences. If the policy does not explicitly state that it pertains to either College or privately owned houses the reader should assume that it pertains to both.

Expectations

All Residents are expected to do the following:

- Empty full and/or foul smelling wastebaskets and sweep dirt into appropriate receptacles
- Participate in recycling efforts by placing materials in appropriate receptacles
- Keep a clean room and maintain its furnishings
- Upon vacating room for overnight or longer; close and lock windows, hook screens, unplug appliances, turn off lights, remove trash, and lock the door
- Turn off lights and fans in shower rooms when shower is not in use
- Avoid excessive use of hot water and excessive steaming in bathrooms
- Clean up kitchen facilities and private bathrooms after each use
- Post notices on bulletin boards only, not taped or otherwise applied to walls, doors, windows, etc.
- Avoid placing decals or bumper stickers on window panes, window frames, heating/AC units, mirrors, door frames, light globes, and ceiling tiles
- Avoid any wall or ceiling fasteners that may cause room damage
- Always keep room door locked when you are not present in the room

Prohibited Items

The following items/actions are prohibited in all Greek Housing:

- Candles and/or incense (lit or unlit)
- Hanging cardboard, plastic, or fabric on walls or ceilings (tapestries included)
- Electrical appliances including, but not limited to, broilers, toasters and toaster ovens, electric skillets, hot plates, electric woks/frying pans, crock pots, microwave ovens, hotdog and hamburger cookers, and heating/immersion coils (NOTE: popcorn poppers, hotpots, and coffee makers are permitted)
- Room-heating devices, including all space heaters, kerosene or oil lamps, alcohol burners, and candles
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof

- Flammable and/or combustible liquids (this includes gasoline and charcoal)
- Drug paraphernalia and illegal drugs
- Overloaded electrical receptacles (more than three appliances connected to one outlet and/or multiple-plug adapters with more than two cords attached)
- Faulty or old extension cords
- Fireworks, smoke bombs, sparklers, etc.
- Excessive strands of stringed lights (must not exceed three strands per room)
- Hanging of stringed lights on the exterior of buildings without the advanced consent of the Office of Student Activities & Greek Life
- Firearms, knives or weapons of any type
- Non-Commercial grills of any type
- Portable washers, dryers, and dish washers
- Loose plywood
- Undocumented Air Conditioners
- Barbells or physical training equipment
- Waterbeds
- Hover boards

NOTE: The preceding list is not all inclusive; any item that is a threat to public safety may be removed. The College will continually monitor all areas through staff visits and inspections. Prohibited items found will be confiscated and not returned until the student leaves the residence. In addition to confiscation, violators may pay a monetary fine and may be subject to judicial action, including possible expulsion from the College or Greek Housing.

Heating/Air Conditioner Policy

In each chapter house there is a central mechanical utility room that supplies central heating. No items may be stored in the mechanical room at any time. All doors to mechanical rooms should be closed and locked at all times except when servicing of the heating equipment is necessary.

In order for your heating unit to properly warm the air in your room, vents on the heating unit must be free to take in air at the bottom and to circulate air at the top. In addition, your heating unit should remain accessible so that air filters can be replaced during the winter break.

Space heaters are not allowed in any residence hall. Window air conditioning units are permitted in chapter houses but there is an electrical limit to the number that can be used in each house. Facilities Services can assist in determining how many window units the College owned chapter houses can support. Air conditioners in privately owned houses must comply with the standards of each specific housing corporation.

Air conditioners are not permitted unless the student has been approved to have an air conditioner for medically necessary reasons. Documentation from a physician is required for approval. Accommodations are limited due to electrical capacity. Facilities services will provide college

approved air conditioners to students with medical documentation. Please send medical documentation to the Office of Residence Life at Box 430.

Privately Owned - Documentation is required for approval of air conditioners within chapter houses. Unit size must be no larger than 5,000 BTU's and the student must supply the unit. Approval for the units must be granted by the chapter president and housing corporation. Please send written documentation to the Office of Student Activities & Greek Life at Box 2999.

College Owned – If you are assigned to a non-air-conditioned room and are medically required to have air-conditioning, the college will provide a window unit for your room at the rate of \$50 per year. Once you are approved for an air-conditioned unit from Residence Life, it is your responsibility to request the unit be installed by entering a work request in CNAV —My Helpdesk or by calling 717-337-6700 (x6700). If at the end of your occupancy, the air-conditioner is not in the room a replacement fee of \$200 will be charged to your student account. Privately owned air conditioning units are not permitted in College owned buildings.

Damage Procedures Rekeying Fees for Privately Owned Houses

Understand that you can be held accountable for any and all damages to individual rooms or the common areas of the chapter house by your Fraternities Housing/Alumni Corporation. Check with your chapter president or corporation president for more information on the damage/billing process for your chapter house.

Procedures for College Owned Housing

Common Area Damage and Vandalism - Any repair/replacement cost due to damage to common areas such as vandalism to lounges, chapter thruways, bathrooms, fire safety equipment or vending machines will be assessed and charged to the entire membership of the chapter if the responsible individual(s) cannot be determined. It is important to remember that even if you do not live in your chapter house, you will be held accountable for you and your guests' actions. Students are encouraged to take responsibility for their chapter house either by claiming damage they may have caused, encouraging other students who have caused damage to come forward, or providing information to College officials about damage and who is responsible for it. Common area damage is assessed and billed at the end of the academic year. Once this type of charge has been billed, you are not able to appeal the charges unless you are able to provide **new, specific information as to who is responsible.**

Room Damage - All rooms in College owned Greek Housing will be inspected at the end of academic year and when room changes are made throughout the year. The Facilities Services Department will conduct damage assessments. Damage bills will be produced based on room conditions and time spent returning the room to the status that it was found upon the student's arrival. This can include, but is not limited to, charges for the following: marks, holes, or tape left on walls, excessive messes left in any area (microfridge, floor, closet, etc.), non-College owned furniture left in room, disassembled or missing College furniture, etc.

Room Condition Reports (College Owned) - Please pay particular attention to the condition of your room when you move in. Your room has been inspected by Facilities Services and was found to be in

at least satisfactory condition and all furniture present. Please visit the Facilities Service webpage and complete the Room Inventory and Condition Form (RIC) or use the link in “My Housing.”

If your Room Inventory and Condition Form (RIC) is not submitted by the required date, you will not be eligible for the damage appeals process at the conclusion of your residency. Any damages that occur to your room during the time of occupancy will be charged to your student account by the Facilities Services Department. If you should have any questions as to whether or not certain items are permitted, check with the Office of Residential and First-Year Programs.

At the end of the academic year (or at the end of a student’s residence), a room inspection and assessment of damage will be completed. Any damage that occurred during the time of occupancy will be charged to the student’s account by the Department of Facilities Services. Any related inquiries should be directed to facilities services through CNAV by completing a work request in “MY Helpdesk.”

Before departing your room for the year, please complete the following:

- Clean entire room (sweep floor, clean microfridge, clean out drawers).
- Remove all non-College furniture. These items can be taken to the College provided recycling truck, designated trash area, or the designated storage area.
- Remove all trash from rooms and take to designated trash areas outside of chapter house.
- Reassemble all furniture that was dismantled (beds, mirrors on dressers, closet doors that were removed).
- Leaving items in the chapter house will result in a removal fee unless the item is properly placed in a designated storage area.

If you wish to have the ability to appeal any damages in your personal room, you must schedule a room inspection with a full time staff member of the Office of Student Activities & Greek Life.

Closing/Vacation Breaks

A list of complete closing procedures will be distributed about two weeks prior to each break closing. The Office of Student Activities & Greek Life and the Department of Public Safety staff check all rooms for security issues, health issues, and prohibited items. Any infractions will be noted. The student will be notified and charged accordingly. Inspections may be conducted at other times by College officials for reasons of safety, security, or possible violations of policy. Remember: before leaving your room for any break you must first clean it and remove all trash.

The following is applicable to any and all College break periods:

College Owned – Students may request to remain in their chapter house over breaks. This request must be made to the Office of Student Activities & Greek Life and the Office of Residential and First-Year Programs. It is important to understand that the possibility of this request being allowed rests on

the viability of the reason the student is making the request (for example-staying for a College sports team, GRAB trip, cost or distance prohibitive). Break housing will always be provided to students.

It is often more reasonable to place a student elsewhere on campus rather than open (and heat/air-condition) an entire chapter house for one student. Please understand that, for this reason, your request to live in a College owned chapter house over break may be denied.

Privately Owned – Students must first receive written permission from the chapter president to stay in the chapter house. It is up to the chapter president to alert, and receive permission from, the housing/alumni corporation. The chapter president will submit this information to the Office of Student Activities & Greek Life along with contact information. Individual residents must also complete the Break Housing Form available on CNAV.

Fall Semester - At the end of the fall semester all Greek Housing must be vacated by the date provided by the Office of Residential and First-Year Programs with the exception of those houses who request to remain open. This request must be turned in to the Office of Student Activities & Greek Life by the determined deadline. Students must vacate their rooms within 24 hours following the completion of their last exam. Students not returning to their room for the Spring Semester are required to properly check out with their chapter president, remove their belongings, and return their room key(s). Room keys can be returned to the Office of Residential and First-Year Programs, or the appropriate alumni corporation. Students returning to their same room for the Spring Semester may leave personal items in their room at the end of the Fall Semester during Winter Break. However, due to the unoccupied status of the campus during Winter Break, it is suggested that students take valuable items home with them to ensure their safety.

Spring Semester - At the end of the Spring Semester, all students are required to vacate their Greek Housing rooms and remove all belongings by the designated time. Students must vacate their rooms within 24 hours following the completion of their last exam. Students are required to properly check out with their chapter president. At the end of the academic year, keys should be returned to the specially designated key boxes around campus, or the appropriate alumni representative/chapter president. It is the student's responsibility to return the College owned Greek Housing room key by the published deadline to avoid an \$85 charge for a lock change. If a student leaves campus without returning his key, his lock will be changed and he will be billed \$85 for the lock change.

Senior Week Housing - Chapter houses will be available during the week prior to graduation. These accommodations are exclusively for graduating seniors, and these privileges are pending conduct in previous years, and the current academic year. In the event that the chapter house is determined not to be available, temporary housing will be provided.

Summer Use of the Chapter House - Residents of the College owned chapter houses must remove all of their personal belongings and furniture from their room to facilitate maintenance work and cleaning. Fraternity members may reside in the chapter house at the conclusion of the academic year, past the last day of exams if the appropriate requests are turned in and granted. Graduating SENIORS only may occupy until commencement exercises are completed.

The College, with the approval of the Alumni Corporation, may elect to use the house for special summer programs beginning the week after examinations end through the week before first-year students or fall sport athletes report to campus. Fraternity members who are required to return early for fall sports may occupy their chapter house rooms unless otherwise notified.

Room Access During Break Periods

Any student requesting access to College owned Greek Housing, or a closed privately owned house, during College break periods must first contact the Office of Student Activities & Greek Life to obtain permission to enter the chapter house. This information will be given to the Department of Public Safety who will provide access.

DPS will authorize student's access to their respective rooms for legitimate reasons only. Officers within DPS have full discretion in determining a student's legitimacy to enter the House based on the information given. DPS does not currently maintain keys for every room in privately owned houses, and access may only be available for the main entranceway. Access to both private and College Owned Housing should be limited to medical needs or related urgent requests. Once the legitimacy of the request is established, access requests will be managed as follows:

1. Student's identity, resident status, and room assignment will be verified.
2. DPS will escort the student to his room, allow drop-off or retrieval of the item(s) in question, and then escort the student from the building.

Furniture Policies

All room and common area furniture must be reasonably maintained, and not pose a fire hazard. Room furniture must be organized in a way to allow easy and quick access/egress in the event of an emergency. Issues of too much furniture or improperly placed furniture will be dealt with on an individual basis to be assessed after winter break inspections.

Loft units are permitted in student rooms. Each unit must meet all guidelines stipulated in the College Loft Policy. This policy is available from the Facilities Services web page. Loft units not in compliance which are discovered during the academic year will be required to be dismantled by the residents of that room.

Privately Owned Greek Housing - Privately owned chapter houses are furnished by the housing/alumni corporation. Some corporations provide only common area furniture while others provide both common area and room furniture. Please check with your housing corporation concerning furniture issues in privately owned chapter houses.

College Owned Housing- Occupants of College owned houses must fill out a furniture request form in the semester prior to them moving in to the chapter facility. If a form is not submitted to the Office of Student Activities & Greek Life by a designated due date, a room will be supplied with the standard set of furniture. Occupants of each room are responsible for the proper care and condition of all furnished items. Any additional furniture brought by occupants must be removed at the end of the school year. There will be a charge for personal furniture, rugs or lumber left in rooms or Chapter common areas.

All unwanted furniture must be removed from the facility by the Facilities department. To have furniture removed, occupants must submit a work order with Facilities. Removal of any furniture is subject to a moving fee.

If furniture is removed from a room without notifying Facilities and the Office of Student Activities & Greek Life, the occupants of the room may be charged a replacement fee for the furniture.

Painting

College Owned Housing - Any painting requests must go through the Office of Student Activities & Greek Life/Facilities Services for approval. Any painting that is not coordinated will be assessed as damage to the chapter or individuals occupying the room.

Privately Owned Housing - Permission must be obtained from the chapter's alumni corporation before any work is completed. Check with your chapter president for up-to-date contact information.

Maintenance Needs

Residents should not attempt (on their own) to repair damages to their rooms or common areas of the Greek Houses.

College Owned - To report maintenance concerns, you may contact Facilities Services through the online Facilities Helpdesk located on the student landing page (www.gettysburg.edu/current_students/). In the event of an emergency which occurs during business hours, please contact Facilities Services at 717-337-6700 (x6700). After hours, please contact the Department of Public Safety (DPS) at 717-337-6911 (x6911). You should report all problems immediately after they occur to prevent the damages from being assessed to your student account at the end of the year. Any damages discovered by College employees that have not been previously reported to Facilities Services may be subject to a vandalism fee.

Privately Owned - Residents of privately owned houses should first alert your house manager and president. Your house manager will have a list of approved contractors available to fix the problem. The alumni corporation should also be contacted in the event of a large problem and/or to alert them of the current repairs. Depending on the nature of the damage, the student responsible may have to pay the cost of the contractors.

Room, Restroom, Chapter House, and Lounge Cleaning

Each resident is responsible for keeping his room in a reasonably clean condition at all times. Students need to provide their own cleaning supplies. Trash must be taken to the appropriate receptacles, and recycling to the recycling bins. At no time should a student place their room trash in a community bathroom. Any trash left outside a student room will be subject to disciplinary action including fines. Students who violate these policies create a hazardous living environment and may be relocated to new housing. Community bathrooms, including showers, should be thoroughly cleaned each week either by facilities (for College owned) or the brotherhood (privately owned). Chapter house stairways, study

rooms, and other public areas are to be cleaned weekly. Fraternities which fail to comply with these standards may be subject to fines. If the chapter refuses to provide livable conditions, a cleaning service will be hired for, and billed to, the fraternity.

While the College provides housekeeping to the College owned fraternities, the housekeeper is not your personal maid. Our facilities staff is responsible for the common areas and bathrooms of your chapter house. These rooms should be reasonably kept by the brotherhood at all times. The facilities staff is not responsible for cleaning up after parties, and should not have to clean up anything unreasonable. Trash and trash bags are not to be left in the common areas or throughways. All items should be removed from these areas to assist the facilities staff. Areas to be mopped or vacuumed should be left in such a way that these actions only need to be completed once. The Office of Student Activities & Greek Life often hears these complaints from the facilities staff, and the organization will be held accountable if reasonable standards are not met.

Keys

Privately Owned Housing - Key management for privately owned facilities is determined by the alumni corporation. Speak with your chapter president to determine your organization's policies on issuing, returning, or replacing keys/locks for individual rooms.

Speak with your chapter president or Alumni Corporation to determine the best course of action in the event that you lose your room key.

If your keys are collected and/or distributed through the Office of Residential and First Year programs on behalf of your housing corporation, you are subject to a rekeying fee if you fail to return the key you were assigned or the key you return is damaged. This fee will be collected by the College through your student account on behalf of the fraternity's housing corporation.

College Owned Housing - Each resident is issued keys to his College Owned Greek Housing upon check-in with the Office of Residential and First-Year Programs. All keys remain property of the College and may not be duplicated. Duplicated keys will be confiscated and the student will be charged a replacement fee for a lock core change and possible judicial sanctions.

If you lose or break your key, you must contact the Facilities Services at 717-337-6700 (x6700). Lost keys will result in a lock change with a charge of \$150.00 per lock (if this is not your first lock change, charge may be higher). Any student losing his key after May 1 of the semester, or does not return his key, will be charged \$150.00 for a lock change. This includes students who withdraw or take a leave of absence at any time during or at the end of the semester. These charges include costs for materials and labor. Students may potentially be reimbursed the cost of materials in the event that a lost or stolen key is recovered after a lock has already been changed. All new keys may be picked up at the Office of Residential and First-Year Programs (CUB 250) during regular business hours or the DPS office after regular business hours. Keys lost after normal business hours should be reported immediately to the Department of Public Safety (717-337-6911 or x6911) first, and then to Facilities Services (717-337-6700 or x6700) the next business day.

Return all room keys. Students will be billed for lock changes for any keys not returned prior to official end of year closing time established by the College. **Keys can be returned to any of the Residence Life key drop-boxes or to the Office of Residential and First-Year Programs.** Keys for Privately owned organizations should be returned to the respective alumni organizations or chapter president. Keys will be provided to non-residential members. Speak with your chapter president to obtain a key.

Accidental Lockout

Privately Owned - Any student who is locked out of his room in a privately owned chapter house should first contact his chapter president to alert him of the issue. Some chapter presidents and/or house managers have access to a master key. In the event that a master key, or the person in possession of the master key, is unavailable the student should attempt to contact DPS.

College Owned - Any student who is locked out of his room may go to the DPS Office (51 West Stevens Street) and request to check out a reserved room key to admit himself into his room. The reserved room key may only be checked out for a maximum time period of two hours. This service is free and available twenty-four hours a day. A student may only check out a key to the room that he is assigned to and must provide identification to obtain a reserved key. DPS may use CNAV for identification purposes. Any key that is not returned within two hours is presumed to be lost and will require a mandatory lock change for all residents.

DPS will respond to any abnormal circumstances surrounding a lock-out situation where the student is unable to obtain a reserved key on his own. Students should call DPS at x6912. There is a \$10.00 fee for this service. Lock-out responses will be prioritized based on other community needs and could result in significant delays. You will need to present your key when you are let into your room. Failure to show your room key will result in an automatic lock change at the student's expense.

Under no circumstances will you be let into another student's room. Take personal responsibility and carry your key to avoid unnecessary inconvenience and expense.

Kitchen

Proper food storage, cleanliness, and sanitation in your kitchen will prevent pest and health problems. Regular life safety inspections will be conducted by the College to assure that a high standard is maintained in your kitchen operations.

Laundry

A space has been provided in College owned houses for laundry equipment. Please be sure to empty and fully dispose of dryer lint, which can heat up and catch on fire. This area should be kept clean by the brotherhood on a weekly basis. Please ensure that this equipment is only used as intended. Privately owned Fraternity laundry facilities are provided at the discretion of the housing corporation.

Possessions

Most thefts that have occurred on campus resulted from residents leaving their rooms unlocked, leaving keys unattended while they shower, leaving possessions unattended in a lounge, hallway, laundry room, or other common space, propping exterior doors, and not confronting strangers in your house.

Avoid the practices listed above to adequately protect your belongings. Although the chapter house may create a feeling of security because it is a home for your Greek organization, there are frequent intruders and thefts on campus. House residents may think that no one would be daring enough to steal something from a fraternity house, but these crimes do occur.

Please remember that the chapter houses are located next to active roadways. Many are within walking distance from downtown and on the edge of off-campus living areas. Do not take the risk to assume that your house is untouchable! **This is especially important during any time when classes are not in session or during summer when fewer students are on campus.**

The College is not liable for any theft, loss, or damage to your personal property. You should avoid bringing large sums of money and valuables into the chapter house. As well, monies collected for any activity or purpose such as philanthropy or fund raising should be immediately secured or deposited in a chapter bank account.

Since you may need to have valuables such as computers, stereos, watches, cameras, etc. in your chapter house, it is suggested that you:

- Check the insurance (either homeowner's or renter's) that your family already has to see if your possessions are covered while you have them on campus. If this policy does not insure your belongings at school, you should secure a policy of your own. Your chapter may want to seek property insurance as a group.
- Write down brand names, purchase prices and dates, and serial numbers of all valuables. You should also record the account numbers, expiration dates, and contact numbers for your credit cards. This information should be kept separate from other valuables and in a safe location. In case of a theft, this information will be very useful to cancel your accounts, make insurance claims, and possibly recover your belongings.
- Consider leaving family heirlooms or other valuable items at home.
- Keep money and valuables in a secure place. Do not keep excess amounts of cash in your room!
- Be alert to the presence of strangers in non-public areas of living units; report their presence to the Department of Public Safety. This also applies to solicitors (who are not permitted on campus).

Fire Safety

If you discover a fire, **DO NOT ATTEMPT TO FIGHT THE FIRE**. Pull the fire alarm, evacuate the building, and call 911 to report the alarm.

Anytime the fire alarm sounds in your house, you should evacuate the building immediately using the closest exit. Always assume an emergency; never assume a false alarm. Members remaining in the chapter house will be fined.

Do not open your door if the knob or door itself is warm to the touch. Stay in your room and call 911. If you encounter smoke, crawl on the floor where the air is fresher.

For quick evacuation, all stairwells and accesses to fire escapes must be kept clear. These areas cannot be used for any temporary or permanent storage. Exit signs should not be covered or tampered with in any way. Doors to stairwells should not be blocked or propped and should remain closed at all times.

Fire Prevention

Prevention can go a long way toward avoiding fires. The following tips can help:

- Cook only in kitchen and dining areas.
- Only use power strips with Underwriters Laboratory (UL) seal.
- Extension cords should only be used temporarily.
- Limit the number of appliances that are plugged in or in use at one time.
- Extension cords should not run under carpets or be split/frayed in any way.
- Do not use push pins, nails, or staples to secure an extension cord to the wall or floor or pin the extension cord between a bed frame (or other metal object) and the wall. The metal can wear down the plastic and cause the cord to arc.

Fire Alarms

Any person discovering any unwanted fire, regardless of magnitude, should activate the fire alarm system by pulling a manual station located near every exit and then report it to either the Department of Public Safety at 717-337-6911 or the Adams County 911 Center by dialing 911.

The Department of Public Safety has direct communication with the 911 Center and can report any information within seconds. A DPS Officer will respond to the location and determine what action and resources are required. No person shall deliberately or maliciously report a fire alarm when in fact that person knows that no fire exists. It is a violation for any person to willingly make any false, fraudulent, misleading, or unfounded report or statement or to willingly misrepresent any fact for the purpose of interfering with any investigation or inspection.

Fire Safety Equipment

Fire extinguishers, fire alarms, pull boxes, smoke detectors, emergency lighting fixtures and exit lights are located in each building. This equipment should only be used in an emergency situation. No person shall render any portable or fixed fire extinguishing system (or any fire warning system) inoperative or inaccessible. No person in the Chapter House shall remove, unlock, destroy, or tamper with in any manner any locked gate, door, barricade, chain, enclosure, sign, tag, or seal that has been required to be in place for the purpose of public safety.

Any person involved with tampering of fire safety equipment is subject to judicial sanctions and prosecution. If you use a fire alarm or extinguisher for an actual emergency or fire, please notify Department of Public Safety or Office of Student Activities & Greek Life personnel. Extinguishers must be inspected monthly to ensure they are in good working order and mounted properly. The charge for a discharged fire extinguisher is \$100.00 and if the extinguisher is lost or damaged beyond repair, a charge of \$200.00 is levied. Any fire within any chapter house must be reported, especially a fire that is extinguished with a fire extinguisher. Residents will not be fined for using a fire extinguisher to extinguish an actual fire.

Smoke detectors are provided in rooms and hallways to help prevent personal injury and loss of life. Do not disconnect, remove, or tamper with any smoke detector. Under no circumstances should the smoke detector (or any part of the smoke detector) be covered. Life Safety Audit Inspections will be made to see that smoke detectors are in working condition three (3) times per year. If you believe that a smoke detector is inoperable, please report this immediately to your House Manager or Facilities Services. Severe judicial repercussions will result for those students who cover, or otherwise impede the appropriate function of the chapter houses' smoke detectors.

Emergency Building Evacuation

Emergency Building Evacuations are necessary to ensure the safety of the occupants to a variety of threats. These include fires, bomb threats, acts of violence, chemical releases, or other hazardous substances. The fire alarm system serves as the main notification to building occupants that there is an emergency situation that requires an evacuation.

In some cases the fire alarm may not be used if information indicates that the alarm system may cause a threat, in such cases as a bomb threat. In these cases a room-to-room notification system may be conducted by DPS. DPS may assign certain College personnel to help with the room-to-room evacuation.

During an Emergency Building Evacuation every occupant must exit the building immediately after hearing the alarm or being advised by DPS. Occupants who exit the building should remain outside until advised by a DPS Officer that it is safe to return. Safety and Security will coordinate fire, police, medical, and rescue assistance.

If conditions exist that prevent occupants to reenter, and then DPS will provide occupants with a relocation site nearby. If occupants are relocated to a nearby site, then those occupants will be provided

with up to date information and needed resources to maintain their quality of life needs such as restrooms, water, food, clothing, and shelter.

Any person failing to leave a building when the fire alarm sounds, when directed to leave by a DPS Officer, or as a result of a known or perceived emergency is subject to judicial sanctions.

Emergency Evacuation Drills

Drills are conducted twice each semester to familiarize occupants with emergency egress from a building, and to establish conduct of the drill to a matter of routine. Please cooperate with personnel conducting the drill and take this opportunity to consider what your actions will be in the event of an emergency. Drills will include suitable procedures, such as room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis is placed on orderly evacuation rather than speed. Evacuation drills of the chapter house will be held at expected and unexpected times, and under varying conditions to simulate what can occur in an actual emergency. Participants of the chapter house must relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction and information are provided.

Storage

Your House Manager manages storage space for unwanted room furnishings or personal possessions. In general, very little space is available. In order to assure a clear evacuation path out of the building, your room furniture or personal belongings cannot be left in any of the hallways, stairwells, stairwell landings, or foyers. Personal items may not be stored in the central mechanical utility room.

The items listed below pose a particular hazard to fire safety, and therefore cannot be stored anywhere in the house:

- Firecrackers and other fireworks; gasoline, kerosene, and other flammable fuels or their containers
- Firearms of any type
- Motorcycles, mopeds, or any other devices with combustion engines; highly flammable or combustible materials.

Residents should also be aware that some items may not be on their person or kept on fraternity property because the Student Code of Conduct prohibits them. Examples include weapons of any type, controlled substances, illegal drugs, and stolen property.

Storing personal property in College Owned Chapter Houses over the summer is not permitted with the exception of those items that fit into any designated house storage area. **Space is limited and the College assumes no responsibility for lost or damaged articles left in storage.** If possible, you should plan to bring only items which will fit in your room or car. There is no storage available during the academic year.

Storage of personal property in privately owned Greek houses is up to the discretion of the house corporation. Speak with your house president to determine the policies for each individual organization.

Windows

Screens on the windows prevent entry of insects and birds. In an emergency, residents may remove their screens and use the windows as an exit from their room. Otherwise, screens should not be removed. Screens which cannot be securely installed or that have holes should be reported to your House Manager, or Facilities Services for College owned houses.

College Policy

A list of College policies which pertain to every Greek organization on campus can be found below.

Candles

House residents should not burn candles or incense in their rooms. Occasionally, the chapter may sponsor a religious activity or an officially sanctioned chapter ceremony in a public area where candles may be burned. In these instances, a sturdy holder must be used which prevents hot wax from falling onto any surface. During these ceremonies, burning candles must not be left unattended. The burning of candles for these purposes must be coordinated in advance with the Office of Student Activities & Greek Life and the Department of Public Safety. Students found in violation of this policy will be fined.

Fireplace

If your chapter house has a functioning fireplace the College or house corporation will establish restrictions about its use that include:

- Do not use the fireplace without closing the fireplace doors or using a screen to enclose the opening. The screen should remain in place at all times and until all coals have cooled.
- Make sure the chimney flue is open before starting a fire.
- Use wood that fits easily into the fireplace. The wood should not extend onto the tile floor surrounding the fireplace.
- Do not use any fluids to start the fire.
- Make sure all combustible materials are kept away from the flame and heat of the fire.
- Do not leave the fire unattended.

Grills

Each College owned chapter house will be supplied a propane gas grill for their use. Privately owned houses may purchase one at their own convenience. Neither the grill nor the propane tank is allowed to be stored in the chapter house. The purchase of propane gas is the responsibility of the chapter. Each semester, Dining Services will bring the grill back to the Dining Hall to be cleaned (College owned houses ONLY).

Charcoal grills of any kind are prohibited from both College owned and Privately owned fraternity houses.

Grounds

Facilities Services manages the grounds maintenance of College owned chapter houses. Grass cutting, limited turf repair, tree and shrub care, snow removal, and leaf removal are some of the work that is included.

Maintenance of privately owned grounds is coordinated either by chapter members or the house corporation. Grounds service (i.e. grass cutting, snow removal, landscaping, etc.) must be regularly maintained to an acceptable standard or the organization may be subject to fines.

All Chapter Houses must take the initiative to pick up small amounts of litter that accumulate outside the house. The chapter should also arrange for a formal and thorough exterior clean-up immediately after large events. Grounds crews will take excessive trash which has not been removed, and the chapter will be billed for this work. Do not leave objects outside the house that will harbor rodents or obstruct grass cutting, shrub trimming, or flower bed maintenance.

Mail and Packages

College owned houses do not have a physical street address with the U.S. Postal Service and must use Gettysburg College's address. All chapter mail for College owned houses should be sent to the Office of Student Activities & Greek Life Box 2999.

It is recommended that all fraternities have chapter correspondence via U.S. Postal Services go through the Office of Student Activities & Greek Life Box 2999. The office will receive mail during normal business hours, even during College breaks. Each organization has a mail bin the Office of Student Activities & Greek Life (CUB 240) and should check for mail and packages daily.

Bicycles

Bicycles are attractive to thieves. While on campus, bikes should be locked in racks. All bicycles must be registered with the Department of Public Safety. This service is free to all members of the College community. Bicycles cannot be left in stairwells, Chapter Houses, or any passageways within buildings due to fire code regulations. Motorcycles, mopeds, etc., are not allowed in any building at any time.

Recycling

Your chapter may decide to coordinate recycling of trash, such as old newspapers, white paper, aluminum cans, or glass bottles. Since recycling involves separating your trash, it may take longer before it seems like you have enough that has to be taken away. However, leaving these items around can attract insects and rodents. In order to avoid this problem, your chapter should arrange for containers (e.g., metal bins, plastic crates, etc.) where you can place recyclables. The containers should not be placed in dark unventilated areas, such as a closet, and must be emptied at least once a week (even if they are not full). In particular, please remember to:

- Stack newspapers neatly in a corner (loose newspapers are a fire hazard).
- Do not place containers or newspapers in stairwells or corridors.

- Wash out soda cans before depositing them in a collection container (remaining liquid seeps to the bottom and attracts insects).

Parking

The parking lot (if any) and exterior spaces of the house are available for use by all occupants who have been granted permission by your chapter president. College owned houses must also contact the DPS office to receive parking passes. The chapter may determine through its own self-governance how to best allocate spaces to residents of the house, so long as they conform to the policies of the College.

Parking lots are subject to the parking regulations of the College and, as such, the Chapter shall have preferential use. DPS officers patrol the parking lots daily and enforce parking regulations as much as possible. The overall goal of enforcement measures is to provide a safe environment for the College community. Certain areas must be kept clear to allow access to the campus property by emergency vehicles, daily deliveries, contract services and other service-oriented vehicles are vital to the campus community. These areas will be well marked.

Students found in violation of College policy will be ticketed. This includes members of the fraternity parking in lots without a pass. Students who use spaces without the appropriate permission (even for a short period of time) can displace cars which are allowed to park there. This practice creates further problems and will not be tolerated in lots with limited parking.

Security Services, Guidelines and Restrictions

Personal Safety Precautions - The Department of Public Safety (DPS) is located at 51 W. Stevens St. The office is open 24 hours a day, 7 days a week, and can be reached by dialing 6911 from any campus phone or 717-337-6911 from cell or off campus phones. Officers patrol on foot, bicycle, and cruiser. Although we strive to provide a safe and secure environment on campus, responsibility for safety and security lies with the individual; no amount of service can offset irresponsible behavior.

DPS provides numerous services to the community, such as: First Responder medical services, escorts, battery jumps, crime prevention training, fire safety training, National Bike Registry, Operation ID, weapons storage, and criminal investigations.

We offer the following guidelines to assist with your safety:

- *Keep your room locked whenever it is unoccupied and at night when you are sleeping.*
- *Never prop open outside doors. Propping doors allows unauthorized individuals to access the building.*
- *Walk in well-lit traveled areas with friends or in a group. Do not walk in alleys.*
- *Constantly be aware of your surroundings.*
- *Know the locations of the nearest emergency telephones.*
- *Report suspicious persons or activity to DPS.*
- *Call for an escort if you have a concern for your safety and traveling on foot.*

Access to Roofs

Residents must not climb out onto any roof surface, fire escape, or on top of the portico. Falling is a real danger and climbing on the roof may damage the slate or flashing and lead to a roof leak. In particular, the top of the portico (above columns) is covered with a thin waterproof covering which may puncture if your weight is placed on it. To avoid damage from excess weight or damage during installation, banners cannot be hung from house porticos. If you want to have a banner hung, please contact the Office of Student Activities & Greek Life who will assist with this process.

Selling/Conducting a Business

College owned fraternity houses cannot be used for commercial activity, so residents may not conduct a business or other commercial activity using their room, room address, room telephone or data jack without prior written permission of the Office of Student Activities & Greek Life.

Internet Use

Internet access is provided to each chapter house through the College's server. This service is free and should be used as the principal provider for your members. Dial-up, DSL, and/or Cable internet access are not permitted for use on any computer that is also connected to the campus network. These services, used in conjunction with the campus network, are unnecessary and pose a serious security threat to Gettysburg's server. Access to these services are tracked and noted by Gettysburg's IT and Department of Public Safety. Any violations found will be followed up with sanctions.

Smoking

Smoking is not permitted anywhere in the fraternity house at any time (both College and privately owned). Smoking areas should be provided outside the chapter house. Smoking areas should have appropriate receptacles to dispose of lit cigarettes. Nearly all fraternity fires are caused by careless smoking activities occurring inside the chapter house.

Boarders

Fraternities are permitted to allow non-member boarders to live in the chapter facility in the event that the house cannot be filled to capacity with 100% of the on-campus members living in facility. The following requirements must be filled before a boarder will be allowed to reside in a chapter facility:

- Be of Sophomore standing as determined by the Registrar
- Minimum cumulative GPA of 2.50 for Juniors and Senior and a cumulative G.P.A. of 2.70 for Sophomores.
- No more than 4 judicial conduct points
- 100% of the on-campus members must already be living in the house unless granted an exception by the Offices of Student Activities & Greek Life and Residential and First-Year Programs

- Approval of each boarder must be obtained from the following: Office of Student Activities & Greek Life, Office of Residential and First-Year Programs, and the Fraternity Alumni Corporation
- A signed acknowledgment from the boarder, showing awareness that they will be living in the chapter house, must be turned in to the Office of Student Activities & Greek Life.

All boarders will be subject to any and all policies that impact the members of the fraternity in whose facility they are living.

Recruiting With Alcohol

No chapter shall host a recruitment event where alcohol is present. This includes but is not limited to any events hosted during a designated recruitment period. A decision of if an event is classified as a recruitment event will be determined by either the Office of Student Activities & Greek Life or by the appropriate authorities during a judicial process.

Bid Day activities are considered both recruitment and new member education activities and should not involve alcohol at any point.