Fraternity Quad Handbook
Fraternity Quad / Upper-class Apartments Area Office

Phone: 585-276-6839
Located in B114 Sigma Epsilon House
(Basement entrance off of Fraternity Road)

Office Hours:
Monday – Friday: 8:30am - 5:00pm
fraternityquad@reslife.rochester.edu

Fraternity Quad Staff
Resident Director: Hannah DeGraff

Graduate House Advisors:
GHA on call: 585-683-8330

Alpha Delta Phi: Andrew Bui
Delta Kappa Epsilon: Megan Barry
Douglas Leadership House: Dalayna Gardner
Drama House: Malia Rogers
Psi Upsilon: Vanessa Riggi
Sigma Alpha Mu: Katie Jett
Sigma Chi: Laura Lueninghoener
Sigma Phi Epsilon: Ashleigh Morris
Theta Chi: Shubham Jain

Environmental Service Workers:

Alpha Delta Phi: Joy
Delta Kappa Epsilon: Donell
Douglas Leadership House: Anthony
Drama House: Danh
Psi Upsilon: Javar
Sigma Alpha Mu: Jamar
Sigma Chi: Cymery
Sigma Phi Epsilon: Muhammed
Theta Chi: Phil
Emergency Information
In case of an emergency, call Public Safety at (585) 275-3333 or DIAL 911 and let the dispatcher know you are on UR Campus.

Illness or Injury
In the event that you become ill or injured and need help, notify your GHA, call the GHA on duty or, in case of an emergency, call Public Safety at (585) 275-3333. The Medical Emergency Response Team (MERT) and a Public Safety officer will respond. They will dispatch an ambulance as needed.

In the Event of a Fire
Safely evacuate the building when you hear the fire alarm or the smoke detector in your room. If you see smoke: pull the building fire alarm, safely evacuate the building, stand at least 30 feet from the building and then call to notify Public Safety.

Lockouts
Carry your keys and University ID with you at all times. If you are locked out of your room and your roommate is not around, then you may borrow a loaner key for up to 24 hours from the Area Office during business hours. If you are locked out of your room outside of normal business hours, call Public Safety for assistance. If you do not return your key within 24 hours you may be subject to a lock change and all associated fees.

Personal Safety
Always lock your room and carry your ID card with you. You are responsible for your room access and any activity that occurs within your room. Do not prop any building doors. Propping doors endangers everyone who lives in the house. If needed, a campus escort service is available in the evening by contacting Public Safety. Note the location of the Blue Light Emergency Phones which give you direct access to UR Public Safety. If you are ever the victim or witness of a crime, call Public Safety as soon as it is safe to do so.

Room Changes
All room changes require prior approval from the ResLife Office located in Gates 020 in order to assure proper billing and accurate housing files. All communication paperwork must be submitted directly to the main Residential Life Office, 020 Gates, for approval. Once permission is granted, please complete the room change within 48-hours. You will receive notification of your room change approval and you will need to go to the area office of your new building and pick up your new key. You will be asked to complete a room condition form and to complete and return a sheet that denotes any damages that are in your room prior to moving. You will have 24 hours to move your items from your old room to your new room. Once you have completely moved out of your old room you will go to the area office for your old building and check out. This includes returning all keys and paperwork to the Area office.
**Roommates/Housemates**
Please speak with your GHA if you need assistance mediating a dispute or any problems between the people with whom you live.

**Student Furnishing**
Do not remove furniture from your room and/or living area. You cannot request any university supplied furnishings to be removed from your student room by facilities or any other department. If there are any university owned furniture items missing from your room at the end of the year you will be subject to replacement fees. No furniture is permitted to be placed or stored in the hallways and must be removed immediately. Personal mattresses are not permitted unless approved by the Area Office and University Health Services (UHS: (585) 275-2662). ALL personal items MUST be removed at the end of the academic year and CANNOT be left in the house for the summer. Personal couches must be removed from the house otherwise they are subject to disposal. Removal fees are applicable and will be billed to any students who leave furniture in their personal rooms as well as common living areas.

**Storage**
There is no student storage available. All student possessions must be completely removed from your room and the house at the time of your check-out. Failure to remove items from your room/house upon check-out will result in a financial charge (Abandoned Property) related to removing and disposing of those items. Some house storage may be allowed with prior approval from the Resident Director of the Fraternity Quad.

**Telephones**
University telephones are no longer installed in every room. Due to increased use of mobile phones, they have been removed. If you need help setting up a personal phone in your room, please call Telecommunications at (585) 274-HELP.

**Trash**
All residents are responsible for removing their own garbage from their rooms. Please take your garbage to the appropriate receptacles located throughout the house. For larger items, such as personal couches and furniture, you will need to move the items to the receptacles located between Burton and Lovejoy Halls. Facilities can assist in the removal of these items however, you may be subject to additional fees. Residents should also take care to keep house trash to a normal level. Trash and messes that are above and beyond a reasonable amount can lead to a financial charge of the house if it requires more work (time and personnel) than normal to clean.

**Recycling**
Residents are asked to be responsible for their own recyclables. Recycling bins are in every student room and are located around the house, generally located near the trash bins. Only appropriate items, as listed on the information sheets located near the bins, should be recycled. If you
are missing a recycling bin, please contact the area office at (585) 276-6839.

**Bike Storage**

Bike racks are available at various locations around the Fraternity Quad. You are responsible for removing your bike upon check-out at the end of each semester. Bikes left after you have departed for the semester will be considered abandoned property. Locks are cut and those bikes are removed from the rack where they were left.

**Fraternity Quad Council**

Each house on the Fraternity Quad will send a member of their organization to the Fraternity Quad Council meetings that occur once a month to discuss issues and needs in the Fraternity Houses and Academic Living Centers. Hall Council funds are divided evenly among all of the houses on the Fraternity Quad each semester. Funds roll over between semesters and academic years and can only be used if a member from the organization regularly attends the Fraternity Quad Council meetings. All requests to use Fraternity Quad Council funds MUST be approved prior to purchase by the Resident Director. Items purchased without prior approval will be reimbursed at the discretion of the Resident Director.

**Laundry**

Laundry is included for free for members of each of the houses during the academic year. Please see machines for instructions on usage and call facilities if the machines need to be serviced. DKE, ADP, Theta Chi, SAM, and Sigma Chi all own their own machines. The university does not service fraternity owned machines, upkeep is the responsibility of the fraternity members.

**Lost/Stolen ID Cards**

Lost/Stolen ID cards must be replaced at the Customer Service Center located in Susan B. Anthony Hall. The cost for a replacement card is $15.00.

**Packages**

The Area Office cannot (and will not) accept personal packages. All packages sent to you on campus must be addressed to your CPU box number. A photo ID is needed to pick up a package from the Todd Union Post Office.

**The Area Office can help you with:**

- Lost Keys/Loaner Keys
- Program and Event Planning Information
- Special Interest Housing Information
- Upper-class Housing Information
- Check-In and Out Procedures

**Maintenance**

For any maintenance concerns, call facilities at 585-273-4567 or visit [http://www.facilities.rochester.edu/service_requests.html](http://www.facilities.rochester.edu/service_requests.html) for more information on submitting work orders. After you make a request, please remove personal belongings from the area that needs repair. In the event of a facilities related emergency, staff may enter your room to address the problem with or without the resident present.
Other Available Services:
- Cable problems, call (585) 756-5000
- Room changes, contact the main ResLife office at 020 Gates, SBA Hall (585) 275-3166.

Fraternity Quad GHA on Duty
There is a GHA on duty 24 hours a day, 7 days a week. The GHA can be called in addition to Public Safety in addressing emergency situations and can act on behalf of Residential Life when needed. GHAs do not have access to keys across the Fraternity Quad and therefore cannot help if you get locked out of your room. GHAs on duty conduct walk-throughs of each house on the Fraternity Quad on Thursday, Friday, and Saturday nights. The on call GHA can be reached at 585-683-8330.

Useful Campus Numbers:
- Bursar's Office: (585) 275-3931
- Campus Bookstore: (585) 275-4012
- Center for Excellence in Teaching & Learning: (585) 275-9049
- Facilities: (585) 273-4567
- Financial Aid: (585) 275-3226
- ID Office: (585) 275-3975
- Interfaith Chapel: (585) 275-4321
- Library Circulation Desk: (585) 275-4471
- Parking Office: (585) 275-3983
- Pest Control: (585) 275-3241
- Post Office (Todd Union): (585) 275-3991
- Security non-emergency: (585) 275-3333
- Cable/Internet: (585) 756-5000
- Time and Temperature: (585) 274-TEMP
- Registrar: (585) 275-8131

University IT: (585) 275-2000
College Center for Academic Support: (585) 275-2354
Residential Life Main Office: (585) 275-3166
University Counseling Center: (585) 275-3113
University Health Services: (585) 275-2662

Residential Life Policy Information
The following is a partial listing of the policies of most day-to-day concerns for residents:

Quiet and Courtesy Hours
Quiet hours are in effect Sunday – Thursday, 12am to 8am, Friday and Saturday quiet hours are 2am to 10am. Courtesy hours are 24 hours a day. Individual houses cannot determine their own quiet hours and must comply with the university designated days and times of quiet hours. Please note: A resident’s right to study or sleep takes precedence over another’s right to make noise.

Fire Safety
Candles, incense, propane, charcoal, lighter fluid, fireworks, or any open-coil and open-flame devices are not allowed in our halls. Please be aware of everyone’s safety. If you cover a smoke detector you are endangering the lives of everyone. Violations of this kind may lead to removal from housing. For more information regarding non-allowed items, please visit:

Alcohol and Drugs
The legal drinking age in New York State is 21 years of age. Residents of legal drinking age may consume alcohol in the privacy of their room and/or the house.

- Underage drinking is a violation of State law and University policy. Residents who violate the law and the policy will be subject to disciplinary action.
- Funnels, beer-pong (Beirut) tables, other drinking game paraphernalia, kegs, mini-kegs, beer balls, boxed wine, and other multi-serving containers are also PROHIBITED.
- Hosts are responsible for the behavior of their guests at all time. Please consult the Alcohol Policy for these standards.
- Please consult the Alcohol Policy (located in the Student Code of Conduct) for further information regarding unacceptable behavior related to alcohol consumption (whether of legal drinking age or not).
- All illegal substances (any drug not prescribed to you) and all drug paraphernalia are PROHIBITED.

Social Gatherings
Parties are allowed on the Fraternity Quad but must be registered and approved through Campus Community Connection. While we encourage our residents to be social, they should do so without breaking any University, State, or Local laws (including, but not limited to underage drinking, drinking games, and/or noise policies). Social gatherings will be asked to disband if there are any disturbances to the community.

Fire Equipment
Every room and public area in the house has a smoke detector and every floor is equipped with a pull station. Tampering with any of this equipment endangers all residents. Do not cover the smoke detector, hang things from it, or in any way hinder the unit from working. Penalties for tampering with or for pulling a false alarm may include removal from housing and/or criminal charges. This includes failure to evacuate the building during an alarm.

Pets (Fish Only)
No air-breathing pets allowed. The only pets allowed will be fish in a small aquarium (no larger than a 5-gallon tank). Dogs, cats, rabbits, ferrets, insects, spiders, and snakes are strictly prohibited in student housing. Consequences for breaking this policy could include removal from housing.
Smoking
All UR undergraduate housing is smoke-free. You may NOT smoke in your room, the bathroom, or anywhere else in the house. If you choose to smoke outside, you must be 30-feet from the entrance of any building.

Vandalism
Replacement/repair costs for damage in community building areas (hallways, stairwells, foyers, etc.) may be divided among the residents of the building if the responsible parties cannot be identified. This billing includes removal of excessive trash or messes throughout the year or anything left after check out. Vandalism is preventable damage.

Visitation
With the advanced permission of the roommate, residents are allowed to have an overnight guest for up to 3 consecutive nights and NO more than 4 nights in a calendar month. Additional information about policies and procedures can be found in UR Here, the Student Handbook, your housing contract or visiting www.rochester.edu/reslife

Bar-be-cues
Charcoal grills and gas grills are permitted but MUST be used 30 ft. away from the buildings. Please store all flammable material off campus or buy-and-use immediately. The owner of the grill may be subject to disciplinary action if not in compliance with UR policies. For more information please review our Environmental Health and Safety guidelines: www.safety.rochester.edu

Hanging items on walls in all student rooms and public areas of house:
Residential Life and Housing Services has a firm and uniform policy prohibiting the use of nails or thumb tacks to hang posters or pictures in student rooms. Please use 3M command strips, poster putty or blue masking tape (commonly known as painters making tape).

DO NOT PUT HOLES IN WALLS.
There are lots of older buildings on our campus (both residential and classroom), many of them dating back to times when asbestos was commonly used as a fire retardant, insulation and sound retardant in many building materials. We do not know all the places asbestos may be on our campus. We do know that if it is left undisturbed, it poses no threat to health. Cutting, drilling, or even pounding a nail into a wall can potentially release asbestos fibers into the air if they are present. Larger breaches (a large hole punched in a wall) can potentially require a costly abatement process (billed to the responsible student) and residents may need to be relocated if that were to happen.

Courtesy Phones
Phones have been installed in several locations. Respect them and use them to make local calls. Public Safety can be called by dialing 5-3333 from these phones.