Fraternity Quad Area Handbook

Everything you need to know about your new home!

This handbook will help you become more familiar with your building, its facilities, and residential policies. You will be held accountable for the information in this handbook, as well as any information regarding University rules and regulations printed in other publications.

Fraternity Quad/ Upper-class Apartments Area Office
B114 Sigma Phi Epsilon House (Basement entrance on Fraternity Road)
515 Fraternity Road
Monday – Friday: 8:30am- 5:00pm
Phone: 585-276-6839
fraternityquad@reslife.rochester.edu
The Office for Residential Life and Housing Services

The Fraternity Quad is comprised of 6 Fraternity Houses: Alpha Delta Phi (ADP), Delta Kappa Epsilon (DKE), Psi Upsilon (Psi U), Sigma Alpha Mu (SAM), Sigma Chi (Sig Chi) and Theta Chi. Additionally, there are 3 Academic Living Centers located on the Fraternity Quad: Douglass Leadership House (DLH), Drama House (D-House) and Sigma Phi Epsilon (Sig Ep). All matters pertaining to life on the Fraternity Quad can be directed to the Area Office. This office ensures that residence halls are safe, and foster an academically enriching environment. We encourage you to contact your Resident Advisor or any member of the Freshman Quad Staff if you need further assistance or have any other questions. We’re here to help!

Fraternity Quad Professional Staff

Amin Rashid, Assistant Director
B114 Sigma Phi Epsilon House
Arashid2@reslife.rochester.edu

TBA Resident Director
B114 Sigma Phi Epsilon House
fraternityquad@reslife.rochester.edu

Graduate House Advisors (GHA):
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 GHA on call can be reached at 585-683-8330. In case of an emergency, call Public Safety at (585) 275-3333 or DIAL 911.

Jillian Burgess, Alpha Delta Phi
jburges7@u.rochester.edu

Vicki Helfer, Sigma Alpha Mu
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Kasandra Reyes, Delta Kappa Epsilon
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Destiny Maitland, Sigma Chi
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Dalayna Gardner, Douglass Leadership House
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Murie Gillett, Sigma Phi Epsilon
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Alex White, Drama House
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Kevin Graham, Theta Chi
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Vanessa Riggi, Psi Upsilon
vanessa.riggi@rochester.edu

Environmental Service Workers:
The Environmental Service Worker (ESW) staff works to keep our residence halls safe, clean, and attractive. John Williams supervises a staff of ESWs who clean your bathrooms, hallways, lounges, and public areas. They do not clean student rooms, and they are not responsible for cleaning areas that are excessively dirty or have been disrespectfully vandalized. We encourage you to get to know and appreciate these wonderful, hardworking people.

John Williams, Environmental Services Supervisor
Sigma Phi Epsilon House
john.williams@facilities.rochester.edu
Phone: 585-275-3209
RESIDENTIAL LIFE SERVICES

Maintenance
For any maintenance concerns, call facilities at 585-273-4567 or visit 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, please call (585) 756-5000
- Room changes
  - Contact the main Residential Life Office at (585) 275-3166 or visit 020 Gates, SBA Hall.

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.

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.

Bed raising/lofting
All the beds in the Fraternity Quad can be lowered and raised. Lofting is not guaranteed as some of the furniture and bed frames in the Fraternity Houses and Academic Living Centers do not have the hardware required to loft. If you are interested in raising, lowering or lofting your bed you will need to go to the area office and submit a facilities request. You cannot submit requests to raise, lower or loft your beds using the online facilities system or by calling. Once your request is received, facilities will stop by your room and determine if the request can be completed.

Bike Storage
Bike racks are available at various locations around the Fraternity Quad and/or may be stored in your room (with the permission of your roommate and if it does not leave marks). Bike storage is never permitted in public areas (stairwells, lounges, hallways, railings, etc.). Bikes in these areas will be removed by Public Safety. 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.

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.

**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.

**AREA RESOURCES**

The Area Office can help you with:

- Card Access Issues
- Lost Keys/Loaner Keys
- Loaner Cleaning Supplies
- Program and Event Planning Information
- Special Interest Housing Information
- Upper-class Housing Information
- Fraternity Quad Council
- Check-In, Check-Out and Room Condition Form Procedures

**Card Access**
Card access for special interest housing (all houses and academic living centers) is limited to the members of the organization and not open to the public. Card access will be granted to members of the organization registered on their Campus Community Connections (CCC) page. If a member is not registered on the CCC page, then access cannot be granted. Additionally, access will only be granted to members of the organization and no additional students such as sweethearts, friends and other people associated with the group.

To provide a seamless transition between semesters, please provide the Resident Director of the Fraternity Quad with a list of all students who needed access to the house (who do not reside in the house). Remember, this list needs to be reflected on the CCC organization roster otherwise access will not be granted. The list should include student names as well as ID numbers and the organization name.

**Lost/Loaner Keys**
If you have lost your key or have been locked out of your room and need access you can stop by the area office and sign out a loaner key. Loaner keys cannot be signed out for more than 24 hours at a time and if they are not returned during the 24-hour timeframe the office will submit a lock change that will be billed to your student account. Lock changes are $50.00 during the year and increase at the end of the year.

Loaner keys will only be given to the occupants of the room and will not be given to friends, family, etc. If you are locked out and cannot come to the area office you are welcome to call or send a friend to the area office and a staff member will come over to unlock your door for you. If a staff member comes to let you in your room you must be present for security purposes.
**Cleaning Supplies**
The area office has a limited supply of cleaning supplies that can be checked out to individual students. Cleaning supplies available for loan include but are not limited to: mops, buckets, brooms, dust pans, garbage bags, wet wipes and a vacuum. Supplies are signed out on a first come first serve basis and are required to be returned to the area office within 24 hours. If the item if not returned within the designated time frame you will be subject to fees to replace the missing supply. These are communal for everyone in the Fraternity Quad and Upper-class Apartment Area so please return items in a timely fashion in good condition so that other students can utilize them.

**Program Planning and Space Reservations**
The only space that can be reserved is the green on the Fraternity Quad. If you wish to reserve this space, please contact the Resident Director of the Fraternity Quad and check for availability. Additionally, you will need to submit an event registration form on Campus Community Connections (CCC) and the Resident Director will need to review the event prior to officially reserving the space for an organization or event.

Please note: All events reserved on the Fraternity Quad green must meet the requirements of the event registration policy. No events with alcohol will be approved for the Fraternity Quad green due to open container laws.

**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 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.

**FRATERNITY QUAD POLICIES**

**Smoking**
All residential housing is smoke-free. Smoking of any kind is **prohibited** on campus grounds. Hookahs must be approved by the Office of the Dean of Students before use. You can reach the office at (585) 275-4085 or stop by the office to retrieve the registration form, they are located at 507 Wilson Commons.

**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.

**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. During quiet hours, noise should be contained in your room with the door closed. If your noise can be heard in the hallway or by your neighbors, you are being too loud. During finals, the halls observe 24-hour quiet hours.
Please note: A resident’s right to study or sleep takes precedence over another’s right to make noise.

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. Parties that are registered and approved must follow all Residential Life policies and fire safety requirements. Any event that does not meet the standards of the college, Residential Life or Fraternity and Sorority Affairs will be asked to disband.

Alcohol & Other Drugs
The Fraternity Quad houses must abide by all New York State regulations regarding alcohol. In New York, the legal age for possessing or consuming alcohol is 21. Alcohol is prohibited in individual rooms of students under the legal drinking age but can be present in the rooms of students who are over the age of 21. Common containers, such as beer balls and kegs are strictly prohibited. Possessing, selling, or using controlled substances or other illegal drugs (including marijuana) is prohibited, as is the possession of any drug paraphernalia. Please refer to the Student Code of Conduct for more information regarding drug, alcohol and event registration policies.

Facility Access and Misuse
All common spaces are available for student use. Areas such as attics, rooftops, and balconies in addition to any other area designated as unsafe by Residential Life staff are off limits to students. Any student that is found to be accessing these spaces will be subject to the conduct process.

Parties and events that have been registered and approved are subject to all residential life and fire safety policies. Misuse of facilities during parties/events is inclusive of access to all restricted areas as well as any activities that may negatively impact the safety or condition of the residence hall. Event themes and activities that negatively impact residence hall safety and condition are not permitted and include but are not limited to the following:

- Events with paint
- Indoor slip and slides
- Anything involving sand/gravel/sod
- Indoor pools
- Fog machines

Any events that do not comply with Residential Life and campus fire safety policies will be asked to disband immediately. If individual students cannot be determined as responsible the president of the organization will be responsible for participation in the conduct process and follow-up.

Grills
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
Facility Access
Residential Life Staff and campus partners have 24/7 access to the houses located on the Fraternity Quad and at no point can be denied access. If your organization requires privacy for a pledge event or ceremony, please contact Residential Life and Fraternity and Sorority Affairs. Permission will be granted on a case by case basis and must be approved by both offices. Accommodations will be made based on the need however, standard Residential Life policies and procedures that maintain the well-being of residents will remain in place at all time (duty rounds, health and safety checks, etc). Any organization that does not follow the procedure listed above will not be granted privacy with may compromise the pledge event or ceremony.

Pets
The only pets allowed in on-campus housing are fish in a small aquarium (5 gallon tanks or smaller). Also, it is important to remember that during winter break, the heating systems will be shut down. Please be prepared to make arrangements to remove fish from your room during winter break.