



UNIVERSITY OF SOUTH ALABAMA  
HOUSING

**FRATERNITY & SORORITY HOUSING**  
UNIQUE POLICIES





## **Policies Unique to Fraternity & Sorority Housing**

*Updated July 2024*

### **A. Lease Agreement**

Each organization has a lease agreement with the University to occupy the Chapter House. Organizations are required to make an annual lease payment, or fill all available residence hall bed-spaces, based upon their lease agreement. Chapters pay the annual lease payment through members who contract a living space within the Chapter House, through chapter payment for vacant bed spaces as per the contract agreement, and/or through the billing of parlor fees (see “Parlor Fees” below) if applicable.

### **B. Housing Contract**

All members moving into the Chapter House must complete a USA housing contract before checking in or moving any contents into the house. All USA Housing community standards, financial policies, contract terms and conditions, and dining policies apply to members living in the Chapter House.

### **C. House Room Roster**

Organizations are required to submit an initial anticipated house room roster for the upcoming Fall term to the USA Housing Office by the upperclass housing priority deadline of February 1 each year. A final roster is due by June 1 of each year. Members must participate in the fall room change process for any changes requested after the final room roster due date. The Chapter President, or their designee, is responsible for communicating with the USA Housing Office and meeting published deadline.

If there are any changes to the house roster for Spring, the deadline for notification of roster changes is November 1 of each year for Spring assignment changes.

### **D. Check-In**

Members must go through the same check-in process as all residential students. Review the Move-In Schedule guide on the website for each semester’s approved move-in dates/times. Contact the USA Housing Office (251) 341-4663 with any questions (Monday - Friday, 8:00 AM - 5:00 PM CST).

### **E. Early Arrival**

Fall semester early arrival is typically available for any active members living either in the Chapter House, or other residence hall, who need to arrive to campus prior to the official residence hall opening date (see Academic Calendar) to prepare for recruitment activities. Early arrival dates are posted to the Move-In website by the end of June. Note that early arrival fees will apply to residents living in the Chapter House or other residence hall.

### **F. Meal Plan Policy**

Members living in a Chapter House are required to purchase a residential meal plan. Meal plan options vary by academic classification. Meal plan charges follow the same payment schedule as the University payment deadlines. Additional information on meal plans is located on the Housing Contract and under the ‘Meal Plan Rates’ section of our [Eat](#) page.

### **G. Parlor Fees (only Sigma Chi)**

The USA Greek Life Office will provide an active roster to USA Housing for parlor fee billing. Parlor fees are billed during the fall and spring semesters and are due when billed. The total parlor fee amount per semester for the organization is calculated based on the number of empty beds from the prior semester and the current balance of the organization house account. The total parlor fee amount due per member is based on the total number of active members that appear on the official roster. Members should contact the organization president or the house advisor with questions or to dispute the charge.

The organization president or house advisor may email the Auxiliary Services Business Manager to request to reverse a member's parlor fee. If approved, the charge will be removed from the student account and charged back to the organization house account. The charge back amount must be billed in the next parlor fee billing cycle.

### **H. Filling Vacant Bed Spaces/Room Change Request**

Organizations may fill vacant bed spaces in the Chapter House after a semester has started with current members. For students currently living in on-campus housing in a different residence hall they may request a room change to the Chapter House at any point in the semester. The Chapter President must approve any new room changes by emailing the USA Housing Office. A student not currently living in on-campus housing may also apply for housing and move into the Chapter House with the Chapter President's approval.

Before a member is permitted to live in a Chapter House:

- They must be an initiated student member in that organization in good standing at the University.
- They must appear on the organization's roster filed with the USA Greek Life Office as an active member.
- They must have fully completed the organization's new member education program.
- The move-over or in date must be after the official date of new member initiation submitted to the USA Greek Life Office at the start of the semester in the required New Member Education Plan.

### **I. Fraternity/Sorority Office Term Expiration**

Members currently living in the Chapter whose Fraternity/Sorority office term expires at the end of the fall semester may request to cancel their housing contract for the upcoming spring semester. Members must submit a request to cancel housing in MyUSAHousing by the published deadline. Approved cancellations must vacate by the fall housing move-out day/time deadline. The \$150.00 contract cancellation fee is waived as indicated within the Housing Contract Terms & Conditions and the resident will not be responsible for winter break charges unless the resident signed up for winter break housing and maintained occupancy during those dates.

Fall beds vacated by graduates and select outgoing executive officers should be replaced. It is recommended each organization plan their bed space inventory accordingly to minimize the number of empty beds for spring.

### **J. Damages**

Damages to a residential room will be charged to the member(s) living in the room. The charge is placed on the member(s)' account and is due when billed. Damages to the Chapter House common areas will be charged back to the organization house account if a member(s) is not charged. Damage charges assessed to the organization house account must be paid by the third week of the following academic semester.

### **K. Chapter House Improvements/Modifications**

The president may reach out to the Director of Housing to request any house improvement or modification projects. USA House will provide the cost and bill the chapter for the full amount. The bill will be due immediately upon completion of the project. This includes but is not limited to common area painting.

### **L. Unpaid Student F&SH Charges**

F&SH Housing charges, including room, meal plan and parlor fees, are collected using the same process as all other housing accounts. Aged accounts will be sent two letters requesting payment by USA Housing to the member's last known mailing address. The member is also sent an email (JagMail) requesting payment and a hold is placed on their account. Accounts still unpaid are then sent to a third party collection agency for collections. Payment must be submitted to the collection agency once the account is in collections.

Accounts that are deemed uncollectable are written off to bad debt. Members are still responsible for all charges and all University holds will remain on the account until paid in full. Based on the current lease agreement, only Sigma Chi accounts will be charged for any F&SH room charge or parlor fee written off to bad debt. The amount will need to be included in the next parlor fee billing cycle. Sigma Chi will be given credit to the house account when payment is received from the member.

### **M. Unpaid Chapter House Charges**

Informational statements of the account will be sent monthly. If accounts are not paid in full by the last date of the semester, organizations will be in violation of the lease agreement and may no longer be permitted to occupy and utilize the house the following semester. Members will be offered alternative housing on-campus per the housing contract but will not be permitted to remain in the house until the delinquent amount is paid.

### **N. F&SH Summer Housing**

Chapter Houses are closed for the summer semester and will be locked and no entry will be allowed. F&SH Advisors, House Corporation, or members may request access to the house for emergencies or on a limited basis by sending a written request to [housing@southalabama.edu](mailto:housing@southalabama.edu). Common areas of the House may be used by Chapters on mutually agreed upon dates (typically May 15–July 15) during summer semester. Notice of requested dates is due to University no later than May 1 each calendar year. No overnight residence or activities are allowed. Set-up and clean-up is the responsibility of each Chapter. No storage of student personal property is allowed in Residential Units or Designated Areas of the House during the summer.

### **O. Game Day/Tailgating Policy**

1. These events must comply with USA Housing Community Standards, Visitors and Guests policy, page 10, found [here](#).
2. These events must comply with all Greek Life policies found on the Greek Life web page under "Resources", found [here](#).
3. These events must comply with USA Athletics Tailgating Policy

Alcohol is prohibited in the Fraternity and Sorority houses unless a social event form has been approved. Social events will not be approved on USA Football Game (Friday–Saturday) or on week night game days. A social event is defined in the Greek Life Policy, found [here](#).

Per the Tailgating policy, all tailgating must conclude within two hours after the game, which includes any activities in Fraternity and Sorority Housing.

FSL members and guests must follow The Lowdown Student Handbook, The USA Tailgating Policy, and the Greek Life Policy. Organizations providing alcohol to minors will be subject to disciplinary action per The Lowdown. Any individual or organization found in violation of any of these policies will be subject to sanctions through the University judiciary process and/or the legal system. Hard alcohol, glass bottles, and common source containers are prohibited at fraternity/sorority houses and at tailgating events.

### **P. Game Day/Tailgating Policy**

FS&H members must follow all policies/procedures outlined in the Greek Life web page, link below, **AND** contact the University Fire Marshall at least **one (1) week** prior to the social event to schedule an inspection:

Debbie Byrars – Fire Marshall  
(251) 460-6676  
[bryarsd@southalabama.edu](mailto:bryarsd@southalabama.edu)

Please go over these policies with your members to prevent any issues.

<https://www.southalabama.edu/departments/greeklife/operationalpolicy.html>

### **Q. Opening/Closing**

Opening checklist:

- Visit the Housing Facilities Office to get the back door pin code (note that only the Chapter President can request and be provided with the door pin code).
- Ensure all exterior doors are locking properly
- Check dehumidifiers in common areas to ensure working/dump water periodically
- Ensure no extension cords or trip hazards in housing
- Ensure all common area lights are working
- Make sure side fire doors are shut, locked, and closed. Alarm will sound. These doors are only to be used during an emergency for exit only.
- Trash taken to dumpster and not in garbage can near house

Closing checklist:

- Clean all kitchen appliances
- Remove all food items from kitchen cabinets, drawers, and all fridges
- Clean and put away all dishes
- Take out trash both inside and outside the Chapter House
- Takedown/put away all outdoor decorations and Chapter items
- Ex. Lights, pillows on benches, banners, coolers, etc.
- Remove all resident personal items from common areas
- General house cleaning (*sweep, vacuum, mop, etc.*)
- Make sure all grills, fire pits, propane tanks, gas cans, etc. are the appropriate distance from the house (*10 feet*)
- Unplug all Chapter electrical items in the house (*lamps, TVs, etc.*)
- Remove all items from walkways and hallways
- 
- Reminder: No items can be stored in rooms over the summer
- Reminder: Do not wrap furniture in plastic as this can cause furniture to mold (*furniture in common spaces are the chapter's responsibility*)
  - *A reasonable amount of furniture may be left in common area spaces, but the Chapter*

*recognizes that any furniture left will impact the ability for University to perform annual cleaning. University Housing does not provide designated storage spaces for chapter-owned furniture/belongings.*

- Empty dehumidifiers in rooms and in common areas before departing
- Ensure that all trash is emptied in one of the university exterior dumpsters. If a dumpster is full, take trash to a different dumpster. Trash should not be set outside of the dumpster.
- No furniture is allowed in the university dumpsters

### **R. Attic Space/Storage**

Attic space in the Fraternity and Sorority Houses may not be accessed for storage of personal or house owned property per the University Fire Marshall:

- Attic space is considered mechanical space
- Fall risk due to height of top step and the possibility of falling through ceilings when moving in the cramped space.

No rooms (*parlor, study or chapter*) are to be used for summer storage of resident items. No personal items can be stored/left in rooms over the summer. A reasonable amount of furniture may be left in common area spaces, but the Chapter recognizes that any furniture left will impact the ability for University to perform annual cleaning. University Housing does not provide designated storage spaces for chapter-owned furniture/belongings.

### **S. Safety/Security**

No flammables/hazardous chemicals **inside** the houses (*gas, gas engines, propane, grills, lighter fluid etc.*). All flammable items **outside** the house, (*propane, gas products, and grills*) should be a minimum of 10 feet from the exterior of the house.

- No carpentry work inside the houses, including power saws, cutting tools, etc.
- Fixtures should not be tampered with, or modified (door alarms, AC controls or their lock boxes, electronic door controls, door hardware).
- Entries and exits are not to be blocked, halls should be free of any furniture, wood, appliances, trash etc.
- No extension cords are to be used in the house for any reason.
- No ladders are to be propped up on the house for any reason.
- Not allowed to climb on the roof

### **T. Banners/Signs**

Banners/displays may be hung from columns. But, Chapter must tie banners to hooks on the columns, not wrap rope around columns. If the hook on the column is missing please contact USA Housing and a replacement hook will be installed. Banners/signs must be at least 7 feet from the ground at the bottom of the banner/sign. Chapters may also use the provided in-ground pole holders in front of each house to display signage.

### **U. Furniture**

Housing room furniture is required to remain in the rooms and should not be removed.

### **V. Laundry**

Each house is provided with washers and dryers for resident use only. Please review the USA Housing Community Standards for information related to laundry.

## **W. Grounds**

No landscape work without permission from the University – including cutting limbs, adding sod, planting plants, etc. We (*University*) oversee the cutting of the front and back yard but do not tend flower beds.

No vehicles are allowed on the grass or sidewalks.

## **X. Trash/Dumpsters**

All outside miscellaneous trash receptacles should have a well-fitting lid and not be allowed to overflow. Dumpsters – **Trash Only**. All trash should be placed inside of the dumpster, not set outside of the dumpster. Trash should not be sticking out of the top or sides. If dumpster is full, take trash to a different dumpster. No furniture is allowed in the University dumpsters.

Residents are expected to dispose of all trash (including vehicle trash) in the dumpsters located in the parking lots or in other appropriate receptacles. Residents found responsible for disposing of trash in inappropriate locations may be assessed a fee to remove the trash. The student may be charged \$50.00 for a first offense and \$100.00 for each offense thereafter. Please be advised that Housing staff does not dispose of students' personal trash.

## **Y. Outdoor Events/Water Slides/Car Washes/Inflatables/Tents**

If chapter wishes to utilize utilities (*power or water*) for an outdoor event the Chapter must request approval from USA Housing at least 5 business days in advance.

- No car washes are to be allowed in the parking lots unless permission is granted by USA Housing.
- If chapter wishes to use a blow up inflatable a dig permit must be approved.
- Tents larger than 12x12 are required to have an approved University dig permit or utilize sandbags in the lieu of stakes.
- No events will be allowed unless approved through the FSL event request form provided by the Office of Greek Life.
- The utility charge is \$25/event with the exception of approved philanthropy event.