



UNIVERSITY OF SOUTH ALABAMA  
HOUSING

**FRATERNITY & SORORITY HOUSING**  
UNIQUE POLICIES





## Policies Unique to Fraternity & Sorority Housing

*Updated September 2023*

### 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 by members who contract a living space within the house with USA Housing and/or the billing of parlor fees (see "Parlor Fees" below) if applicable. All Housing and/or Dining policies/community standards apply to members living in the chapter house.

### B. Fall House Room Roster

Organizations are required to submit an initial 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.

### C. Housing Contract

All members moving into the house are required to complete a housing contract prior to checking in or moving any contents into the house.

### D. Check-In

Members must go through the same check-in process as all residential students. Review our Move-In Schedule guide on our 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 member living on campus (early arrival fees apply):

- **Active Members Assigned to a Sorority House (Living in the house):** Students who have an active housing contract and are assigned to 1 of the 3 sorority chapter houses will not be required to submit an early arrival request but **MUST** wait until the approved date for arrival/check-in. These students may also choose to check-in after the approved date. Students assigned to 1 of these 3 houses will not receive the early arrival nightly rate charge due to the current lease agreement.
- **Active Members of Alpha Gamma Delta, Alpha Omicron Pi, or Kappa Delta Assigned to the Residence Halls (NOT living in the house):** Active sorority members who live in a residence hall **MUST** submit a request for early arrival. If approved, the early arrival nightly rate for these residents will be applied to their PAWS account sometime after move-in. The priority deadline for early arrival requests to be submitted is July 1. Refer to our Early Arrival page for instructions, deadlines, and all associated charges.

Fall semester early arrival approval status will be available for any active member of our other F&SH communities: (*Chi Omega, Kappa Alpha, Phi Mu, Pi Kappa Alpha, Sigma Chi, Pi Kappa Phi, Kappa Sigma*):

- **Active Members Assigned to one of the houses listed or to a Residence Hall:** Active fraternity members who live in a residence hall or the fraternity house MUST submit a request for early arrival. If approved, the early arrival nightly rate will be applied to their PAWS account sometime after move-in. The priority deadline for early arrival requests to be submitted is July 1. Refer to our Early Arrival page for instructions, deadlines, and all associated charges.

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

Members living in a Greek House are required to purchase a residential meal plan. 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**

A parlor fee form is provided to each organization by the Office of Greek Life. The form includes the due date that the completed form must be returned to the Office of Greek Life and the minimum amount required to bill. The Office of Greek Life will verify current membership for each member listed on the form. The approved forms are sent to the USA Housing Office for enrollment verification and billing to the student account. Parlor fees are billed during the fall and spring semesters and are due when billed. Organizations determine which members and the amount each member is billed. Parlor fee amounts are unique to each organization since the total amount to bill is based on the annual lease payment, the number of empty beds from the prior semester and the current balance of the organization house account. 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 Housing & Dining 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. Fall Move-Over Process (*Alpha Gamma Delta, Alpha Omicron Pi, Kappa Delta only*)**

At the beginning of fall semester, sororities are allowed to fill vacant beds with New Members who currently live on campus (*fall semester*). This process is referred to as 'Fall Move-Over.' Beds that are not filled with New Members and remain vacant AFTER Fall Move-Over, will be automatically billed to the chapter via Parlor Fees.

Dates will be announced prior to OR at the beginning of the fall semester via JagMail notice to the chapter President. The information below MUST be submitted to the USA Housing Office via email from either the Chapter President OR Vice President, no later than the date/time specified in Fall Move-Over notices:

- New Member's first and last name
- New Member's Jag Number
- New Member's current room assignment (*building and room number*)
- New Member's new house room assignment (*building and room number*)

Eligible New Members MUST complete Room Change paperwork in the USA Housing Office (*Delta Commons Room 100*) during specified Fall Move-Over times BEFORE they will be allowed to pick up a room key for their new room assignment.

Students who are approved and processed to move to Alpha Gamma Delta, Alpha Omicron Pi, or Kappa Delta will be charged their current room rate (*the rate of room prior to move*) for the entire semester in which the move is processed; no credit will be issued for any amount by which the previous non-Greek Housing assignment's room charge may exceed the new Greek Housing assignment's room charge. University housing room rent charges are due when assessed on the student account. All other terms and conditions of the current housing contract will remain in effect.

*\*New housing contracts will be accepted at any time (new contract = a student living off-campus wanting to complete a housing contract to move on-campus).*

*Chi Omega, Kappa Alpha, Phi Mu, Pi Kappa Alpha, Sigma Chi, and Pi Kappa Phi will participate in the regular room change process (see Assignment Changes).*

## **I. Fraternity & Sorority Housing Room Change**

### **Requests**

Members who wish to change rooms within the house or out of the house may do so during the regularly scheduled housing room change request periods. Visit the USA Housing website to review applicable dates/times. Reminder emails will be sent to all residents' JagMail accounts prior to the period beginning.

Members moving into the F&SH houses must be fully initiated members of the organization listed on the official organization roster in the USA Greek Life Office. Members must qualify as full members having completed all associate or new member requirements.

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

Members currently living in the house whose Fraternity/Sorority office term expires at the end of the fall semester may request to cancel their housing contract. Members must submit a request to cancel housing in MyUSAHousing. 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.

### **K. Spring Move-Over Process (Alpha Gamma Delta, Alpha Omicron Pi, and Kappa Delta only)**

Sororities are allowed to move over members from other University Housing assignments during the spring move-over period. Dates and requirements will be announced prior to OR at the beginning of the spring semester via JagMail notice to the chapter President.

*Chi Omega, Kappa Alpha, Phi Mu, Pi Kappa Alpha, Sigma Chi and Pi Kappa Phi will participate in the regular room change process.*

Fall beds vacated by graduates and select outgoing executive officers may be replaced. It is recommended each organization plan their bed space inventory accordingly to minimize the number of empty beds for spring. Members moving in from off-campus for spring semester do not participate in move-over and will go through the normal housing contract and check-in process. The following newly elected Executive Office positions can participate in move-over:

#### **Alpha Gamma Delta**

1. President
2. VP Recruitment
3. VP Scholarship
4. VP Operations
5. VP Campus
6. VP Membership
7. Property

#### **Alpha Omicron Pi**

1. President
2. Activities
3. Housing Manager
4. Keeper of Ritual
5. New Member Educator
6. Panhellenic Delegate
7. Philanthropy Chair

#### **Kappa Delta**

1. President
2. VP Membership Education
3. VP Membership
4. VP Operations

5. VP Community Service
6. VP Public Relations
7. VP Standards

### **L. Unpaid 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. Alpha Gamma Delta, Alpha Omicron Pi, Kappa Delta, and 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. Alpha Gamma Delta, Alpha Omicron Pi, Kappa Delta, and Sigma Chi will be given credit to the house account when payment is received from the member.

*NOTE: Based on the new lease agreement, this policy will NOT apply to Chi Omega, Kappa Alpha, Phi Mu, Pi Kappa Alpha, and Pi Kappa Phi. In these organizations, the student is responsible for the charge including if written off to bad debt.*

### **M. 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 F&SH 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 will need to be included in the next parlor fee billing cycle.

*NOTE: Based on the new lease agreement, Chi Omega, Kappa Alpha, Phi Mu, Pi Kappa Alpha, and Pi Kappa Phi will not bill parlor fees but are required to submit a check.*

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

Houses closed for the summer 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 [fixit@southalabama.edu](mailto:fixit@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. Residents of houses not open for the summer must check out 12 hours after their last examination or check out by noon on each year's spring residential closing date, whichever comes first.

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

1. These events must comply with USA Housing Community Standards, Visitors and Guests policy, page 10, found here: <https://www.southalabama.edu/departments/housing/community-standards.html>
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: <https://www.southalabama.edu/departments/greeklife/operationalpolicy.html>

Signage has been added to all on-campus Fraternity and Sorority houses located directly

above the chapter room capacity sign, stating no alcohol is allowed in the chapter rooms on USA Football Game weekends (*Friday-Sunday*) or on week night game days. This signage also includes a QR code that is linked to the USA Athletics Tailgating Policy. **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. Social Event Inspection**

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
- 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 and drawers
- 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.

## **X. Parking/Parking Lots**

No vehicles are allowed on the grass or sidewalks.

## **Y. 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.

## **Z. 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.