

The following is a list of House Rules and Regulation which include operating procedures and policies as it relates to the Chapter House of Sigma Chi Fraternity, 737 Comstock Avenue, Syracuse, New York.

1. Move-In Move-Out Procedures

a. Move In - Move-in will be allowed commencing on the first day of Syracuse University dormitory opening. Move in will only be allowed if a fully executed Room and Board Contract is on file with House Corp. and fees are expected to be paid as required, or alternative arrangements have been made in advance and in writing with House Corp.

b. Room acceptance inspection will take place prior to move in. Any conditions that are unacceptable should be noted for correction.

c. Keys - Each Student will be provided one key to his designated room. This key should be returned to the Property Manager at the time the Student moves out of his room. There will be a \$50 deduction from the Student's room deposit for keys not returned.

d. Room Furniture — Each Student will be provided a mattress, desk, desk chair and dresser if desired.

e. Room Alterations — Room alterations such as painting or the addition of permanent fixtures must be approved by the Property Manager in writing.

f. Move Out – Move out inspection will be done by appointment with the Property Manager. The room shall be broom clean, dresser drawers empty and all surfaces wiped clean. The room condition report will be completed on move out and a copy given to the Student with damages noted. See Damages below.

2. House Cleanliness

a. Clean Up After Yourself - All common areas of the house – TV room, living room, library, Self-Serve Food Prep Area, basement laundry room, the grill area and bathrooms – are heavily used and will be more enjoyable if everyone practices Clean Up After Yourself. House Staff will support your use of the areas by a nearly full time effort to keep areas clean. The expectation is when you finish using an area you will look around and make sure you have left nothing behind which is a trace of you being there.

b. The Students share a role in the up keep of the House to support the tasks which are performed by the House Staff. The upkeep of bathrooms, common areas including hallways and the Self-Serve Food Prep Area require Students to clean up after themselves. It is required that Students adhere to a Clean Up After Yourself approach to how they leave bathrooms and common areas. The Self-Serve Food Prep Area will be given a clean up several times a day by the House Staff, however, it is the primary responsibility of Students to comply with Clean Up After Yourself.

c. Bathrooms, food preparation and serving areas and all common areas shall be cleaned every day by House Staff so that they meet any local/state health codes and shall be kept free of debris, trash, dirt and water. Carpeting shall be vacuumed, floors mopped and trash disposed of on a daily basis. Trash cans and wastebaskets shall be supplied by the Students. Do not throw out trash into an overflowing

wastebasket. There are always wastebasket liners under the liner in use so when a wastebasket is full, swap out the liner and bring the full trash bag to the dumpster.

d. Bathroom use requires strict compliance with Clean Up After Yourself. Rinse out the sink when done. When you are done with using a bathroom, you must look around and make sure you have not left anything behind such as toothpaste or shaving cream in the sink. If there is an issue with a clogged toilet not easily resolved with a plunger, report it to House Staff immediately. If you have an illness that result in vomiting or diarrhea it is your responsibility to clean up after yourself. If you need assistance from House Staff, it is your responsibility to ask for a sanitizing kit to properly clean up the bathroom.

e. Grounds shall be kept free of trash and litter. There is to be no outside storage of items without permission of the Property Manager.

f. During winter months Student shall participate in keeping sidewalks and stairs free of snow and ice. The parking lot will be plowed out and deicing salts shall be supplied by House Corp.

g. All hallways and fire exits shall be kept cleared of debris and trash. House Staff is not responsible for moving items left in the hallway to the dumpster.

h. Fireplaces shall not be used.

i. Failure to maintain the House in the manner as stated will be the cause for the House Corp. to assess the Students the cost necessary to correct the situation either by special assessment or a deduction from all Student deposits equally.

3. Social Events and Post Event Clean Up – All social events in common areas require the prior approval of the Property Manager which will include an agreement for the timing of post event clean up. Event props such as stages will be set up and broken down / returned to storage in the timeframes agreed to. Under no circumstances shall post event clean up extend beyond 72 hours from the day of the event. House Staff will perform post event clean-up of common areas left for more than 72 hours and the cost of clean-up will be charged to the Students. Non-compliance with prior agreements for post event clean up could result in restrictions on future event approval.

4. Damages

Any damage to rooms, common areas or other property of the House Corp. will be the responsibility of the Student who causes such damage. The House Corp. will make the necessary repairs or replacements and costs will be deducted from the Student's refundable room deposit. In the case of damage which cannot be assessed to any one or group of Students responsible, the cost of repairs will be deducted from all room deposits equally. Students are responsible for the actual cost of damages without regard for the amount of the security deposit. Damages will be settled at the end of each semester.

5. House Grievance Procedure

a. The Students agree to comply with a House Grievance Resolution Procedure where by any issues the Property Manager has with compliance of House Rules & Regulations shall be documented on the 737 Comstock Grievance Resolution Form (copy on website).

b. Chapter House Manager will create a cleaning schedule for every brother who lives in 737 Comstock Avenue.

- c. Each day, Property Manager will fill out the Grievance List (copy attached) by 10am with any tasks which are beyond the scope of House Staff responsibilities, and the brotherhood has 48 hours to complete those tasks.
 - d. Whichever brothers are on cleaning duty that day are in charge of completing the grievance list. If the tasks are not completed to the satisfaction of Property Manager, the brothers responsible face one week of social probation.
 - e. When the tasks are completed and approved, Property Manager will sign the Grievance Form with the time and date it was completed.
 - f. Copies of the 737 Comstock Grievance Resolution Form will be filed by Property Manager.
6. Unacceptable Conduct
- a. No one is permitted on any roofs, nor shall any object be permitted on roofs.
 - b. No cars are permitted on lawns.
 - c. No fuels or combustible materials shall be permitted in the house.
 - d. No animals or reptiles shall be permitted in the house.
 - e. No fires shall be allowed in fireplaces.
 - f. The attic shall be only used for storage purposes as allowed for by the Property Manager.
 - g. Except in case of fire, the discharge of any fire extinguishers or fire alarm devices is prohibited.
 - h. Guns of any kind are not allowed to be kept or carried in or on the premises.
 - i. Knives with a blade longer than 4" are not allowed to be kept or carried in or on the premises.
 - j. The illegal use of drugs and alcohol is not allowed.
 - k. Smoking is not allowed within the house. Smoking will be permitted only in those areas designated outside of the building.
 - l. The current Syracuse University Student Handbook contains obligations all Students must comply with including unacceptable conduct. For additional information refer to: <http://www.syr.edu/currentstudents/studenthandbook/pdf/studenthandbook2011.pdf>.
 - m. The use of air conditioners is prohibited. Portable fans are allowed.
 - n. Cooking appliances (microwave ovens, hot plates, toasters, toaster ovens, etc.) and cooking of food is not allowed in rooms. A self-serve food preparation area is available adjacent to the dining room. Outdoor grills are the responsibility of the Chapter to provide and maintain.
7. House Closings
- a. The House will be closed during the school year on the same dates as Syracuse University dormitories are closed. At the end of the school year the house will be open only to graduating seniors until one day after graduation. If you have extenuating circumstances that require you to stay in the

House beyond these time frames, you must obtain advance approval in writing from the Property Manager. There is a strict 'no visitor' policy for these exceptions that must be complied with as a condition of granting the exception.

8. Laundry Facilities

a. There are two washers and two dryers located in the basement of the House. These are available for use twenty-four hours a day. Students are expected to comply with 'Clean Up After Yourself'. If the laundry equipment malfunctions, please bring the issue to the attention of House Staff.

9. Parking — The use of the Parking Lot is managed by the Chapter. Parking is allowed in the parking lot only by permit. Vehicles are required to have valid state registrations and be insured.

10. The House Corp. reserves the right to add to, delete or modify these policies and procedures as needed without prior notice. If there is a need for an exception to the House Rules, the Consul should bring the matter to the attention of the Property Manager, who will seek approval of House Corp. Should the matter be unresolved, the Consul should bring the matter to a House Corp. meeting where it will be addressed in the ordinary course of business.

Effective Date: 4/4/2017