

Basic Organization Leased Lounge/Housing Block Information

ROLES OF PRESIDENT & HOUSE MANAGER

The President of each student organization is responsible for the overall coordination of organization-related issues and events. Typically, correspondence from the Office of Residence Life and Housing (including notices, *Agreements*, bills, etc.) will be directed to the President, who is then responsible for communicating the contents of this correspondence with the members of the organization.

The House Manager exercises oversight of facility-related issues by coordinating cleaning, maintenance, and improvement efforts in the leased lounge and housing block areas. House Managers should introduce themselves to and maintain communication with the Residence Life and Housing staff, Benson 101, who are responsible for the weekly leased lounge and block housing inspections.

LEASE LOUNGE AGREEMENT

Each organization receives a license agreement describing the terms and stipulations for the spaces assigned to them by Wake Forest University. The signature of the organization's president or house manager signifies that the organization is aware of and agrees to comply with all aspects of the *Agreement*.

In the best interest of your organization, please familiarize yourself with all policies at Wake Forest, in particular, by reading the *Agreement* in its entirety.

INSPECTION (FORMS)

Residence Life and Housing staff inspect the leased lounges and housing block suites of each organization on a weekly basis. A single inspection form is used to rate the conditions of leased lounges and housing block areas. All common areas, bathrooms, storage rooms, floors, walls, windows, ceilings, bars/kitchenettes, and closets are rated for cleanliness and safety. Trashing incidents and material damages are also assessed during these weekly inspections. Individual student rooms are not entered nor inspected.

Scoring occurs on a five-point scale, resulting in designations ranging from "superior" to "above average" to "average" to "below average" to "unacceptable." Scores are compiled on a weekly basis, yielding cumulative semester and year-end ratings that are reviewed by the Executive Director of Residential Services. An "unacceptable" weekly score (in excess of 3.5) will result in the imposition of a \$50.00 fine upon the organization.

Officers of each organization are welcome to stop by the Office of Residence Life and Housing in Benson 101 to inquire about their scores from one week to the next.

BILLING: DAMAGES AND FINES

Bills for damages within any organizational area facility (leased lounges and housing blocks) are mailed from the Office of Residence Life and Housing to the organization's president. Other non-damage-related violations (such as trashing fines, noise violations, or roof violations, etc.) also result in monetary fines. Organizations must pay all bills within 15 days of the billing date in order to avoid additional late fees. Under specially approved circumstances, excessively large bills can be broken down into pro-rated payment plans. The payment of all bills should be made out to "Wake Forest University," and should be paid either by mail or in person by the treasurer of the organization to the Office of Residence Life and Housing staff, Benson 101.

SUPPLIES

Additional cleaning supplies, above and beyond those provided at the beginning of the school year, can be obtained by submitting a request IN WRITING (lounges@wfu.edu) from the organization's House Manager to the Office of Residence Life and Housing, Benson 101. The organization will then be billed for these additional supplies after they are delivered to the lounge area or picked up by members of the organization.

RECYCLING

Due to the large number of aluminum and plastic containers that most organizations dispose of on a weekly basis, it is vitally important each organization remains conscious of University and State regulations regarding recycling. Please separate all recyclable items from non-recyclable trash. Containers have already been provided for the disposal of such recyclable items as aluminum cans and plastic bottles. Trash and other non-recyclable items are to be disposed of in available appropriate trash receptacles. Additional recycling and trash containers can be obtained by contacting lounges@wfu.edu or extension 7777.

PROTOCOL FOR WORK ORDERS/ REPAIRS/ PROJECTS/ IMPROVEMENTS

All work orders to repair or replace damaged or missing items in lounges and housing block suites are submitted into the University work order system through the Office of Residence Life and Housing in Benson 101, lounges@wfu.edu or extension 7777. This rule of protocol applies to all areas, except for individual student rooms. Items of concern in individual rooms can be called in directly by students to extension HALL (extension 4255).

All projects or improvements (e.g., painting, the building of a bar, the construction of a cabinet, etc.) must first be submitted IN WRITING to Residence Life and Housing via lounges@wfu.edu by either the president or the house manager of the organization.

REPORTING VANDALISM

In most situations involving damage within lounges and housing blocks, members of organizations and/or their guests are held directly responsible. Each organization is responsible for physical damages caused by their members or their guests.

From time to time, however, vandalism occurs when uninvited individuals who are not affiliated with those organizations cause damages to the facilities of organizations. In such cases of vandalism, organizations are responsible of contacting University Police within 24 hours of the incident.

Failure to report vandalism results in the organization being held responsible for any damages that occur. There is no guarantee that simply reporting an incident of vandalism to University Police will free an organization of financial responsibility for any needed repairs. While all reports will be investigated, it is important to remember that false reports constitute violations of the Wake Forest University Honor Code, and may result in the revocation of an organization's leased lounge and housing block agreements.

TRASHING AND ROOF VIOLATIONS

The initial trashing fine that an organization receives will result in a fine of \$100.00; a second violation will result in a fine of \$150.00; and all subsequent violations will result in a closing of that organization's lounge for one week and fine of \$200.00 (as well as a mandatory meeting with the Executive Director of Residential Services and Director of Greek Life). Roof fines of a minimum of \$100.00 will be assessed when there is evidence that individuals have climbed onto roofs or balconies, or when garbage and or debris are found in these areas, or when window screens adjacent to these areas have been removed. Any material damages resulting from such violations will also be charged back to that organization.

STORAGE

Most organizations have items (such as photo composites, ritual materials, etc.) that require storage. Lounges have limited storage space (closets and storage rooms) for such materials. Individual members of an organization cannot store personal items in the leased lounge at any time. During summer break, organizations need to be aware of the fact that storing items in their lounge areas is done so at their own risk. Organizations are encouraged to store items of material or sentimental value off-campus during the summer months.

FIRE SAFETY

Fire safety equipment is to be protected at all times, and it is each organization's responsibility to prevent its members and guests from tampering with or damaging fire alarms, exit signs, fire extinguishers, smoke detectors, sprinklers and fire extinguisher boxes. Fire safety can also be affected by storage. Combustible and flammable materials (e.g., paint, thinner, lighter fluid, etc.) cannot be stored in any space on campus, including both lounge and housing block areas. As an exception, paint storage can be permitted on a temporary basis only during pre-approved painting projects.

In all leased lounge and housing block spaces, open walkways and quick and easy access to exits must be maintained at all times. Blocking exits or hallways with furniture or with items left on the suite hallway floors constitutes a lack of egress and could result in a fine. Finally, the use of extension cords in organizational spaces is allowable only on a temporary basis (e.g., during a social event). Prolonged use of extension cords is a violation of State and University fire code regulations.

IMPORTANT PHONE NUMBERS

Steve Hirst, Director of Greek Life – extension 5185

Alexis Iffert, Coordinator of Greek Life – extension 5185

David Clark, Assistant Director of Operations – extension 5185

Will Woodlee, Graduate Assistant of Operations – extension 5185

Campus Police – extension 5591