

LEASED LOUNGE/HOUSING BLOCK ALLOCATION POLICIES AND PROCEDURES

Residence Life and Housing Wake Forest University 2009-2010

POLICY

- There are two types of student organizations which may be allocated residential space on campus:
 - 1) **Residential student organizations**
 - Assigned a leased lounge and a housing block (bed spaces in residence halls).
 - 2) **Non-residential student organizations**
 - Assigned a leased lounge only (no bed spaces allocated).
- The Student Life Committee (SLC) of the University, along with Residence Life and Housing (RL&H) determines the criteria and process used to allocate lounge and housing block space for student organizations.
- The SLC conducts triennial reviews of student organizations to determine their fit for maintaining campus residential space. The SLC may review student organizations more often if they determine a need to do so.

BLOCK HOUSING AND LEASED LOUNGE PROCEDURES

- Residence Life and Housing determines the size (# of beds) to be allocated to any organization.
 - 1) The president and house manager are required to live in the housing block. Additionally, 10% of each housing block must be made up of the organization's leadership. President and House Manager are not considered to be a part of this 10%.
 - 2) If, or when, a vacancy occurs within the housing block, the following steps will be followed:
 - a. Once a vacancy has been verified, the organization's president will be notified in writing acknowledging the vacancy and outlining the steps that should be followed.
 - b. The organization will have seven (7) days from the date of the notification to fill the vacancy with a member or friend of the organization (using the Interfraternity Council, Panhellenic Council, National Panhellenic Council and Residence Life and Housing guidelines). Residence Life and Housing will be available to work with the group to recommend possible student(s) to fill the vacancy. Our office will also contact any non-residential students (i.e. "day" student) that may be interested at the organization's request. We will assist in arranging a meeting between that student and the organization.

- c. At the end of the seven-day period, the organization (not those living within the housing block) will be billed a pro-rated amount for the vacancy from the end of the seven-day period until the end of the semester. This space will be locked or set up as a vacant space. It may not be used in any other capacity such as a hotel, study room, guest room, storage room, etc. Residence Life and Housing must approve use and access of this room prior to the organization obtaining access of the space.

Note: Each organization is required to provide a wait list of alternate residents at the time of Fall Room Selection that occurs annually in the spring semester. This list will allow Residence Life and Housing to fill vacancies over the summer as they become available. It will also provide the organization a population to choose from when a vacancy becomes available during the year.

- If a student organization is unable to fill its entire housing block for the upcoming academic year, by the stated deadline, the organization will be given a warning for that academic year.
- If in the second academic year, the organization is unable to fill its entire housing block, by the stated deadline, that organization will be placed on probation.
- If in preparation for the third academic year, (spring room sign up period prior to third year) the student organization does not fill its entire housing block by the stated deadline, that organization will lose its residential status and thus forfeit the housing block and lounge.
- Appeals of this policy may be submitted in writing to the Director of Residence Life and Housing or their designate.
- Organizations may apply in writing for housing block or lounge space the fall semester prior to the desired year of occupancy through Residence Life and Housing. Requests are due the **last Monday in October of each year**. RL&H will make allocation recommendations of lounge space to the SLC for confirmation. Housing Block allocations are made by RL&H.

EXCEPTIONS TO THE POLICY

- All requests for exceptions to the Leased Lounge/Housing Block Allocation Policy must be written to the Director of Residence Life and Housing and the Director of Greek Life.
- Exceptions will be granted at the discretion of the Director of Residence Life and Housing.
 - An organization with a history of compliance will be issued a warning with the first exception.
 - An organization that has received a warning will be put on probation with the next exception.

- An organization that has been put on probation will next receive an appropriate sanction (Partial/Entire Loss of Housing Block, Social Probation, Fines, etc.).
 - Egregious disregard of the policy can result in immediate probationary status.
- Beginning in the 2007-2008 academic year, no student should serve in a dual role as Resident Adviser and President/House Manager of their organization if the organization has a housing block.

DPM:srh
Leased Lounge/Block Policies
10/20/2006