

Stevens-owned Fraternity and Sorority Housing Policy Manual

Fall 2024

This document shall serve as the basis for policy relating to all Stevens-owned Fraternity and Sorority houses. The following houses are owned by the university; 800 Castle Point Terrace, 805 Castle Point Terrace, 806 Castle Point Terrace, 808 Castle Point Terrace, 809 Castle Point Terrace, 831 Castle Point Terrace, and 835 Castle Point Terrace. The university expects all members of the community that inhabit these facilities to understand, agree to, and abide by the policies. Failure to meet these standards will result in individual(s)/organizations being held accountable through the Student Conduct Process (outlined in the Student Handbook).

Code of Conduct in Stevens-Owned Properties

- Noise ordinance
 - The university has designated quiet hours from Sunday evening through Friday morning from 10 p.m. to 7 a.m., and from 11 p.m. to 9 a.m. on Friday and Saturday to be in congruence with the City of Hoboken's ordinances. 24/7 quiet hours go into effect during the finals period, beginning at midnight on the last day of classes each semester.
 - The quiet hours listed by the university are inclusive of noise made within the facility.
 - Stevens-owned fraternity and sorority houses are also a part of the greater Hoboken community. The city has designated reasonable quiet hours listed [here](#). Any noise external to the facility is mandated by the City of Hoboken's quiet hours.
- Trash and Recycling Collection
 - Stevens-owned fraternity and sorority houses have trash and recycling services administered by the City of Hoboken. The City of Hoboken reserves the right to change the schedule of trash collection based on operational needs. The trash collection schedule can be found [here](#). Excessive trash not collected by the City of Hoboken will be removed by the university at the organization's expense.
- Restricted Access
 - The university prohibits access to various areas of the house to ensure the safety and security of all residents. The following areas are not accessible by residents: attics or crawlspaces, boiler rooms, mechanical rooms, electrical panels, roofs, balconies, and fire escapes (for any other use than emergency egress).
- Fire Escapes
 - The use of fire escapes for any other purpose other than emergency egress is expressly prohibited. No storage or sunbathing is permitted on fire escapes. Nothing shall be affixed to the fire escapes inclusive of string lights.
- Fire Safety Equipment
 - No student shall affix, hang or tamper with any fire safety equipment (smoke detectors, sprinkler heads, or items similar in nature) within any owned facility.
- Access During Break Periods
 - Winter Intersession
 - All access will be removed without an approved intersession application.

- Students may request access to the property during the winter intersession period. All requests must be made via an electronic form furnished by the Office of Residential and Dining Services. The form can be accessed via my.stevens under the housing and dining portal.
- Any organization occupying a Stevens-owned fraternity or sorority house that requires access to the residence for the purpose of an authorized Stevens function over winter intersession must comply with all policies and procedures outlined by the Office of Residential and Dining Services.
- Spring Break
 - Students will retain full access to the property during the spring recess period.
- Lockouts
 - Students locked out of any owned Fraternity or Sorority facility will use the following procedure.
 - The student will call the Harries front desk (201-216-3777) to inform the desk of the need for a lockout.
 - The RA on Duty will be contacted to retrieve the spare key.
 - The student locked out will proceed to the Harries front desk to meet the RA on Duty and sign out the spare key for the space.
 - The student will have 24 business hours to return the spare key. If the key is not returned in the prescribed timeframe, Residential and Dining Services staff will change the lock in the space. The student will be responsible for all fees associated with this service.
- Swipe Access
 - The university will provide card access to all members of the organization occupying a Stevens-owned fraternity or sorority house as well as to members who are not residents of the house. House leadership must send the Office of Residential and Dining Services a completed form, to be provided to house leadership, with all members' information. The Office of Residential and Dining Services will provide access within seven (7) business days from receiving the completed form.
- Guest Policy
 - Residents must obtain their roommates' permission before having a guest.
 - Overnight guests are limited to 2 days in a 7-day period and no more than 5 days in a 30-day period.
 - Students will be held responsible for the actions of any guests.
 - Gatherings in individual student rooms must be limited to 1 guest per resident of the space. Residents and guests must not disturb others. Residents are not permitted to entertain a large group of individuals.
 - The guests of a room do not have the privilege of extending the use of the room to anyone else.
- Use of Empty/Unassigned Rooms and Bed Spaces
 - Organizations occupying a Stevens-owned fraternity or sorority house will not have access to bedrooms or other spaces that are not occupied by students.
 - Should a student bed space not be completely occupied, all furniture for the vacancy must remain in the assigned room.

- Furniture
 - The university reserves the right to limit any outside furniture brought into any owned fraternity and sorority facility. There shall be no outside furniture brought into the facility. Each student residing within an owned fraternity and sorority facility will be provided with a university owned set of furniture. Furniture shall not be modified or altered in any way. All furniture assigned to a space must remain within the space for the duration of the academic year. No student shall remove furniture placed in common areas for their own personal use. Students will be held financially responsible for excessive wear and tear, damaged, or missing furniture.
- Repairing walls, ceilings, plumbing, electrical, mechanical
 - No student is permitted to complete any repair or modification in their space. Any repairs made to walls, ceilings, plumbing, electrical, or mechanical fixtures shall be completed by the university or an agent of the university or their designee.
- Pools and/or Large Bodies of Water
 - The university shall prohibit any new bodies of water (i.e. hot tubs, pools, etc.) within any owned Fraternity or Sorority Facility.
- E-bikes/Scooters/Hoverboards/Bicycles
 - The university prohibits the use, storage, and charging of bicycles, e-bikes, hoverboards, electric scooters, and other similar devices within owned fraternity and sorority facilities. All bicycles, e-bikes, hoverboards, electric scooters, and other similar devices must remain outside the residence.
- Ladders
 - The university prohibits the use of any form of ladder within an owned fraternity or sorority house unless provided by the university.
- Fire Pit and Grills/BBQs
 - The university prohibits the use of any fire pits, grills, and BBQs within or on the grounds of a Stevens-owned fraternity and sorority facility.
- Damages
 - Room condition reports must be completed online and returned to the Office of Residential and Dining Services within the first week of occupancy.
 - Students will be held responsible for all damage in the room, building, and common areas, including all doors/frames. The cost of damages will be charged to the student's account.
 - If damage is done to a community space and the person(s) responsible are unable to be determined, the damage charge will be dispersed among all residents of the building or floor.
 - Nothing may be bolted or fastened to any wall(s) in a manner that would cause damage to the wall(s). Furniture that is currently bolted to the walls by the university may not be removed.
 - All rooms must be left in the original condition at the end of the school year. Any alterations not consistent with office policies will be corrected immediately at the student's expense.

- Tiers of Damage – Dependent on the severity of the damages to an owned facility, the university shall implore the following structure regarding monetary damages to the facility.
 - 1st tier (\$0 - \$5,000) - The university will impose a written warning to the organization.
 - 2nd tier (\$5,001 and up) - The university reserves the right to refer the organization occupying the owned facility to the student conduct process.
- Violations of the Law
 - Stevens expressly prohibits any student from engaging in acts that violate any local, state, or federal law. Students found to be engaging in such acts will be referred to Student Conduct Process and local law enforcement.
- Cleanliness
 - The university provides cleaning services for all common areas and common restrooms within Stevens-owned fraternity and sorority facilities. Cleaning of large community spaces such as basements and kitchens is the responsibility of the organization occupying the house. If cleaning completed by the organization is deemed inadequate by a university official, the university will have the space professionally cleaned at the organization's expense.
- Renter's Insurance
 - The university strongly recommends that residents of owned fraternity and sorority houses purchase renters' insurance. The university shall not be held liable for any damages related to regular wear and tear maintenance issues.
- Construction Materials, Construction, Sand and prohibited items.
 - The university prohibits sand, construction materials, and any construction within a Stevens-owned facility. Live holiday trees are expressly prohibited. For an exhaustive list of prohibited items please see the housing and cancellation policies located [here](#).
- Events
 - All owned Fraternity and Sorority facilities must follow all guidelines outlined within the Fraternity and Sorority handbook. The guidelines can be found [here](#).

General Policy

- Entering the house by a University Official
 - University officials reserve the right to enter Stevens-owned property for any reason(s). Formal, advance notice should be given to the chapter representatives, when possible, though no notice is needed when University Officials are responding to urgent matters.
 - The procedure for entry to personal spaces within the house is as follows; the university official will knock on the door three times with a pause in between each knock. The university officials will announce their presence and intention with each knock. If there is no response after the third knock, the university official will open the door with the phrase "keying in."
 - Facilities staff reserve the right to enter spaces such as mechanical rooms, electrical rooms, and other similar spaces to conduct regular maintenance without notice.
 - The university has implemented a standing date and time of inspection every Monday between 10 AM and 3 PM. An agent of the university or their designee shall have the

right to enter the property without formal notice each Monday of each week. This policy shall serve as a standing formal notice to the organization of the standard inspection period.

- Please refer to section “Work Orders and Emergency Maintenance” for procedure of emergency situations.
- Chef Policies
 - The university shall not hold any contract with any external food vendor within Fraternity and Sorority Housing. The Fraternity and Sorority employing the external food vendor shall hold the contract for the service.
 - Any vendor contracted by a recognized Stevens organization must provide the following documentation to the Office of Undergraduate Student Life within 7 calendar days of the semester's start. All documentation shall be emailed to fsl@stevens.edu. These documents shall include a Serve Safe or equivalent certification, a certificate of insurance, and a criminal background check for anyone contracted to provide culinary service within Stevens Owned properties. The organization shall be responsible for any fees or payments associated with the criminal background check. The external food vendor must agree and abide by all Stevens Institute of Technology policies; and understand their responsibility in reporting any possible policy violations to both Campus Police (201-216-5105), and the Division of Student Affairs (201-216-5699). Please note the Office of Risk Management will provide minimum standards of insurance coverage for vendors.
 - The vendor providing culinary services within the owned Fraternity and Sorority houses is responsible for the safe operation and cleaning of the kitchen daily.

Good Neighbor Suggestions

The following helpful tips are provided to assist Stevens fraternities and sororities in building better relations with those living in close proximity:

Introductions

- Introduce yourself to and get to know your neighbors. Let them know that you are interested in being a good neighbor and exchange cell phone numbers so they can directly text you if there is a concern.

Noise

- Remember the impact of noise! Your neighbors may have an exam the next day, have young children who are trying to sleep, or have to work. Be mindful that during high profile times when your chapter is together at the house (i.e. recruitment, meetings, pinning, parties, etc.) your impact on neighbors escalates.
- If there is a party or large-scale activity at your house: The event chairperson(s) should be prepared to answer the phone and deal with complaints or difficult situations.
- Let your neighbors know in advance of your event so they can plan accordingly.

- When the event is over, your guests should leave rather than linger outside for a period of time to avoid disturbances when leaving.
- Set up the sound so that music and/or speakers face away from neighbors.

Property and Trash

- After events, make sure the yard and sidewalks are clean and free from debris.
- Be sure all garbage, trash, glass, etc. make it into the dumpster and keep the lid/doors closed. Trash enclosures should be cleaned regularly.
- Do not leave large, discarded items in front of your facility. Contact the City of Hoboken prior to placing these items on the sidewalk to ensure timely pick up.

Maintenance and Operations

- Inspections
 - The university reserves the right to conduct regular inspections within all Stevens-owned fraternity and sorority facilities to ensure compliance with fire safety initiatives and health and safety guidelines.
 - Fire Safety Inspections will be conducted at least twice annually. Additional fire safety inspections will be conducted at the request of the Fire Safety Coordinator or other fire safety authority. Any violations will be communicated to the president, house manager, and individual student (if applicable) with a reasonable time to respond.
 - Health and safety inspections will be conducted at least three times annually. Health and safety inspections will be conducted once in the fall semester, once in the spring semester, and during the winter intercession period. Any violations of policy will be communicated to the president, house manager, and individual student (if applicable) with a reasonable time to respond.
- Fire Drills
 - Fire drills will be conducted four (4) times annually. There will be two (2) daytime drills and two (2) evening drills. No advance notice will be given for a fire drill.
- Painting and Decorating
 - The university will grant the organization occupying a specific property permission to decorate and or paint common spaces with written permission from the Office of Residential and Dining Services. A form will be provided to house leadership in order to request written permission. Individuals in personal bedrooms may not modify the space in any way (inclusive of painting). Any student or organization found in violation of this policy shall be referred to the student conduct process.
- Work Orders and Emergency Maintenance
 - All maintenance requests shall be placed via the university-provided work order system. The university will respond within 48 business hours to the work order request. A work

order is an invitation for a university official to enter the space to assess the reported issue and make subsequent repairs. In the event the repair cannot be completed when the university official arrives, communication will be made to the student who made the request via the work order system. In an emergency, a University Official shall enter the student space, without notice, to assess and abate the situation. In the event of a situation that requires immediate attention (fire, sparking of outlets/electricity, flooding, loss of power etc.) please notify campus police at 201-216-3911 for assistance.

Occupancy Requirements

- The university will require any organization occupying a Stevens-owned fraternity or sorority house to maintain at least 90% occupancy on a semesterly basis. If an organization does not meet the 90% occupancy threshold, the organization will be put on formal probation with the Office of Residential and Dining Services and the Office of Undergraduate Student Life. This probation period shall be two semesters. The organization shall work with the Office of Residential and Dining Services and the Office of Undergraduate Student Life to complete a written plan of action to increase occupancy within the house. In the event the organization fails to meet the occupancy requirement after the third semester, the organization will lose the opportunity to retain the house within house selection the following fall semester.
- The total number of bed spaces available in the house will be emailed to each house leadership individually prior to housing selection.
- All members living within Stevens-owned fraternity and sorority houses shall maintain a current and accurate housing application on file with The Office of Residential and Dining Services.
- Summer Housing
 - Stevens-owned fraternity and sorority houses will be closed for the summer sessions. Students will not have access to the facilities after the housing closure at the end of the Spring semester. Houses will reopen at the start of the Fall semester.
 - All personal items must be removed from the property at the end of the Spring semester. There are no storage facilities in the building.
 - Organizations may request to have the house remain open with an approved Red and Gray Alumni Weekend Event. All Red and Gray Alumni Weekend Events are approved by the Division of Development and Alumni Engagement.