SAMPLE HOUSE RULES

An important element in keeping the property in good shape is the undergraduates conduct while in the facility.

The following is a list of sample house rules:

■ All members are expected to act as gentlemen. Respect and care should be shown at all times towards guests and all members. Each member is responsible for the conduct of his guest(s).
■ The house and furnishings will be utilized by the members and their guests in a manner consistent with the purpose for which they were designed.
■ No illegal drug use will be permitted on the property. This is grounds for removal from the Chapter House by the House Corporation.
■ Articles will not be taken from a room without the owner's consent.
■ Knock before entering an individual’s sleeping quarters.
■ Individuals will be charged 150% of the cost to repair damage caused by them to the facility.
■ Quiet hours will be from 11 pm until 8 am Sunday evening through Friday morning. During quiet hours, music may be played at a level not to be heard outside of that room.
■ At any time, any person who is studying may request the volume to be lowered and that request will be honored.
■ Eating is permitted in the dining room only. All trash, crumbs, etc. will be cleaned up immediately after eating. All dishes, pots, pans, silverware, etc. will be washed, dried, and put away immediately after eating.
■ No one is allowed on the roof.
■ All members will participate in keeping the house clean. Assigned house duties are to be done by Noon on the day they are to be completed.
■ Alcoholic beverages are highly recommended to be restricted from the common area at all times. Only people who are 21 or over may consume alcohol on the property and in the privacy of their own room. Members must abide by state and local law with regard to the consumption of alcohol.
■ Smoking is not permitted inside the chapter house.
■ Candles are not permitted in the chapter house except during a chapter ritual and only when monitored.
■ Incorporate the prohibition of smoking and candles into your lease agreements with the tenants. Make sure it addresses that if damage is a result of a fire that starts in their room as a result of careless smoking or candle burning, they agree to be held personally liable even if they didn’t smoke the cigarette or light the candle. This will help monitor the compliance of your policy through self policing.
■ Make sure the tenants are aware of the condition in their lease and make sure the policy is communicated regularly to the undergraduates. The message must be communicated frequently with members. It is the hope this will help you in your efforts to provide an affordable and safe living experience for the undergraduate members.
DAMAGE AND MAINTENANCE POLICIES

The following is a sample damage and maintenance policy to help reduce the amount of abuse that occurs to a facility during the academic year. The key to a good damage and maintenance policy is that all costs associated with intentional damage are not taken from long-term reserves. They must be taken from either the security deposits, paid by the individual who did the damage, or taken from the chapter’s events budget.

Intentional Damage
If intentional damage is done to a room or a common area, the first step is to determine who did the damage. If an individual is identified, the person should pay 150% of the cost to repair the damage. The additional 50% is deposited in the long-term reserves for the chapter. All repairs should be conducted by a certified repairmen, thus eliminating the risk of chapter member craftsmanship. If nobody is able to determine who did the damage, then the cost is paid in one of three ways.

1. If the damage occurred in an individual’s room, the individual’s security deposit is charged.
2. If the damage occurred to the common area then the security deposit for each individual is charged a percentage of the bill.
3. If the chapter prefers, 150% of the cost of repair can be taken from the chapter’s events budget, however, one of the above payments is preferred.

Long-Term Maintenance
When the House Corporation makes a major repair to the facility the Corporation should start a reserve fund for the next time that repair must be made (e.g. if the roof is replaced, the House Corporation should start a roof reserve fund by dividing the estimated cost of the next new roof by the expected number of years the roof will last). Given this approach, the House Corporation will have the money on hand the next time a project needs to be completed and the Corporation will not have to attempt to raise money or increase the debt on the property. As a guide, many state universities’ building and grounds departments keep 10% of rental revenue as a budget for longterm maintenance.

DAMAGE DEPOSITS & ROOM INSPECTIONS

Before each tenant moves into his room, he and the appropriate representative should complete the room inspection and Damage Deposit Calculation Sheet.

Room Deposits
Each tenant should pay a damage deposit at least equal to one month’s rent. The House Corporation should determine the amount of the deposit. The damage deposits should be held by the Corporation in a separate account and returned to the tenants over the summer upon final completion of repairs to the facility. Do not return damage deposits at any point during the academic year unless the member has completely moved out of the house and another member has assumed his lease.

Common Area Deposits
Each undergraduate whether they live in the facility or not should pay a damage deposit in addition to their parlor fee or rent. This damage deposit should be held by the House Corporation in the same account with the damage deposits from tenants and should be returned to the members in the summer upon final completion of repairs to the facility.

Inspections
The appropriate representative and the tenant should inspect the room the tenant will occupy. A report of the initial condition of the facility should be filed with the House Corporation and a copy given to the tenant. The room should be inspected once again by the tenant and a Corporation member in December before the tenant leaves for the winter and again in spring when the tenant moves out of the facility. Any damage that has been done to an individual’s room should be repaired by the House Corporation and deducted from the tenant’s security deposit.

The appropriate representative of the House Corporation for the chapter should inspect all common areas of the facility at the beginning of the academic year. A report should be filed with the Corporation and a copy given to the House Manager. The House Corporation should inspect the common areas of the facility in December and again at the
end of the school year when the tenants move out of the facility. Any damage that has been done to the property will be repaired and deducted from the common area damage deposits.

Damage deposits are a critical element of the House Corporation’s financial operations. Too often, Corporation members have to spend some of their long-term maintenance budget on making cosmetic repairs to the facility at the end of the academic year. Proper management of damage deposits will help the House Corporation preserve the long-term maintenance budget for the facility.

ASSESSING DAMAGES

Room inspections and damage deposits help prevent damage. These tools provide a method of determining the amount of reimbursement to collect from those who fail to care properly for alumni board property.

If damage occurs during a school term, before a tenant is scheduled to move out, a follow-up inspection should be conducted. The damage should be repaired and the appropriate amount should be taken from the tenant’s deposit. The following are some items commonly charged against damage deposits:

- Damage to any part of the chapter house or property
- Replacement of furniture and/or fixtures because of loss or damage
- Paint necessary to return room to original color
- Cost of labor and materials to repair and/or replace anything applicable
- Collection of unpaid rent or dues may be taken from security deposits depending on the Landlord/Tenant act of your particular state and the language contained in the lease agreement.

Careful consideration must be given to the amount of time/labor that will be expended to repair or replace property. Labor cost should be based upon what it would cost to pay a professional to do the work. Be sure to include the time spent on going to the store, etc. to acquire the materials or replacement items. Remember: You get what you pay for, so always hire a professional or skilled person for the job. An aggressive rate charged for time spent will help deter people from doing damage in the first place.