

Alumni House Fund Inc.

Chapter House Rules

(Revised 1/20/2020)

The Alumni House Fund Inc is committed to providing an excellent Chapter House for the members and associate members of the Beta Chi Chapter of the Kappa Sigma Fraternity at the Missouri University of Science and Technology.

The purpose of these Chapter House Rules is to help ensure a safe, clean and pleasant living environment in the Chapter House for our members and pledges.

Rules alone will not ensure a safe, clean and pleasant living environment. The commitment and attitude of our members and associate members are essential to ensuring a safe, clean and pleasant living environment. To that end we ask every member and pledge to treat the Beta-Chi chapter house with the same care and respect as his family's home.

Lease Terms and Rent

See the Chapter Lease for terms and current rent.

Four Year Commitment

Every member is committed to living in the fraternity house for at least 8 semesters unless the house is over capacity or you are a graduating senior. If the house is over capacity members may move out with permission from the Alumni House fund. Violation of this policy is a violation of the undergraduate chapter bylaws, losing your security deposit, and possibly being sued by the House Fund. If you move out of the house and desire to stay active in the fraternity you must pay monthly dues and social fee.

Out of House Fee schedule:

Out of house fees will be set by the house corporation.

Air Conditioners

The entire chapter house is air conditioned. The house fund will replace, maintain and service the units as required.

Animals

No pets of any kind shall be kept by anyone on the premises except for 1 "house dog". The "house dog" must be house trained and owned by one individual living in the house. Owner of the dog is responsible for immediately cleaning up of any dog mess. If Tenant keeps a dog on the premises in accordance with the above rules, Tenant agrees to pay One Hundred and Fifty Dollars (\$150.00) to be held as a pet deposit plus \$100/year non refundable pet fee. Within thirty (30) days after the termination of this tenancy or within thirty (30) days after Tenant no longer keeps a pet on the premises, Landlord agrees to return Tenant's deposit, or to provide Tenant with a written itemized list of damages for which the deposit or any portion thereof is withheld, along with the balance of the deposit. The pet deposit may be applied to any rent due and damages to the property at the termination of the lease. Landlord shall send all notices, payments and statements to Tenant's last known address.

The pet deposit shall not constitute a trust fund, and Landlord shall have no obligation to pay or account to Tenant for any interest or earnings in connection with any pet deposit. Nothing in this provision shall apply to licensed service dogs.

Pets may only stay in room 114 or 153. These are designated pet rooms to prevent the spread of pet dander.

Appliances

Members and pledges may have the following appliances in their rooms: computers, televisions, radios, sound systems, (2)mini refrigerator/freezers (3) refrigerators are allowed in the 3-man suites, coffee maker, fans, and microwave. Maximum refrigerator size is 6 cubic feet and shall have an energy star rating.

The following items are strictly prohibited: full or mid size refrigerators, space heaters, hot plates, skillets, deep fryers, toaster ovens, pizza ovens, freezers or any appliance with a heating element or open flame. Candles are also strictly prohibited.

Attic

Access to the attic is strictly prohibited.

Banners, Notices

Banners can only be hung from front porch. Notices can only be posted on bulletin boards. Using tape, stickers or tack pins in doors or hall walls is strictly prohibited.

Bedroom Furniture

Moving of furniture from room to room is strictly prohibited without authorization from the house corporation. The TV stand and mattress are the only exceptions but they must not be moved out of the room. The mattress can be set on the floor but not on the desk.

Homemade beds of any kind including lofts are prohibited from being constructed by members or pledges.

If the chapter wants to change the permanent lay out of the rooms they must submit a layout and obtain approval prior to making the move.

Check-in procedure

Members and pledges are required to complete a Check-in form with the Alumni House Fund Property Manager and the chapter house manager at the beginning of each semester. The member will note any existing damage to the room on the form provided by the property manager and return the form to the property manager

Check-out procedure

Check-out will be done by the Alumni House Fund Property Manager and the chapter house manager or EC member at the end of each semester. The Property Manager and undergraduate EC or house fund will note any new damage or dirt on the check-out form. The inspections will occur on Friday and

Sunday of finals week. Both roommates must be moved out prior to the inspection. Members are welcome to witness the inspection. The inspection is final, no re-inspections are allowed.

Construction and Painting

Construction and painting of floats, banners, signs and decorations must be done outside of the chapter house or in the project room. Cudgels are to be done in the storage shed.

Damage

Members and Pledges are responsible for all damage to the chapter house, grounds and furniture. Professional contractors will be employed to repair damage. The responsible party will pay for the repair cost plus a fine.

If nobody admits to doing the damage the entire house shares the cost of the damage and no fine will be assessed.

If a member is capable of making a quality repair he can obtain special permission to make the repair he can avoid the cost of the repair but may not avoid a fine. The repair must meet the quality standards of the house corporation.

If an item is broken from normal use and if immediately reported the house fund will pay for the repair.

Dining Room

The dining room tables are prohibited from being used for games or parties that result in them getting damaged or wet. The tables cannot be moved out of the dining room for chapter meetings. Chapter meetings can be held in the dining room or down stairs but the tables must not be moved.

House Repairs

Mechanical, electrical, plumbing and building repairs shall be done by professionals. Any broken item should be immediately reported by the house manager to the property manager.

Exits

Door exits and windows will be kept clear and accessible at all times.

Fines

The alumni House Fund will levy fines on individual's members and associates members for violation of the house rules. Major fines will be levied for safety violations or intentional damage. The undergraduate chapter can also levy fines.

Fire Drill

The chapter house shall conduct a fire drill at the frequency required by the local fire department or university.

Fire Extinguishers

The chapter house is required to provide functioning fire extinguishers throughout the chapter house. Fire extinguishers are for emergency use only. Members or pledges are strictly prohibited from discharging the extinguishers for any reason other than putting out a fire.

Firearms, Ammunition, Fire Crackers, Flammable Material

Fireworks, explosives, air soft guns, BB guns, and pellet guns are prohibited on the premises. Paintball guns may be kept on the premises, provided that they are stored and kept unloaded, and without an air tank attached. The discharge of a paintball gun on the premises is prohibited. Flammable materials like gas, oil, paint thinners or kerosene must be stored in the shed and/or Chapter work room, and may not be kept in individual rooms. Firearms (excluding handguns) may be kept on the premises unloaded, equipped with a trigger lock (provided by owner), located in a chapter provided gun safe, and otherwise in strict accordance with Landlord's Chapter House Rules for such purposes as hunting, rifle club, ROTC, etcetera. No handguns may be kept on the premises. No ammunition may be kept anywhere on the premises (including vehicles). Guns must be checked into and out of the house gun safe by the risk manager. The only person to have access to the safe shall be the risk manager. Any violation of Landlord's Chapter House Rules pertaining to firearms may result in immediate eviction.

Food and Beverage

The house corporation will hire a food service manager who prepares food, helps the members clean the kitchen, develops menus and purchases food. Food can only be eaten in the dining room or back patio. Throwing food is strictly prohibited. Kitchen dishes can only be used in the dining area. The Kitchen is closed after each meal. No member or pledge can enter the kitchen after the completion of dinner or on the weekends.

The Alumni house fund will offer meal plans for those members living out of the house.

Formal Living room, Foyer and women's bathroom

Members and pledges may use the formal living room to entertain guests, alumni, parents and University Officials and host small group meetings. These rooms are not for hanging out, eating or drinking. Removing furniture from these rooms is strictly prohibited.

Furniture

Furniture is provided by the Alumni House Fund. Interior furniture shall never be used or moved to the outside.

Each suite will include a sofa, love seat, lamp, and coffee table. The furniture shall never be moved.

Guests

Members and Pledges may entertain guests in the Chapter House under the following conditions:

1. Members and pledges are responsible for their guests behavior at all times, including abiding by all laws, university rules, the Kappa Sigma Code of conduct and these Chapter House Rules.
2. Members and Pledges are financially responsible for all damages by guests.

House Cleaning

Each member and pledge is responsible for keeping his room neat and clean at all times. The chapter is responsible for keeping the inside and outside the house clean at all times. The Duties Manager is responsible for assigning daily/weekly/monthly cleaning duties. The Duties Manager is also responsible for fining those who fail to complete duties and reporting the violations to the Alumni House Fund and property manager.

Illegal and Controlled Substances

The possession and/or use of controlled substances at Kappa Sigma are strictly prohibited. Members or pledges that possess or use illegal or controlled substances are in violation of their lease and their lease will be terminated and the security deposit forfeited.

Kitchen

The kitchen is to be only used by a professionally hired food service staff. Individuals can't use the kitchen for private use. The breakfast buffet is for personal use and is to be kept stocked by the food service company. A complete set of kitchen rules are listed in the food service plan.

The kitchen may not be used by members over the summer.

Keys

The Property manager will issue keys for each area of concern to the officers. The main entrances will be protected with a code system. The rooms will be protected with a proximity card swipe system.

Laundry

Laundry equipment is provided by the house corporation. Detergent will be provided by the house corporation.

Lease

The Alumni House Fund requires every member and pledge that lives in the house to sign a lease. Members or pledges cannot move into the house without a signed lease, down payment and first payment.

Modifications

Members and pledges are prohibited from making any modifications to the Chapter house structure or systems. This includes walls, ceiling, floors, doors, windows, closets, carpeting, electrical, plumbing, HVAC, and landscaping.

Satellite dishes, phone wiring, cable TV wiring is prohibited.

Move In/Out Procedure/Policy

1. All rooms must be kept as 2 or 3 man rooms. If you have one person living in a 2-man room you are not allowed to move or disassemble the unused furniture.

2. Final House must be done after exams and after graduation. These common areas will be inspected on Saturday or Sunday after finals week.

3. Actives arrive before pledges next semester and get rooms clean and ready.

4. Winter Break, Guys staying in the same room

- All items must be neatly placed on the closet shelves or desk. Anything that does not fit on the shelves must be taken home
- Nothing on the floor other than bed, desk, couch, and chairs
- You can leave refrigerators empty, clean, unplugged, and opened
- Bring all valuable items home
- Leave posters/photos on the wall
- Vacuum, dust and clean room before leaving

5. Winter Break, Guys moving to a new room

- All items must be neatly placed on the closet shelves of your new room in sealed boxes with your name on them. Anything that does not fit on the shelves must be taken home.
- Nothing on the floor other than bed, desk, couch, and chairs
- You can leave refrigerators empty, clean, unplugged, and opened with your name marked on them in the room you will be living in spring semester.
- Remove all posters from the wall
- Vacuum, dust and clean room before leaving

6. Summer Break

- Everything must be taken home and the room cleaned.
- Nothing on the floor other than bed, desk, couch, and chairs
- You can leave refrigerators empty, clean, unplugged, and opened in a pod provided by the chapter. Please label your refrigerator.
- Remove posters/photos on the wall
- Vacuum, dust and clean room before leaving

7. Summer Break but living in the house over the summer

- The house fund will allow students staying for the summer to place their refrigerators open and labeled, TV's, and items in labeled boxes on the shelves in the closet of their new room. Students staying over the summer must notify the house fund of such intent a month prior to the spring semester finals week. All items are to be labeled with the owners name.

Painting

The Property Manager will employ professional painting contractors to paint the interior and exterior of the house on a regular schedule.

Members and pledges are prohibited from painting any part of the interior or exterior of the house except as approved by the house corporation.

Parking

Members or pledges are not allowed to park disabled vehicles, commercial vehicles, trailers (does not include float trailers), busses, or mobile homes in the lot. Disabled vehicles will be towed immediately. Parking or driving on the grass is not allowed. Parking in front of the dumpster or blocking the drive for deliveries to the kitchen is not allowed.

Motorcycles, Scooters, mopeds, ATV's can't be brought into the house even for maintenance.

Roof

Members and Pledges are prohibited from going on the roof. This includes going on the roof for Christmas, St Pats, Homecoming or any other decoration. The only acceptable reason to go onto the roof is to clean gutters.

Safety

Every member and pledge are responsible for safety in the Chapter house and on the Chapter house grounds.

Members and pledge should promptly report unsafe conditions in the Chapter house and on the Chapter house grounds to the Property Manager, the Alumni House Fund.

Members and pledges are responsible for their behavior at all times. They should refrain from behavior and activities that compromise their safety and the safety of others.

Security

Members and pledges are responsible for keeping the Chapter house secure at all times, especially at night and on weekends.

The Alumni House Fund provides a combination lock on each exterior Chapter house door that is regularly used for ingress and egress. Members and associate members are responsible for keeping these doors closed and locked at all times. The Alumni House Fund will change the code on the combination locks on a regular basis in order to enhance security. Members and pledges should not share the code to the combination locks with anyone who is not a member of Kappa Sigma or an employee of Kappa Sigma.

The Alumni House Fund provides a lock on the door to each sleeping room. Each member and pledge is responsible for locking and securing the door to his sleeping room.

Smoke Detection and Fire Alarm System and Fire Doors

The Alumni House Fund has equipped the Chapter house with a smoke detection, fire alarm system, and fire doors. The smoke detection, fire alarm system and the fire doors are essential elements of the Chapter house safety system.

Members and associate members are strictly prohibited from tampering with or altering the smoke detectors throughout the Chapter house, the fire alarm control panels and the fire doors that are located throughout the Chapter house.

The smoke detection and fire alarm system is connected to an alarm company via two telephone lines. These telephone lines must remain open at all times.

The Chapter is responsible for all fire department charges for false alarms.

Smoking

Smoking is not allowed in any area in the interior of the Chapter house at any time. Smoking is not allowed on the front porch of the Chapter house building. Smoking is allowed on the patio located on the Northeast corner or southwest corner of the property.

The Chapter is responsible for providing cigarette butt receptacles and a trash receptacle at these exits. Smokers are responsible for cleaning up all cigarette packages, wrappers and butts from this area.

Social Events

Social events are to be run in accordance with the rules of the University and the IFC.

Sofas, Futons, Chairs, and desks

Sofas, futons, chairs, and desks are not to be brought. The house fund will provide.

Special Events

The following items and activities are strictly prohibited at events in the Chapter house or on the Chapter house grounds: large fires, open flames, mechanical equipment, foam parties, sand parties, ladders, swimming pools inside the house, water slides inside the house, water guns inside the house, water balloons inside the house, any and all games or activities that involve water in the house or throwing objects and any and all activities that involve the risk of personal injury to members, associate members or guests of the Chapter or damage to the house. Bonfires are approved in the middle of the front yard as long as you obtain a Rolla fire department permit.

Storage of Personal Items

Space for storing personal items like clothing and books is provided in closets in every sleeping room. Members and associate members are not allowed to store any type of personal items in the common areas of the Chapter house, the yard, the parking lot or the shed other than bicycles as described above. Motorcycles can't be stored in the house.

Summer

The Chapter house is closed for the summer. Only three members can live in the house during the summer. Two are employees of the house fund and the other is the rush chairman. This does not include rush events and rush float trips. The house must be cleaned after the event.

Walls

Members and associate members may hang lightweight items on the walls of sleeping rooms using pushpins or a removable tape.

Members and associate members are prohibited from hanging items on any walls in the Chapter house using nails, screws, duct tape or any heavy duty tape. This includes hanging class schedules and note boards on the hallway walls and the sleeping room entry doors. Each door is provided with a tack board. All notes and schedules shall be posted on the tack board. Stickers are strictly prohibited anywhere in the house.

TV wall mounts are not allowed.

Window Coverings

The house corporation will provide appropriate window coverings for all of the windows in the Chapter house. This includes blinds for the windows in the sleeping rooms, library, formal living room, recreation room, dining room, foyers, and the formal library.

Members and associate members are prohibited from hanging sheets, blankets or any other improvised coverings on any of the Chapter house windows under any circumstances.

Windowsills

Storing items on outside windowsills is prohibited.

Work Weekends

The chapter must have one work weekend each semester. The chapter is responsible for ensuring sufficient manpower to complete the planned projects. Projects shall include repair, maintenance, and improvements. Work weekend projects shall be selected by the undergraduate House Manager in conjunction with the Directors of The Alumni House Fund Association. All projects must be pre-approved by the President of The Alumni House Fund Association or his designee

Violations

These Chapter House Rules are incorporated into the Beta Chi Chapter of Kappa Sigma Chapter House Lease. A violation of these Chapter House Rules constitutes a violation of the terms of the Lease.

The Alumni House Fund will terminate the leases of members and pledges who repeatedly violate the Chapter House Rules.

Fine Schedule

The House Rules are incorporated into the Lease between the Alumni House Fund and members/pledges of the Beta Chi Chapter of Kappa Sigma.

The Alumni House Fund reserves the right to levy fines on members and pledges for violating the House Rules. The member who is fined will be responsible for the repair cost, replacement cost, or cleaning cost plus the fine.

Fines will be charged on members'/pledges members' house bills. Fines that are not paid within thirty days will be deducted from members'/pledges members' security deposits.

Safety

Going on the roof of the Chapter house building, \$100 per person per incident.

Violation of firearm rules: \$100 per incident

Brining fireworks into the Chapter house: \$100 per incident

Mischievously discharging a fire extinguisher: \$200 per incident

Storing a hazardous material in the Chapter house: \$50 per incident

Constructing an unauthorized homemade loft bed: \$100 per incident

Placing a bunk bed or a loft bed in front of a window: \$100 per incident

Moving a bed from the prescribed location in the bed plan: \$100 per incident
Using a prohibited appliance in a sleeping room: \$40 per incident
Parking in the Fire Lane: \$40 per incident

Sanitation

Breaking into the kitchen: \$400 per person per incident plus cleaning and replacing of food.
If someone breaks into the kitchen and makes a mess the food service manager/undergraduates will clean up the mess.
Violation of animal rules: \$10 per incident
Not cleaning up after an animal: \$10 per incident
Parking in front of the dumpster: \$10 for each offense

Maintenance

Intentionally damaging Chapter house property: up to \$400 per incident plus the cost of repairs. At the house corporations discretion your lease may be terminated.
Going into the attic: \$100 per incident
Placing a personal sofa in a room: \$40 per incident
Moving furniture from one room to another without authorization from the house fund or disassembling a bed/desk unit: \$100 per incident
Unauthorized modification, construction or painting: \$200 per incident plus repair cost
Parking in the house or on the Chapter house lawn: \$100 per incident
Failure to complete a Check-in form with the House Manager: \$100 per incident
Disable the fire alarm \$50 per incident.
Fire alarm discharge \$100
Move In / Move Out Fine schedule
Bath cleaning \$20
Dusting \$20
Carpet \$20
VCT \$20
Desk/Furniture \$20

No attempt to clean is an additional \$100
Not moving out on time is an additional \$100

Kitchen	Up to \$400
Common Area	Up to \$400
Party Room	Up to \$400
Common Baths	Up to \$400
Exterior	Up to \$400

The amount of the fine will be agreed upon by the house fund and house member performing the inspection. If they do not agree the house fund members decision is final, unless appealed. The fines referenced in this document may be lowered, but not raised, at the discretion of the house fund member performing the move-out inspection, depending upon the severity of the violation. Any inspection fines levied may be appealed to the full Board of Directors of The Alumni House Fund Association.

The chapter is to provide a list of the responsible parties for cleaning each area of the house. The fine is to be assessed only to the members responsible for cleaning that area.

Miscellaneous

Bringing a controlled substance into the Chapter house: automatic eviction and loss of deposit

Parking in the cook's or assistant cook's parking space: \$50 per incident

Unauthorized parking in the Chapter house parking lot: \$50 per incident

Failure to return a key: \$50 per incident

Taking inside furniture outdoors: \$50 per incident

Smoking in unauthorized areas of the Chapter house: \$50 per incident