



**Student Life**

# **Greek Village Handbook**

**GREEK  
LIFEΣ**



*at Florida Tech*

## **Welcome**

On behalf of Housing, Residence Life, and Greek Life, welcome to being a House Manager in Greek Village! Living on campus at Florida Tech is more than just a room in a building; it is a lifestyle full of exciting opportunities, facilities, amenities, and services. This is especially so in Greek Village where Greeks are able to live independently in a house setting, but unified as a Greek System.

This Greek Village Addendum to the Student Handbook will help you to become more familiar with the resources and services available to you as a resident of Greek Village. We encourage you to contact the Director of Greek Life or a Greek Village Resident Assistant if you have any questions.

This Resident Handbook Addendum is also an extension of your housing contract and will help you understand your rights and responsibilities as an on-campus Greek Village resident.

## **Purpose**

The purpose of the Florida Tech Greek Village Resident Handbook is to provide housing and risk management standards for chapters and councils at a campus level. The policies in this handbook shall be supplementary to state, town, and Florida Institute of Technology regulations and policies, as well as requirements of the international organization of each chapter. Chapters are expected to comply with all relevant policies.

## **Chapter House General Information**

Greek Village is located in Panther Bay and is considered on-campus housing. As stated in the contract signed by all organizations residing in Greek Village, chapter houses include a chapter room with two bedrooms on the first floor, the floor above it (floor 2), which includes five bedrooms, and the top floor (floor 3), which also includes five bedrooms. Collectively, the three floors or 12 bedrooms and chapter room is considered the Chapter House.

The Chapter room is for the use of the chapter all year round. Each semester's fee for the chapter is \$500, for a total of \$1500 a year.

Chapters should strive to fill their chapter house (all 12 bedrooms), however, if a chapter is unable to fill all 12 bedrooms, the empty rooms may be assigned by Housing to non-members. If that happens, the chapter is still required to follow all policies, rules, and regulations of Greek Life or the (inter)national organization they are associated with for all areas of the house. If, however, a chapter is unable to fill an entire floor of the chapter house, that floor is not the responsibility or under the policies of Greek Life or the (inter)national organization they are associated with.

## **Enforcement**

1. The policies outlined in this document are considered official University policies. Therefore, a violation of these policies is also a violation of the student code. As a result, any incidents constituting potential violations of these policies will be documented, referred to, and resolved jointly by the Office of Greek Life and the Office of Student Life.
2. Any alleged policy violation will be communicated with the fraternity or sorority chapter president.
3. Chapters found responsible for violating any policies may be sanctioned to meet with their respective governing councils (Panhellenic Council or Interfraternity Council). This Board is charged with determining appropriate outcomes, interventions, and educational initiatives designed specifically to address problematic behavior or harm caused by the violating chapter.
4. Whenever possible, Greek Life will work to notify and communicate with graduate and alumni advisors in addition to staff and representatives from inter/national organizations regarding an alleged violation, student-conduct proceedings, and outcomes.
5. Each chapter shall implement internal conduct processes to hold members accountable to all applicable policies.

## **Greek Village Staff**

### **Adam Demers**

#### Director of Housing

The Director of Housing is responsible for the overall housing sign-up process as well as the facilitation of individual contracts between chapter members and the campus. Any and all questions regarding a members housing eligibility to reside on campus and contract processing should go to Director Demers.

### **Cat Nanney**

#### Director of Greek Life

The Director of Greek Life is responsible for working with both Housing and Residence Life to create an environment that is beneficial and helpful for the Greek Community. When necessary, the Greek Director will ensure that any and all policy violations will be mediated effectively and efficiently. The Greek Director will act as a liaison between Greek Life members and University staff to develop Greek Housing to meet the standards of all involved parties.

### **Jacqueline Hetherington**

#### Director of Residence Life

The Director of Residence Life will be responsible for making sure that the facilities of Greek Village are up to standard by conducting Health and Safety Inspections, Fire

Inspections, Fire Drills, and making sure that all facilities and campus services request and handle swiftly and effectively. The Director of Residence Life will ensure that Greek Village provides an environment that is healthy, conducive to learning, and that provides a safe college experience.

### **Catherine Gonzalez**

#### Property Manager

The property manager will be responsible for the upkeep and efficiency of Greek Village. This includes but not limited to reporting and recording any housing or maintenance issues, reporting any issues with chapters or students residing in Greek Village, and ensuring that any equipment and the grounds of Greek Village are well kept.

#### Resident Assistants

Resident Assistants (RAs) are student staff members who live in Greek Village. They provide assistance, information, and support to residential students. RAs are selected for their leadership potential, interpersonal abilities, positive, caring attitudes, and sense of commitment. RAs are students' primary resource for campus information and assistance. The RAs are also responsible for ensuring that all policies are followed and are responsible for reporting any issues between chapters or students. The RAs will also act as a liaison between chapters and the Property manager to report any issues.

#### House Manager

The House Managers will be selected by his/her own organization and will be responsible for ensuring that the rules of their organization, campus and Greek Life policies are followed. They will work with the Resident Assistants to ensure the running of Greek Village. They will also be responsible for ensuring that their chapter residents are maintaining the state of their rooms by conducting monthly room inspections.

#### Security Officers

Security Officers help to monitor the Greek Village community, make rounds of the complex, and enforce policies and procedures. In addition, they assist in the response to emergency situations and are available to check-out equipment/supplies.

## **Rights and Responsibilities**

Living with other people provides a wonderful opportunity to learn about yourself and others. As such, on-campus living is a valuable part of your college education. But all opportunities come with rights and responsibilities. To enjoy living on campus, you must respect other residents' rights and uphold your own responsibilities as a resident. Recognizing that issues arise from time to time, resources and systems are in place to assist in resolving conflicts within the houses.

#### Room Assignments (Roster)

When requested, the chapter president must submit to the Director of Greek Life a roster of all the members and room assignments of all students who will be living in the house the following semester.

#### Room Changes

Room changes are not permitted during the first two weeks of classes each semester. The “freeze” period allows time for students who have informed Housing and Residence Life that they will be moving in late to arrive on campus, and for the staff to verify the status of those students who have not yet checked in to their housing. Once the “freeze” period is over, students will be permitted to change rooms but must complete the following steps:

1. Fill out a Request for a Room Change Form at Campus Services/Housing
2. Chapter President must inform the Director of Greek Life of the room change.
3. After receiving approval, the resident must vacate their room within three days which includes:
  - a. Obtaining new keys from campus services
  - b. Moving all belongs to the new room
  - c. Ensuring that the room is clean and damage free
  - d. Check out with the Resident Assistant
  - e. Returning old keys to campus services

### Health and Safety

Chapter Risk Managers and House Managers are required to be involved in the Health and Safety check-ups with the Resident Assistants to ensure the members are following all required procedures, specifically the procedures of the (inter)national organization.

### Clubhouse Usage

All chapters who have a house in Panther Bay may book the Clubhouse for events or programs. To do so the chapter leadership must visit [events.fit.edu](http://events.fit.edu) to book the space. If the person booking the Clubhouse does not live in Panther Bay, he/she must add the name of a person who does live in Panther Bay in the notes.

### Clubhouse WiFi

The wifi code for the clubhouse is 12212012

## **Services and Amenities**

### Address Changes

If you need to change your address, telephone, or other contact information with the university, please login to PAWS and make the change. Furthermore, please make sure that any contact information changes are updated on your roster.

The address for the **Sororities** in Greek Village will be:

Apt # XXX  
1660 Skippers Way NE  
Palm Bay, FL 32905

The address for the **Fraternities** in Greek Village will be:

Apt # XXX  
1800/1890 Nautical Way NE  
Palm Bay, FL 32905

### Cable Television Services

Cable service is provided in every bedroom and the chapter room. Please contact campus services or Property Manager if you need assistance with your cable service.

### Common Areas

The Department of Housing and Residence Life will treat all common areas in the house as community space. Outside of minor cleaning, the residents of each house are responsible for the furniture and upkeep of the area. The common areas include all non-residential first floor space (bathrooms, kitchen, laundry room, living room, chapter room, pool, volleyball court, and basketball court), the stairwells, and hallways.

### Elevators

Elevators are provided in each house. As the primary source of transportation to the living areas and a necessity for some residents and guests, please use care and respect when using the elevators. Misuse of the elevators may result in removal from campus housing and disciplinary referral. Please contact the property manager or facilities operations if you need assistance with your elevator service.

### Internet Service

Each room is equipped with wireless Internet. The Router from your room is labeled with your room number. The password for the wireless service will be provided by the Resident Assistants. Residents are NOT permitted to change the password for the wireless internet.

### Kitchens

Each chapter is required to keep their kitchen areas clean. Dishwashing and food conservation schedules are the responsibility of the chapters. Any additional cleaning to the kitchens or the equipment within the kitchens will be charged to the chapter. There will be a monthly inspection by the House Manager to verify the level of cleanliness of the kitchen. This inspection report needs to be submitted each month to Cat Nanney, Director of Greek Life at [cnanney@fit.edu](mailto:cnanney@fit.edu).

### Laundry Rooms

Laundry rooms with washer and dryer connections are provided in each apartment in Greek Village.

In the event a washer or dryer is in need of service, please be prepared to provide the machine location and number. Until the machine can be repaired, it is helpful to post a sign indicating that the machine is "out of order."

### Telephone Service

Greek Village rooms are currently not equipped to support land line telephones.

### Chapter Rooms

The chapter is free to do as they wish with the chapter room space but only the chapter room space. Each chapter can be provided a key to the apartment which houses the

chapter room as long as a Chapter Room Agreement form has been signed and turned into the Director of Greek Life.

## **Safety and Security**

The personal security of resident students is a primary concern for Residence Life and Greek Life. We are interested in your security concerns and problems and encourage you to work with us to make this community an enjoyable and safe one. Residents can maximize their personal security by remembering to proceed with caution in and around their living environment.

### Availability of Staff Members

Resident Assistants (RAs) provide set duty hours that will be conducted with nightly outdoor inspections to ensure the security of students. Security guards and RAs will be making themselves available as much as possible. The availability of staff members may be limited during break periods and during transitional housing between semesters.

### Building Evacuation Procedures

If you discover any situation that requires evacuation, leave the building, and call Police and Public Safety from a safe location. Security can be reached by calling 321-674-8111.

When you call:

1. Speak slowly and clearly so you can be understood
2. Give your name.
3. Give the exact location of the emergency
4. Give any other relevant information (is anyone hurt, etc.)

Campus Security will contact the necessary emergency personnel.

### Fire (Safety)

Fire protection equipment (alarm pull stations, fire extinguishers/hoses, etc.) is located in each residential area. If abused, this equipment will not be functional in the event of a fire, thereby endangering the lives of many people.

Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, there are criminal and civil penalties for intentionally setting any fire; for intentionally causing any false fire alarm; and for vandalizing or tampering with any fire alarm or fire protection equipment (including covering smoke/heat detectors). Probable sanctions for these violations are removal from campus housing and/or criminal prosecution. Causing a false fire alarm will result in removal from the residence halls and/or a \$500 charge and/or six months in jail.

### Fire, Health and Safety

All chapter houses should meet all local fire and health codes and standards.

All chapters should post emergency numbers for fire, police and ambulance next to common phones and evacuation routes on the back of the door of each sleeping room. All chapters should comply with engineering recommendations by the insurance company.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden. Hallways and stairwells must be clear of debris, furnishings and other objects. Any costs associated with fire, health and safety violations are the responsibility of the Greek organization.

### Responsibility and Risk

Each fraternity and sorority shall annually instruct its members, alumni/alumnae, and Director of Greek Life on the Risk Management Policy of their (inter)national office.

All residents of a room or apartment are equally responsible for the accommodation and its furnishings. At the end of each academic year, any damages to a room will be charged to the occupants of that room as well as the chapters. If the costs incurred cannot be recouped by the individual student, the chapter will be responsible for all damages.

### Events with Alcohol (Registered Parties)

All events with alcohol must follow the Greek Life Policies. In addition to the rules listed in the policies document, chapters are also required to have the BYOB set-up on the first floor in a member over 21 years of age room, NOT the chapter room. If the chapter does not have anyone living on the first floor he/she will need to meet with Cat Nanney, Director of Greek Life to establish a safe place to house the BYOB set-up.

### Fire Drills

Planned fire drills are held once a year in cooperation with Police and Public Safety, the Safety Office and the local fire department. Residents will not receive notification of the timing of the drills. Please note that fire drills do not occur during late night/early morning hours.

### Deliveries

All packages for Greek Village residents will be delivered to the Greek Village Clubhouse; therefore, students must go there to obtain their deliveries.

### Entrance into Greek Village Chapter Rooms

Our focus is reasonable security. In the University's ongoing effort to provide residential students with reasonable, but still effective, security measures, chapter houses are equipped with key access and are locked 24 hours a day. Each chapter is provided with a key lock box which chapter members can use to gain access into chapter rooms.

### Entry during Break Periods

Residents may stay in campus housing during all academic year break periods including Fall, Thanksgiving, Winter and Spring Breaks. As usual, the buildings will be locked and only accessible via key access. During break periods, campus services will be closed, so any housing issues must be resolved before the break. During these periods, residents are encouraged to be alert and to contact Security should anything or anyone seem suspicious.



### Keeping Hallways Clear

To help ensure safe evacuation should it become necessary, storing of personal belongings in hallways is a safety hazard and will result in a minimum of a \$25 charge and removal of the item(s). The University is not responsible for such items that have been removed from common areas.

### Response to Unknown People

Under no circumstances should residents allow unknown persons to enter the house. Such a breach of security endangers all residents and is a violation of access/entry procedures and disciplinary action will be taken.

## **Trolleys**

There is a Panther shuttle that takes students from Panther Bay to Campus. Updated schedule can be found at <http://trolley.fit.edu>

## **Submitting Service Requests**

Chapters must submit all service requests for repairs or issues to the Director of Greek Life who will then submit the requests on behalf of the Office of Greek Life. Please use this form to submit a service request -

## **University Residential Area Policies**

<http://www.fit.edu/studenthandbook/>

## **Housing Contracts and Policies**

<http://www.fit.edu/studenthandbook/>

## **House Policies**

Each individual Chapter has their own housing policies on top of those set by the school. Please remember to follow the more strict policy.

Summer – Chapter are required to remove everything from the apartments and place the items in the chapter room. All chapter specific items are required to fit in the chapter room with the door closed.

Chapters are not permitted to store anything in any room of the chapter facility other than the chapter room.



## Office of Greek Life Chapter Room Agreement

**Overview:** Floor one of the chapter house contains two bedrooms as well as the chapter's meeting space. Sometimes it is convenient for the chapter to allow access to the chapter meeting space to a member of the organization besides the two residents that are assigned to live in the chapter room. Florida Tech Residence Life's standard procedure is to only give out apartment keys to residents that are currently occupying the space. However, we recognize the unique situation that Greek Chapters are in and are willing to make an exception if the room's residents wish for this to occur.

**Residents of the Chapter Room:** I understand that I have elected to live in the chapter house apartment attached to the chapter's meeting space and have the option of allowing an additional member(s) of the organization to access my apartment.

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(Signature of Resident)

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(Signature of Resident)

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(Signature of Additional Key Holder)

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(Chapter Name)