



ELON
UNIVERSITY

Fraternity and Sorority Housing 2025-2026 Facility Use Agreement and Policies for the Loy Center Neighborhood

This is an agreement (the “Agreement”) between Elon University and _____
Fraternity/Sorority (the “Organization”) for use of the _____ facility (the “Facility”) in the
Loy Center Neighborhood (the “Loy Neighborhood”)

A. General

1. The term of this Agreement shall be for one year commencing on August 1, 2025. The Agreement shall automatically renew at the end of its term unless Elon University or the Organization provides at any time notice of its intention not to renew the Agreement. This notice not to renew may be exercised without cause or penalty; however, the Organization shall remain responsible for any accrued amounts due under the Agreement. Upon termination of the Agreement, the Organization and its members agree to vacate the Facility, remove personal/Chapter items at the request of Elon University within 14 days (timeframe determined by Residence Life on a case-by-case basis), and leave the Facility in a broom-clean condition.
2. Elon University will provide the Facility in a suitable condition and with rooms which contain standard furnishings: bed, wardrobe/closet/drawers, desk, desk chair, blinds, outside recycling containers, outside trash bins, washer & dryer, refrigerator, dishwasher, and stove. University furniture and appliances may not be removed without prior permission of Residence Life and should be treated with care. The University expressly reserves the right to pursue monetary damages against the Organization and its members for the cost to repair or replace any University property that is damaged beyond ordinary wear and tear. The University further expressly reserves the right to pursue monetary damages against the Organization and its members for any damage that the Organization and its members cause to the other University property or the property of third-parties.
3. The University will provide and maintain all utilities for the Facility. The University will maintain the exterior of the structure, the lawn, landscaping, walks, roadways and associated rights of ways. Collection and disposal of all garbage into proper trash containers will be the responsibility of the Organization. The University will provide removal of garbage from the proper containers on prearranged days.
4. All University Student Handbook and Registered Student Organization Handbook policies apply at all times in the Loy Neighborhood and to the Organization and the Facility.
5. **All University-wide residential policies apply at all times in the Loy Neighborhood including the Facility, and to the Organization and students residing in or otherwise using the Facility.** For details on this policy, please visit: <https://www.elon.edu/u/residence-life/resources/>
6. All Fraternity/Sorority Community standards, as well as university risk management guidelines and policies pertaining to student organizations, are to be followed at all times and the Organization, its members and others using the Facility are responsible for the consequences that result from not following this agreement and its policies.
7. The Organization is responsible for the safety and security of the Facility. The University is not responsible for loss or theft of personal or organization owned property at any time, whether school is in session or not. The University highly recommends that students subscribe to a Renter’s Insurance program and that the Organization remove personal items at the end of each academic year. Further, the University is not responsible for any personal items or furniture left in the Facility at the end of the spring semester. Organization furniture/supplies may remain in the Facility, however all

personal student belongings must be removed from the Facility at the end of the spring semester and may not be returned until the approved August move-in date. Any personal property that remains in the Facility will be discarded by University staff and a fine may be assessed to the Organization and/or its members by Facilities Management based on the amount of personal property left behind. Common area furniture owned by the Organization may be left, but must be moved, if possible, to the center of the room. The University is not responsible for the security of property left inside the Facility or on the grounds of the Facility following the closing of the Facility at the end of the spring semester.

8. The University reserves the right to revise its housing policies, which may have an impact on the terms of this Agreement, if necessary and the Organization accepts and agrees that any revision of the University's housing policies may be applied to the Organization and this Agreement.
9. Violation of any section of this Agreement may place the Organization in jeopardy of immediate loss of housing privileges, removal from the Facility, and possible referral to the Office of Student Conduct.
10. The University reserves the right to utilize any/all housing options, including use of the Facility, for summer school, special initiatives, conferences, etc. Please take this into consideration when closing the Facility for the summer.

B. Occupancy

1. The Organization is responsible for keeping the beds in the Facility full at all times during the term of this Agreement.
2. The Organization will maintain occupancy of the Facility with the appropriate number of persons (5/10/12/13). During the fall semester, residents of the Facility must officially be in the Facility by the third day of classes. If the appropriate number of persons does not reside in the Facility by this date, the Organization will be charged the total room amount for that vacancy (During times of housing shortages, the Organization may be required to fill any vacant space with non-Organization members as a condition of keeping the Organization's Facility).
3. Should a vacancy in the Facility occur any time during the term of this Agreement, the Organization is responsible for filling the vacancy with another member of the Organization. If the Organization cannot provide a member to live in the Facility, the Organization will accrue and be required to pay the cost of the vacant room.
 - a. The Organization will be notified of any vacancies the summer prior to the academic year. The Organization must pay the cost of any vacancy in full by September of the academic year for the fall semester (if the vacancy is not filled by the Organization). The Organization must pay the cost of any vacancy in full by February of the academic year for the spring semester (if the vacancy is not filled by the Organization).
4. Only registered full-time students who are sophomores or above, and are initiated members of the Organization, are permitted to reside in the Facility (i.e. no uninitiated members, regardless of year in school, may live in the facility, even to fill vacancies).
5. Individuals in the Organization who are sophomores or above, are initiated members of the Organization at the time of the application, and are selected by the Organization to live in the Facility, may apply to the University for the position of House Manager. The selected person will serve as a staff member in the Office of Residence Life student staff team and will receive remuneration for their position unless and until they are removed from or resign from this position. The House Manager for each Organization will be required to participate in the full department student staff training prior to the start of the school year as well as in any ongoing staff development trainings throughout the year. See the *House Manager Expectations* section for more details.
6. All occupants and guests of the Facility are responsible for abiding by all University policies, including the policies listed in this document, as well as those of their respective international organizations. Specific policies related to on-campus housing include but are not limited to:

- a. Social Events may be held for Organization members and their guests only. All social activities must be registered through PhoenixCONNECT and must adhere to the requirements stated in the party/event registration policy in the *Student Handbook* and *Student Organization Handbook*. Any event held in the Facility must be conducted in such a manner as to be considerate of the rights of other residents living in the Facility and surrounding neighbors.
 - b. Under no circumstances may alcoholic beverages be sold, traded, or otherwise provided in exchange for consideration in the Facility. No beer kegs or other common source alcoholic beverage containers may be stored or used anywhere in the Facility or on the Facility premises. All residential policies regarding alcohol should be adhered to at all times while in the Facility or on the Facility premises.
 - c. Under no circumstances may the Organization, its members, or anyone else provide or distribute alcohol to minors (anyone under the age of 21).
 - d. The Organization, its members, and any guests must follow federal and state law and University policies regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on the Facility premises.
 - e. Organization members and their guests are required to know and follow University policies, including but not limited to those regarding excessive noise and quiet hours. These policies are available at <https://www.elon.edu/u/residence-life/resources/residential-policies>.
 - f. The occupants of the Facility and their guests will make a special effort to exercise consideration with regard to its immediate neighbors so as not to create undue disturbance at any time of the day or night.
7. Housing Rosters for the following academic year will be due at the end of February each year. The Organization will be notified of the timeline and instructions in January of each academic year. Chapters can also expect to receive this agreement in January/February as well.
 8. Students in Loy Center, including members of Organization, cannot “buy out” double rooms at the single room rate.
 9. Each Loy Center resident, including members of Organization residing in the Facility, living in a single room will be charged the current University single room rate. Students living in a double room at the Facility will be charged the current University double room rate, regardless of the size room in which they reside. Students living in a triple room at the Facility will be charged the current University triple room rate.

C. Exterior

1. Any and all indoor furniture must remain inside the Facility at all times. Under Residence Life’s discretion, any University furniture placed outside may be referred as a policy violation and damages will be charged to the Organization at the price of replacing the furniture with same or similar new furniture regardless of whether the University elects to purchase any such new furniture.
2. Propping the doors open causes damage to the doors and the Facility. Propping doors open (or leaving them unlocked) also allows unwanted persons access to the Facility. The Organization will receive one verbal or written warning for propped or unlocked entrances, then may be referred as a policy violation for any subsequent offenses.
3. No one, except authorized personnel, is allowed on the roofs or overhangs of the Facility or other buildings. If members or guests of the Organization are found on the roofs or overhangs of the Facility, or if furniture or other items are found in these same areas, the Organization will be charged the cost of the damages, furniture/item removal, possible policy violation referral, and any additional University fees and charges.

4. The Organization's letters and name will be installed on the exterior of the Facility and moved when the Organization relocates and the Organization will not be billed for initial installation or moves of the Organization's letters and name.
5. Any modifications to the building, including but not limited to banners, flags, painting, etc., need to be approved through Residence Life. Any damage caused to the Facility will be billed to the Organization.
6. Organizations and their members are not to engage in unsafe activities in, on, or near the Facility, including but not limited to hitting golf balls in or around the Loy Center Neighborhood, or anywhere else on campus with the exception of the driving range on South Campus. If the Organization and/or its members are found to be doing any such activities, they will be given a policy violation and will pay for any damages.

D. Interior

1. Fire Safety issues in the Facility must be rectified immediately and applicable fire safety fines may be passed along to the Organization. Violations include but are not limited to the following: boxes and/or items under the stairwell, items blocking pathway to doors/exits, blocking fire panels/maintenance closets, halogen lamps, candles, paint, gas, and hanging anything on fire extinguishers/sprinklers.
2. The Organization may lock the storage closet of the Facility with a padlock if arranged with Residence Life ahead of time. Residence Life must have a copy of the key or the combination for emergency purposes.
3. If the interior of the Facility is disheveled, dirty, or otherwise in a poor or unbecoming condition, and that condition is reported to the University, the Organization will be referred to Residence Life as a policy violation for not maintaining health and safety standards in the interior of the Facility. Additionally, the Organization will pay any fees assessed by Facilities Management in addition to any end of year damage billing charged to individuals.
4. Bikes and electric transportation devices are not permitted inside the Facility because having them in the Facility is a fire hazard. There are bike racks in each court for bikes to be placed. Having bikes indoors will be a Health and Safety violation.
5. Painting of banners, furniture, posters, coolers, etc. should not be done inside the Facility, on the front porch, or on the deck/patio areas. The Organization will be responsible for the cost of cleaning and any damages to the Facility from the painting will be referred for a policy violation.
6. The Organization and its members should not try to repair any part of the Facility structure as it usually results in Facilities Management doing twice as much work to fix it correctly, which results in higher costs to the Organization and/or the individual resident/member. If Facilities Management reports inappropriate efforts to make repairs, the student/member and/or the Organization will be responsible for the cost of the repairs and will be referred for a policy violation.
7. Residents of the Facility and/or Organization members are not permitted to display any kind of alcohol container in rooms, on windowsills, or in common areas. Display of such items is a policy violation.
8. University staff maintain the right to conduct regular Facility walkthroughs throughout the school year, including prior to opening, at each break, and at closing. The Organization will be responsible for maintaining the condition of the Facility and its furnishings as they were at the beginning of the agreement period, after making allowances for normal wear and tear. Any damage that occurs in the common area of the Facility, beyond normal wear and tear, where the charge cannot be billed to an individual, will be billed to the Organization. Damage to individual rooms will be charged to the student/member assigned to those rooms.
9. Cleaning:
 - a. Elon University Environmental Services staff will clean the following areas of the Facility once a week: floors, stairs, common bathrooms, kitchens and laundry room.

- i. The Organization is responsible for cleaning dishes, refrigerators, throwing out food trash (to-go boxes, spoiled food) on a regular basis. Environmental Services will not touch individual/Organization belongings and will clean around them. For that reason, please ensure that the counter tops are clear of debris, dishes, etc., so they can be cleaned appropriately.
- b. The following areas will be looked at a second time every week: bathrooms and surface cleaning.
- c. Due to the variations of bathroom arrangements in Loy buildings N, O, P, Q, R, S all suite bathrooms are the responsibility of the residents to clean.
- d. Each Organization is responsible for making sure that the trash in the Facility is put into the receptacles on the back deck/patio. If the Organization does not place the trash in the appropriate receptacle, they will be charged a Health and Safety policy violation plus any charges from Environmental Services.
- e. The environmental services staff will not clean the bathrooms if anything is in their way. This includes shower caddies, razors, and washcloths in the shower, and items on the counters.

E. Reporting Maintenance Problems

- 1. Residents and Organization members are to report maintenance problems by submitting submit work orders to Facilities Management through the *FIXit* system.
- 2. Failure to report maintenance issues in the Facility could result in damage charges to the Organization and/or members.
- 3. Emergency repairs after regular hours should be called into Campus Safety and Police at 336-278-5555. Due to the after-hours response by repair personnel, there may be a night charge that goes along with any late-night requests/repairs.

F. Damage Billing

The University wants you to feel comfortable in your home in Loy and take pride in the upkeep of your home that reflects your Organization's values. Normal wear and tear occurs and it is every resident's responsibility to keep damages to a minimum. When damage occurs, this is what you can expect:

- 1. All damages to common areas of the Facility (i.e. everything but the individual rooms) will be charged to the Organization. It is the Organization's responsibility to collect the money and pay the University for the repairs by the date assigned from the Office of Residence Life.
 - a. At least two times a semester, Residence Life will bill the Organization for any damage charges. The charges need to be paid by the deadline given in each invoice, or the Organization will be subject a \$100 late fee for each week the payment is delayed by.
 - b. Payment plans may be an option for Organizations who need them and will be assessed on a case-by-case basis, with the expectation that all damages will be paid in full by the deadline assigned by Residence Life.
 - c. Failure to pay these charges by the dates set by the University is a breach of the terms of this Agreement and the University may elect to remove Organization from the Facility if the Organization fails to pay these charges by the dates set by the University.
- 2. Damages to student rooms will be billed on the student's tuition bill at the end of each academic year.
- 3. Damages that result from social events are the responsibility of the Organization hosting the event and must be paid by the Organization.
- 4. Any damages caused to the Loy Center and nearby surrounding area that cannot be directly associated with a specific organization or person, may be charged to what is called a community damage bill. At the end of each semester the cost of the community damages will be divided by all housed organizations

and billed on the damage bill. The Organization accepts and understands that it must pay its share of this damage bill upon request by the University.

G. Fire Safety

1. Never overload outlets or block exits/entrances to the Facility.
2. No items may be stored in front of electrical panels, in mechanical rooms, or under the stairwells in Phase I houses (houses A-I).
3. All entrances and exits must maintain a minimum of 3 feet of egress. Do not block exits.
4. As per university policy and the town of Elon fire marshal, there are to be no grills stored in, on, or around any Loy Center Neighborhood facility. Grills or propane tanks found in or around the Facility will result in a policy violation plus the cost of removal and any additional town/university charges or fines.
5. All Organization members and guests are expected to follow all University fire safety policies.

H. Parking

1. All Loy Center Neighborhood residents, including the Organization and its members, will need to obtain a parking pass and park in the correct designated parking lot for the Loy Center Neighborhood. At times, residents must move their car as directed by University staff, such as game days during football season. Guests and non-resident members of the Organization must park in areas designated on their decal.
2. Any non-student or non-staff visitors to Loy Center, including guests of Organization and/or its members, are required to obtain a temporary visitors parking permit at Campus Safety and Police and must follow all campus parking rules and regulations. The Organization and/or its members may be held responsible for their guests' failures to comply with these requirements.
3. No parking is permitted around the Loy Circle entrance, as this is a fire lane. No cars may be parked on the grass or bricked areas in Loy Center Neighborhood at any time. Any cars that are found violating this policy will be reported to Campus Safety and Police and are subject to ticketing or towing.
4. There are two designated 15-minute loading/unloading spaces at the Loy Circle entrance. Any cars left in these spaces for an extended period of time are subject to ticketing or towing.

I. House Manager Basic Expectations and Basic Job Description

The House Manager job responsibilities are outlined each year in the Position Description and Work Agreement House Managers sign with Residence Life. The expectations below are general and are subject to change due to the needs of the position.

1. Each facility, including the Facility, will have an employed House Manager (HM), who is a student staff member within the Office of Residence Life. The HM serves as the liaison between Residence Life and the Organization concerning facility management and the promotion of fraternity/sorority community events. The HM serves as a mentor for the Organization's members who live in their Facility, holds accountable all members to uphold the condition and policies of their Facility, and facilitates community building and developmental experiences for the residents of their Facility.
2. The HM is to maintain full-time student status of 12 undergraduate credits.
3. The HM is to maintain a cumulative GPA of at least 2.5.
4. The HM will serve for one academic year from fall to spring while living in the Facility the entire time (study abroad during winter term may be allowed if communicated ahead of time to Residence Life).
5. The HM will be in good standing with the University and agree to uphold the Elon University Honor Code. Each HM will be expected to return to school prior to opening for training and remain on campus until after the last resident leaves and the house is properly closed at the end of the school year. HMs are responsible for assisting during all university breaks, including Fall opening, Thanksgiving closing

and opening, Fall closing, Winter opening and closing, Spring opening, Spring break closing and opening, and Spring closing.

6. The HM will:

- a. conduct or coordinate several programs per semester for residents of their Facility.
- b. Read this agreement and be familiar with its contents.
- c. Participate in all staff meetings and related commitments.
- d. Attend any and all staff training and development sessions.
- e. Check email daily for communication from Residence Life.
- f. Complete all paperwork and email responses legibly, timely, and accurately.
- g. Assist in the recruitment and selection of the next year's HMs.
- h. Perform all other duties as assigned by the Graduate Apprentice for Loy Center Neighborhood

J. Other

1. At the dedication of the Loy Center Neighborhood, there was a rock with a plaque set on the grass circle. THIS ROCK IS NOT TO BE PAINTED! Painting this rock may be referred as a policy violation.
2. The University has placed 'spirit rocks' in courtyards, which are the only rocks that can be painted. Do not paint the trees, grass, other rocks, or roadways. If you paint other areas the Organization will be held accountable and maybe referred as a policy violation.
3. All facilities will have card access front doors. With the Organization president's approval, all active members of the Organization are given access to their respective house. Each semester, Organization presidents need to update Organization rosters through Phoenix Connect, so access can be adjusted accordingly.

K. Knowledge of the agreements and policies

1. It is the responsibility of the Organization House Manager, President, and Executive Board to educate the residents of the Facility and members of the Organization on the requirements and obligations of this Agreement.
2. It is always the responsibility of the residents of the Facility and members of the Organization to abide by the University's fraternity and sorority housing agreements and policies.
3. It is the responsibility of the entire Organization membership to be responsible to educate any and all guests and uphold the Organization's Facility in compliance with all applicable agreements and University policies.

By signing below, I acknowledge that I have read and understand this document, and that I will inform our Organization's members of the policies stated in this Agreement, provide them with a copy of the Agreement, and have each member acknowledge receipt of the Agreement.

I further accept and agree that this Agreement may be executed and delivered by electronic signatures and that the signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Chapter House Manager _____

Date _____

Chapter President _____

Date _____

Received by the Office of Residence Life: _____

Associate Director Signature: _____

Other Important Policies

Elon University Honor Code

All House Managers are expected to lead their peers by example in upholding the Elon Honor Code. The Elon Honor Code can be found: <https://www.elon.edu/u/student-conduct/honor-code/>

Student Handbook Policies

All Fraternity & Sorority members, including Organization members, are expected to know and fully understand the University policies stated in the Elon University Student Handbook and to take time to read the University policies. As a resource, the Organization's House Manager, President, and Chapter Manager should be able to explain policies and help Facility residents/Organization members understand them.
<https://elon.smartcatalogiq.com/en/>.