



HOUSING AGREEMENT

Red Door House Corporation
Sigma Phi Epsilon Fraternity – Colorado Gamma Chapter
2025-2026 Academic Year

This HOUSING AGREEMENT is a NON-TRANSFERABLE LEGALLY BINDING CONTRACT. Upon completion and signature, you will become obligated to make all payments in the manner set forth herein. Failure to comply with all terms of this agreement may result in housing deposit forfeiture, collection proceedings, legal action, loss of fraternity privileges and membership, as well as eviction from the premises. Colorado law establishes rights and obligations for parties to housing agreements. This is not a “Lease”, if you have a question about the interpretation or legality of a provision of this agreement, you may want to seek the assistance of legal counsel.

This housing agreement is made by and between:

Full Name (First Middle Last)

Email Address

Permanent Address (e.g., parents or family)

City

State

Zip Code

Phone #

Driver License #

State

hereinafter referred to as “Member”, and Red Door House Corporation (RDHC), PO Box 2051, Fort Collins, CO 80522, hereinafter referred to as “RDHC”.

WITNESSETH:

That for and in consideration of the mutual promises, covenants, and conditions hereinafter set forth, RDHC and Member agree as follows:

1. DESCRIPTION

RDHC does hereby License Member the right to use a room (“Room”) in the Sigma Phi Epsilon Fraternity House (the “Fraternity House”) located at 121 East Lake Street, Fort Collins, Colorado 80524, to be used by Member for residential purposes only. Member is also entitled to make reasonable use of the common areas of the Fraternity House, subject to the rules and regulations of Colorado State University, the Interfraternity Council, the Colorado Gamma Chapter of Sigma Phi Epsilon, and RDHC.

Room License will include food service consisting of 15 meals per week called “Board”. Included meals are: breakfast, lunch, and dinner Monday–Friday. Meal service begins on the first day of the school term and ends on the last day of the school term (including finals week) as defined by Colorado State University and is exclusive of official university

holidays, vacations, and breaks. Board is included in the fee amount for the Fall and Spring semesters only.

2. AGREEMENT TERM

The term of this Agreement shall be an Academic Semester, an Academic Year, or a Full Year as indicated below (select an Agreement term under Section-4: Housing Fee):

Fall Semester 2025 only: term begins August 15, 2025 (first day of classes is August 17th) and shall terminate on December 31, 2025 (commencement completes December 15th).

Spring Semester 2026 only: term begins January 1, 2026 (first day of classes is January 19th) and shall terminate on May 15, 2026 (commencement completes May 18th).

Summer Semester 2026 only: term begins May 16, 2026 (first day of classes is May 19th) and shall terminate on August 14, 2026 (last day of classes is August 7th).

Academic Year 2025-2026: term begins August 15, 2025 and shall terminate on May 15, 2026.

Full Calendar Year 2025-2026 (if planning to live in house during summer): term begins August 15, 2025 and shall terminate on August 14, 2026.

The Chapter shall assign Member to a Room in the Fraternity House at the beginning of the term of this Agreement; RDHC shall have the right to move Member to similar accommodations within the Fraternity House.

For tax purposes related to a non-profit 501(c7) corporation, all Members are associate non-voting members of the Red Door House Corporation, Inc. of Colorado for the duration of this Agreement term.

3. HOUSING DEPOSIT

A housing deposit of **\$600** is due on the day of signing this Agreement, payable as described below in Section 4. The deposit shall secure compliance with the terms and conditions of this Agreement. Return of Deposit shall be per Section 5 below.

4. HOUSING FEE

Member agrees to pay RDHC, or its designated agent, a housing fee, without demand or set-off, in the following manner and in the sums below. Please select Agreement term and payment type (if planning to live in house during the academic year and summer, select Full Calendar Year).

Select Option	Agreement Term	Fee*	Due Date
<input type="checkbox"/>	Fall Semester 2025 only	\$6,200	August 15, 2025
<input type="checkbox"/>	Spring Semester 2026 only	\$6,200	January 1, 2026
<input type="checkbox"/>	Academic Year 2025-2026	\$12,400	\$6,000 on August 15, 2025 \$6,000 on, January 1, 2026
<input type="checkbox"/>	Summer Semester 2026 only*	\$2,000	\$1,800 on May 16, 2026
<input type="checkbox"/>	Full Calendar Year 2025-2026*	\$14,400	\$6,000 on August 15, 2025 \$6,000 on January 1, 2026 \$1,800 on May 16, 2026

* Summer Semester is for room only, no food service.

Please confirm that one check box is selected above

All deposit and fee payments are payable to the Red Door House Corporation and must be received by the due date.

A. Payments can be:

1. Hand delivered to the undergraduate VP Finance
2. Mailed to:
Red Door House Corporation
C/O Mitchell Christ, Treasurer
7787 S. Gallup Ct.
Littleton, CO 80120
3. Electronic funds transfer with Automated Clearing House network (ACH)
Routing #: 107005047
Account #: 6931236703
4. Zelle payment
Mitch.christ@gmail.com
303-916-6199

B. Fee includes: Board (as described above), water, electric, gas, heating/cooling, sanitation, high speed internet, and on-site laundry facilities.

C. Timely payment is of the essence and Member may be assessed a late fee charge of **\$150** for every 30 days after payment is due.

D. The RDHC reserves the right to place delinquent accounts with a collection agency of its choosing.

E. A service fee of **\$50** will be assessed for all returned checks.

F. Member shall have a Personal Guarantor and have executed the attached Agreement of Personal Guaranty which is part of and included in Exhibit-A in this housing agreement.

5. MOVE OUT/DEPOSIT RETURN

- A. Move out Requirements - Member shall move out of his room by midnight on the last day of the Agreement Term
- i. Remove all personal belongings from room and common storage areas.
 - ii. Vacuum the drawers in the furniture and the floor.
 - iii. Remove all items hanging on the walls/ceiling.
- A. Deposit Return – Within 30 days after the expiration of the Agreement term, Member will request their housing deposit refund by sending an email to mitch.christ@gmail.com; stating that the above move-out requirements have been satisfied and provide an address where the refund should be mailed. The Housing Deposit shall be refunded to Member within 30 days after the request has been received by RDHC and room has been inspected; less any amount necessary to pay for:
- i. Any unpaid fees
 - ii. Any damages to the Room or Fraternity House for which Member is responsible. (A written accounting of said charges shall be presented to Member within 10 days of Member's request for housing deposit refund. If deposits do not cover such costs and damages, the Member shall immediately pay said additional costs for damages to RDHC.)
 - iii. Extraordinary cleaning costs
 - iv. Key replacement costs
 - v. If there is damage to the house common areas and the responsible party is not identified, each Member is responsible for an equal share of the repairing that damage.
 - vi. Any other amount legally allowable under the terms of this agreement.

If Member does not submit a housing deposit refund request including forwarding address information within 90 days of the last day of day of the Agreement, the Member's housing deposit may be forfeited at the discretion of the RDHC.

The Tennant may choose to carry-over his housing deposit to a subsequent Agreement.

All accounts payable to the Red Door House Corporation and/or the Colorado Gamma Chapter (via the Greekbill system) must be zero before deposit return.

6. RIGHT OF ENTRY

RDHC and/or its agents shall have the right to enter the Room by passkey or otherwise at all reasonable and necessary times without notice to inspect the room as well as any personal property for any reasonable purpose including, but not limited to, the purpose of ensuring compliance and non-violation of Section 20 of this Agreement. It is further agreed that any locking devices or impediments to such a search shall be readily opened by the Member, or otherwise forcibly opened by RDHC.

7. DEFAULT

In the event the Member is in default under this Agreement, RDHC shall have the right to terminate this Agreement and Member shall peacefully surrender the premises to the

RDHC within 72 hours. Default on the part of Member shall include, but is not limited to, the following:

- A. Delinquency in the due and punctual payment of any fee or other payment required hereunder for more than ten (10) days after the date such payment is due;
- B. Failure to reimburse RDHC for damages or extraordinary repairs due under this Agreement;
- C. Violation by Member or their guests of the provisions of this Agreement or applicable State or local laws or the executed Membership Agreement incorporated herein as Exhibit-B;
- D. Abandonment of Room;

Upon default by Member:

- A. RDHC may have all remedies legally permissible at law or equity, including termination of this license;
- B. Member shall reimburse RDHC for all legal fees, costs, and expenses legally recoverable and for all damages caused by Member's default;
 - a. Member agrees that any failure to RDHC to insist upon strict observance of any covenant, provision or condition of this Agreement in any one or more instances shall not constitute or be deemed a waiver, at that time or thereafter, of such or any other covenant, provision or condition of this Agreement;
 - b. The RDHC may, without formal demand or further notice of any kind, reenter the premises and repossess it therefrom without being liable for any damages therefor. **No such termination of this Agreement by RDHC shall relieve Member of Their liability and obligations under this Agreement and such liability and obligation shall survive any such termination.**

8. CONDUCT

Member agrees that the conduct of himself, his guests and invitees shall never be disorderly or unlawful and shall not disturb the rights, comforts or conveniences of other persons in the Fraternity House and shall, at all times, comply with the provisions of Section 20 of this Agreement. Any actions to the contrary shall be deemed misconduct by the RDHC, to be determined in RDHC's sole discretion, and may result in the termination of this Agreement by RDHC. Misconduct on the part of the Member shall include, but is not limited to, the following:

- A. Maintaining a nuisance within the Room, Fraternity House or its surrounding areas;
- B. Disorderly or illegal behavior on the part of Member or Member's guests;
- C. Keeping any handguns, firearms or weapons of any type, or any explosive, inflammable or any hazardous substances, or any article of thing of a dangerous nature on the premises;
- D. Violating the provisions of Section 20 regarding alcohol and Controlled Substances;
- E. Inability or refusal on the part of the Member to adjust to the concept and requirements of living in a student residence environment;
- F. Violation of any of the rules and regulations made by RDHC, other Governmental Bodies and/or the University;

- G. Violations of any of the covenants or conditions of this Agreement;
- H. Violations of any Sigma Phi Epsilon Fraternity's (or the local chapter's) Bylaws and/or Bylaws and Administrative Policies and Procedures of Sigma Phi Epsilon Fraternity;
- I. Loss of Member's status as a member or new member of Sigma Phi Epsilon Fraternity as prescribed in the Bylaws and Administrative Policies and Procedures of Sigma Phi Epsilon Fraternity; and/or
- J. Violation of the Sigma Phi Epsilon Fraternity Grand Chapter Bylaws, Section-4: "Statement on Chapter and Individual Responsibility."

9. CONDITION OF ROOM/USE OF PREMISES

Prior to occupancy, Member will examine the Room, including furnishings, and agrees to accept the Room in the present condition, and agrees that upon the expiration or termination of this Agreement Member will peacefully surrender possession of the premises and furnishing to RDHC in as good condition as they are at the beginning of the of the term of this Agreement, normal wear and tear excepted.

Each bedroom is furnished with the following furniture which shall not be removed from the room unless authorized by the AVC:

- (2) bunk-able beds/mattresses
- (2) four-drawer dressers
- (1) desk/chair

Member shall have the right to report defects or damages to RDHC, or designated agent, in writing or email within 24 hours after Member is given Possession of the Room and is given a MOVE-IN INVENTORY AND CONDITION form for the Room. Member further agrees to repay RDHC, on demand, the cost or repair or service made necessary by the negligent or careless use of the Room by Member, his agents, family, invitees and/or guests. Member agrees to surrender the Room in like condition as when taken, reasonable wear excepted.

In addition, Member shall be responsible to take good care of the common areas and property including:

- A. Proper use and maintenance of furnishings, fixtures, and equipment.
- B. Proper use of Common areas of the house and keep the same free from waste at all times.
- C. Proper use of outdoor premises including sidewalks, service ways, loading areas, porches, lawn areas, basketball court, and parking areas; Premises to be neat, clean, and free from dirt, rubbish, insects and pests at all times.
- D. Member shall properly dispose of all trash and garbage in trash and recycle dumpsters provided by RDHC.
- E. Member shall make no changes or alterations to the premises without the prior written consent of the RDHC.
- F. Member shall not store any personal items in a non-designated storage area within the house or on the outside premises without written permission from the RDHC.

Member shall be responsible for and liable to RDHC for all damage to, defacement of, or removal of property from the common areas of the Fraternity House caused by Member, his family, invitees, and/or guests.

In the event of the person(s) responsible for damage to the common areas cannot be ascertained by RDHC after reasonable inquiry, then all Members which have licensed a Room in the Fraternity House, agree to repay RDHC, on demand, the pro-rata cost or repair or service made necessary by the negligent or careless use of the common areas of the Fraternity House caused by Members, his family, invitees, and/or guests.

10. LIABILITY AND INDEMNITY

The RDHC and its employees or agents shall not be responsible or liable to Member for any personal injury and/or property damage or loss that may be occasioned by or through acts or omission of other Members, their guests or invitees, or of persons who are trespassers. RDHC shall not be responsible or liable for any personal injury and/or property damage or loss from theft, vandalism, fire, water, rain, storms, explosions, act or omission of any other Members, sonic booms or other causes whatsoever. RDHC shall not be liable for loss or damage resulting from failure, interruptions or malfunctions of the utilities provided Member under this Agreement nor shall such failure, interruption or malfunction in any way operate as a release from the prompt and punctual performance by Member of the covenants contained within this Agreement.

Member agrees to and hereby does indemnify RDHC against loss or damage resulting from any claim or claims asserted against RDHC by any other person or persons for the loss of or damage to property or injury to persons based upon alleged acts, omissions, or negligence of Member and his agents, guests or invitees, in or in connection with the use and/or occupancy of the premises by Member.

11. WAIVER OF SUBROGATION

Each party releases the other party from and liability for loss, damage or injury caused by fire or other casualty for which insurance (permitting waiver of liability and waiver of insurer rights of subrogation) is carried by the insured party, to the extent of any recovery by the insured party under such policy.

12. DAMAGE OR DESTRUCTION OF PREMISES

If, in the sole discretion of the RDHC, the premises or property should become uninhabitable during the term hereof because of damage or destruction by fire or other casualty, RDHC shall have the right to terminate this Agreement, or move Member to similar accommodations within the property and repair and restore the premises or property. In the event of such damage or destruction to the premises or property without the fault of Member, his agents, guests or invitees, Member's obligation to pay fee hereunder shall be abated if RDHC terminates this Agreement, or does not furnish Member similar accommodations within the property.

13. ASSIGNMENT PROHIBITED

Member shall not assign this Agreement nor sublet the whole or any part of the Room or any other portion of the Fraternity House under any circumstances.

14. PETS

PETS WILL NOT BE PERMITTED IN THE FRATERNITY HOUSE. The presence of pets will be sufficient reason for termination of the Agreement and/or eviction.

15. RIGHT OF REFUSAL/PARENTAL GUARANTY

Until RDHC has executed this Agreement, RDHC shall have the right to refuse acceptance of Member for any reason whatsoever provided; however, such refusal shall not be based on Member’s race, religion, or national origin. In the event of a refusal, RDHC shall refund to Member, if applicable, the housing deposit and any other previously paid Fee.

Before RDHC accepts this Agreement, RDHC requires a guaranty signed by Member’s parent or Guardian (a “Guarantor”) in a form acceptable to RDHC (“Guaranty”). If Member delivers a forged or otherwise false or invalid Guaranty, then RDHC may pursue civil or criminal penalties in addition to its other remedies. Notwithstanding the foregoing, in the event a Guaranty is not obtained by RDHC, RDHC may waive such requirement, accept the Agreement without the Guaranty, and enforce all of its rights under the Agreement against Member.

16. NON-OCCUPANCY BY MEMBER

If the Member decides not to occupy or is otherwise unable to occupy the Room for any portion of the Term (for any reason including academic suspension from the School), RDHC is entitled to retain the full amount of Fee specified in Section 4 of this Agreement.

17. ATTORNEY’S FEES

Member agrees to pay RDHC’s attorney’s fees and court costs in any action relating to this Agreement in which RDHC prevails.

18. ABANDONMENT

If RDHC’s right of reentry is exercised following a ten (10) day abandonment of the premises by Member without notice, or default and failure to cure, then RDHC may consider any personal property belonging to Member and left on the premises to also have been abandoned. RDHC may then dispose of all such personal property in any manner RDHC deems proper and is hereby relieved of all liability for doing so. Any costs associated disposing of Member’s personal property shall be paid out of the housing deposit. Member may be subject to a **\$1,000** Housing Agreement Termination Fee.

19. TRUTH IN RENTING ACT

RDHC and Member agree that this Agreement is not intended, nor shall it be construed, to violate any of the provisions of the Truth in Renting Act. If, however, any provision of this Agreement violates, or is deemed to violate, such Act, then such provision shall be null and void but all other provisions of the Agreement shall continue to remain in full force and effect.

20. INSURANCE

Member acknowledges that RDHC's insurance does not cover personal property damage caused by fire, theft, rain, war, acts of God, acts of others, and/or any other causes, nor shall RDHC be held liable for such losses. Member is hereby advised to obtain his own renter's insurance policy to cover any personal losses.

21. SUBSTANCE-FREE CHAPTER FACILITY

Member represents and warrants to RDHC that Member accepts, acknowledges and agrees to be bound by the following terms and conditions concerning the use, distribution, consumption, manufacture, storage and/or possession (collectively, "Use and Consumption") of all alcohol and Controlled Substances. For purposes of this Agreement, the term "Controlled Substance" shall mean all illegal and illicit substances and drugs, marijuana or any other controlled substances without an appropriate prescription issued to the user by a licensed professional. For purposes of this Agreement, the term "Member Guest" shall mean any invitee, guest, agent, or any other person permitted to enter the Fraternity House by Member.

- A. **Controlled Substances.** At all times, the Use and Consumption of a Controlled Substance by Member in any manner in any area of the Fraternity House (including Member's Room) is strictly prohibited. This includes, but is not limited to, the Use and Consumption of a prescription drug by Member for which Member does not have a prescription from a licensed physician written in his individual name. Member is responsible for ensuring that all Member Guests comply with the terms of this Section 20(A) and failure of any Member Guest to comply with this paragraph shall constitute a default of this Agreement by Member.
- B. **Alcohol.** At all times, and regardless of whether Member or any Member Guest is under or over the age of 21, the Use and Consumption of alcohol in any manner by any person is strictly prohibited in all areas of the Fraternity House, including but not limited to Member's Room, all common, interior and exterior areas of the Fraternity House, chapter rooms, parlors, social halls, kitchens, libraries, restrooms, locker rooms, changing rooms, alumni rooms, dens, social media rooms, exterior yards, porches, roofs, and parking lots. Member is responsible for ensuring that all Member Guests comply with the terms of this Section 20(B) and that no Member Guests consume alcohol in any area of the Fraternity House including but not limited to those rooms and areas listed in the preceding sentence. Failure of Member or any Member Guest to comply with the terms of this Section 20(B) shall constitute a default of this Agreement by Member.
- C. **The Fraternity's Substance-Free Policies.** Member must abide by the terms of Resolution 2, passed by the Grand Chapter of Sigma Phi Epsilon Fraternity, Inc. in August of 2017 (the terms of said Resolution 2 are hereby incorporated into this Agreement and referred to as the "Substance-Free Policies"). The Use and Consumption of all alcohol and Controlled Substances in the Fraternity House shall be in strict accordance with all applicable law, the terms of this Section 20 of this Agreement and the Substance-Free Policies. The execution of this Agreement by Member constitutes Member's agreement to be bound by the terms and conditions of the Substance-Free Policies. RDHC's remedies against Member for violating this Section 20 shall be in addition to any disciplinary action

that Sigma Phi Epsilon Fraternity may impose against Member as member of the Sigma Phi Epsilon Fraternity.

- D. **RDHC's Right to Terminate.** In the event that Member violates any condition set forth in this Section 20 of the Agreement, then, in addition to all other remedies provided to RDHC under this Agreement and/or by law or equity, RDHC shall have the immediate right to terminate this Agreement by giving Member written notice of such termination ("Termination Notice") in which case Member shall surrender its Room within five (5) days of receiving such Termination Notice and forfeit the housing deposit (notwithstanding any provision of Section 3) and any fees that have already been paid or pre-paid as of the date of the Termination Notice. In the event the residential RDHC/Member laws of the state in which the Fraternity House is located requires a longer notice period prior to termination then Member shall be provided the shortest amount of notice allowed under the law prior to being required to surrender the Room. For the sake of clarity, if RDHC terminates the Agreement in accordance with the terms of this Section 20, Member shall have no right to reimbursement of the housing deposit, or any part thereof, or to any fee (whether in advance or in arrears) paid as of the date of the Termination Notice. Any fee that is due and owing, but not yet paid, as of the date of the Termination Notice shall be due and payable within ten (10) days of the date of such Termination Notice.

Signature Page – Housing Agreement

MEMBER:

RDHC:

Red Door House Corporation, Inc.

Signature

Signature

Printed Name

Printed Name/Title

Date: _____

Date: _____

Exhibit-A

**AGREEMENT OF PERSONAL GUARANTY
Attached to and made part of the Housing Agreement**

The undersigned "Guarantor," in consideration of the making of the foregoing Housing Agreement between Member and RDHC, does hereby unconditionally guarantee the payment of the fee by the Member and the performance by Member of all the duties and obligations under the Housing Agreement.

Guarantor also agrees that RDHC is not first required to enforce against Member or any other person any liability, obligation or duty guaranteed by this Agreement before seeking enforcement thereof against Guarantor. A lawsuit may be brought and maintained against the Guarantor by RDHC to enforce any liability, obligation or duty guaranteed by this Agreement without the necessity of joining the Member or any other person in the lawsuit.

Guarantor also acknowledges and agrees that Guarantor is familiar with Section 20 of the Agreement governing the Use and Consumption of alcohol and controlled substances (as both terms are defined in the Agreement). Guarantor further acknowledges and agrees Member's failure to comply with Section 20 of the Agreement can lead to the termination of Member's Agreement.

It is expressly agreed and understood that Guarantor additionally and unconditionally guarantees the obligations within this Agreement with _____
(MEMBER).

GUARANTOR:

Printed Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

Exhibit-B

EXECUTED MEMBERSHIP AGREEMENT
Attached to and made part of the Housing Agreement

Exhibit-C

HOUSE RULES

Attached to and made part of the Housing Agreement

2. General

- A. This is your Sigma Phi Epsilon – Colorado Gamma fraternity. Our Alumni Volunteer Corporation (AVC) owns the Property and it is the nicest fraternity house at CSU - treat it like you own it! The AVC does business in Colorado as: The Red Door Housing Corporation (RDHC).

- B. Use of the house is encouraged for Chapter activities of all types, especially recruitment.
 - i. Chapter meetings
 - ii. Exec. Meetings
 - iii. Monday night dinners
 - iv. Recruitment events
 - v. Sorority/fraternity functions
 - vi. Brotherhood events
 - vii. Leadership training
 - viii. Academic events
 - ix. Basketball and other sporting activities
 - x. Laundry
 - xi. Studying
 - xii. Hanging out
 - xiii. Fraternity Rituals

3. Substance Free Facility

- A. In August 2017, the Grand Chapter voted on and passed a resolution to effectively ban alcohol and other illicit substances from all SigEp chapter homes.
- B. This includes use of marijuana.
- C. Adherence to this policy enables the Chapter to receive insurance premium discounts.

4. Fraternity House Live-in Requirement

- A. Every new member shall sign a Membership Agreement that requires him to live in the fraternity house starting the Fall semester after joining for two semesters.
- B. Every new member shall sign a Housing Agreement at the time of signing the Membership Agreement – any requests for a waiver to this requirement must be submitted to the AVC Director Facilities, mitch.christ@gmail.com, 303-916-6199.
- C. All Executive Board members shall live in the house per the requirements of the current Colorado Gamma Chapter Bylaws.

5. Pets

- A. No pets are allowed in the house.

6. Fire Safety

- A. Each Member is required to watch an RDHC specified online safety video about what to do when a fire alarm goes off and how to use a fire extinguisher.
- B. No candles (except during fraternity ritual) or open flames are allowed.
- C. No space heaters are allowed (unless approved by RDHC).
- D. No smoking is allowed on the property.

7. Firearms

- A. No firearms or ammunition are allowed in the house unless stored in an AVC – approved gun safe.

8. House Cleaning

- A. Each member is responsible for keeping their room clean.
- B. The House Manager will prepare and post weekly duty rosters specifying each member's responsibilities for cleaning common areas for that week.
- C. The House Manager will verify that the assigned duties have been completed satisfactorily and within the time specified.
- D. Failure to adequately complete the assigned duties will result in fines and/or a directive to sit for a Standards Board.

9. Room Rules

- A. Each room is double occupancy (except Room-3 which is a designated single), and is furnished with two bunk beds, two 4-drawer dressers, and a desk/chair.
- B. No other beds, dressers or desks are allowed.
- C. No nails or screws are allowed for hanging things on the wall, only "Command" type adhesive strips.
- D. Access to the 3rd level portico roof deck is prohibited per City of Fort Collins building codes. The windows in rooms 5, 6, and 7 have sash limiters in place that only allow the sash to be opened about 6-inches for ventilation – do not try to force the window to open and further.
- E. The 2nd level deck off the Library and the 2nd level deck on the east side of the house (accessible from windows in rooms 9 and 18) can be used.
- F. Rooms are subject to inspections at any time by the House Manager, the Resident Scholar/House Director, or the AVC at any time.

10. General Storage Room

- A. This room in the basement (across from the mechanical room) can be used for large sports equipment storage such as skis, snow boards, golf clubs, etc. (No suitcases).
- B. Keep all items organized and labeled with your name.
- C. Only members living in the house can use this room.

11. Shower Room Rules

- A. No horse play on slippery tile floor.
- B. Do not leave your personal toiletries on the sink counters or window sills – bring your Dopp Kit and towel with you each time you use the showers.
- C. Clean the sink after using – especially after shaving and grooming.

12. House Operating Supplies and Consumables

- A. When cleaning equipment needs to be repaired or replaced please inform the House Manager immediately
- B. When the supply of consumables such as toilet paper, paper towels, soap, trash bags, etc. need to be replenished, please inform the House Manager immediately.

13. Laundry

- A. The basement Laundry Room is equipped with 4 washers and 4 dryers
- B. Make sure to leave washer clean after your use – clean up and spilled detergent, etc.
- C. Make sure to empty the dryer lint trap when finished.
- D. Be respectful of your Brothers and do not leave your clothes in the machines.
- E. The folding table is for clean clothes only – this is not a work bench for waxing skis, etc.
- F. Keep area taped off in front of Fire Riser Closet clear at all times.

14. House Operations and Maintenance

- A. The HVAC system is a Variable Refrigerant Flow (VRF) technology that allows for simultaneous heating or cooling in different zones in the house.
- B. Each bedroom has its own individual thermostat that can be adjusted, but it automatically resets to a preset heating/cooling temperature every 24 hours.
- C. Our HVAC contractor performs preventative maintenance on the system every 3-months which includes cleaning the filters inside the ceiling cassettes in each room – you will be notified when maintenance is scheduled.
- D. The fireplaces in the Living Room and the Chapter Room are gas logs operated by a timer switch in the wall – the glass doors must be open when the logs are burning and closed when turned off.
- E. The fireplace in the Library is a sealed unit operated by a wall switch timer and you do not have to open any glass doors.
- F. The Library French doors out to the balcony have a fixed and active door leaf – from the inside, the right leaf is fixed and is locked into place by lifting the lever up to engage the transom and threshold pins; the left leaf is the active leaf and is one you use to open the door and go out – make sure the doors are closed and locked when finished.
- G. Please report any house damage or maintenance issues including but not limited to: drywall, plumbing, electrical, HVAC, fire protection, FF&E (Furniture ,Fixture, Equipment) to the AVC Director Facilities immediately, mitch.christ@gmail.com, 303-916-6199 – **DO NOT TYRY ANY FIX DAMAGE OR TROUBLESHOOT ISSUES YOURSELF.**
- H. Members are responsible for taking care of the outside property as directed by the House Manager including, but not limited to:
 - i. Lawn mowing
 - ii. Weed control
 - iii. Keeping basement egress stairwells clean of debris
 - iv. Keeping basement window wells clean of debris
 - v. Adjustment and straightening of retaining wall
 - vi. Sweeping porches and walkways
 - vii. Snow removal
 - viii. Trash and junk removal

- I. All food service related issues shall be coordinated with the Kitchen Crew Chief
- J. All security access keys and/or proximity cards shall be coordinated through the Resident Scholar/House Director or the AVC Director Facilities.
- K. There is one white recycle dumpster (serviced every Tuesday morning) and one teal trash dumpster (serviced every Thursday morning) – do not contaminate the recycle dumpster with trash and do not park in front of the trash enclosure during the designated pickup times.

15. Academics

- A. Being a member of Sigma Phi Epsilon requires a commitment to the highest standards of academic achievement and periodic reporting of grades is required.
- B. You have access to a live-in Resident Scholar who is available to assist with review of academic assignments, assist with development of academic corrective action plans, and assistance with finding additional academic resources as needed.
- C. The Library is a designated quiet study area when not used for a Chapter Meeting or other organized event – Please respect this.
- D. Please report any WIFI/internet issues to the AVC Director Facilities mitch.christ@gmail.com, 303-916-6199.