



# SAE FINANCIAL & HOUSING

## CHAPTER HOUSE RULES

SAE Financial & Housing Corporation's (F&H) first priority is the safety and comfort of our Members, guests, and staff. Please review the following summary of our Chapter House Rules, which are expected to be followed at all times. For a complete guide of rules and expectations, please refer to your Sublease Agreement.

### 1. Minerva's Shield

The health and safety policies of Sigma Alpha Epsilon Fraternity, which are contained in Minerva's Shield, are hereby incorporated into the Chapter House Rules. This guide may be accessed under the Resources tab at SAE.net.

### 2. Alcohol-Free Housing

Per the Master Lease, the use, consumption, or storage of alcohol is not permitted on the Chapter House premises. The Chapter may apply for a waiver on a pre term basis. As needed, waivers may be subject to revocation at any time for any reason.

### 3. Cleanliness of Common Areas and Premises

All common areas, which include the patio, front yard, backyard, and parking areas, should be kept clean at all times. The House Manager is encouraged to render assistance from Members in maintaining the upkeep of these areas. The House Manager may levy fines against Members who fail to cooperate in this regard.

### 4. Incidentals

Unless fault is assigned, damage to common areas will be repaired at the expense of all Members living in the Chapter House. Likewise, unless fault is assigned, damage to individual rooms will be repaired at the expense of the room occupant(s). If fault is assigned for any damage, or incidental charge paid by the Chapter, the Member(s) in question will be billed directly.

### 5. Dining Room Area

Meals should be eaten in the dining room. All dishes, cups, and utensils are to be promptly returned to the dishwashing area only. Should Members eat or drink in their individual rooms, any dishes, cups, utensils, and trash are to be returned to the dishwashing area or discarded appropriately.

### 6. Doors and Locks

Exterior doors are to be kept locked and may not be propped open. Only the locks provided on room doors are to be used, and these locks may not be changed, manipulated, or removed at any time. All Chapter House, room, and mailbox keys must be returned to the House Director prior to move-out. All keys are designated for use by a specific Member, and are not to be shared with other Members, guests, or family members.

### 7. Guests

Hosting guests in the Chapter House is a privilege for both Members and their guests. The Eminent Archon, House Manager, or House Director may prohibit guests from using the Chapter House at any time. Members are responsible for the conduct of their guests. Guests are to be escorted by the hosting Member at all times.

### 8. Furniture

Members are not permitted to alter, move, damage, or remove any furniture that is owned by F&H from the Chapter House Premises. Personal furniture items, such as futons, beds, couches, or dressers, are not permitted in the Chapter House. Only F&H provided furniture is permitted.

### 9. Illegal Drugs and Substances

The possession or use of any illegal drugs or substances, including marijuana, is strictly prohibited.

### 10. Kitchen Access

Members are not permitted to use or access the kitchen.

### 11. Modification of Chapter House

Modifications to any interior or exterior space or property within the Chapter House is prohibited. Specifically, window screens may not be removed from any windows, and nails or screws may not be placed into walls, trim, or any other Chapter House structure.

### 12. Noise and Study Spaces

Noise shall be kept to a minimum Sunday-Thursday between the hours of 11:00 PM and 7:00 AM. Monday-Thursday, the living and dining rooms should be used as study spaces. Common area TV's, gaming consoles, and any stereo equipment are the property of the Chapter and may only be used with the permission of the Eminent Archon or House Manager.

## CHAPTER HOUSE RULES CONTINUED

### 13. Parking

Only Members who have an assigned parking spot may regularly park at the Chapter House. Members are not permitted to park in staff parking spots. Members and guests, with the authorization of the House Manager, may park at the Chapter House, as long as they do not impact the parking ability of staff and those Members with designated parking.

### 14. Personal Belongings

Personal belongings should be kept in individual rooms. F&H is not responsible for any lost or stolen items.

*\*It is the recommendation of F&H that all tenants obtain renters insurance.*

### 15. Animals

Animals are not permitted in the Chapter House. This includes the pets of guests or significant others.

### 16. Prohibited Items

The following items are prohibited in rooms:

- Air Conditioners
- Cooking Appliances
- Hot Plates
- Microwaves
- Space Heaters
- Refrigerators  
(exception: mini-fridges)

The following items are prohibited in the Chapter House:

- Candles/Incense
- Extension Cords
- Explosives
- Firearms
- Fireworks
- Electric Strung Lights  
(i.e., holiday lights or LED strips)
- Gasoline
- Glass Bottles
- Hazardous Chemicals
- Swimming Pools
- Self-Adhesive Carpet Tiles or Floor Coverings
- Fire Pits or Open Fires
- Personal Furniture Items
- Alcohol and Alcohol Paraphernalia
- Drugs and Drug Paraphernalia

### 17. Roof Access

Members are not permitted to access any roof space within the Chapter House Premises.

### 18. Smoking

Smoking, the use of e-cigarettes, or any smokeless product, including chewing tobacco and vaping devices, is not allowed anywhere inside the Chapter House. While smoking is permitted outside the Chapter House, it must be done at least 25 feet from the building. Tampering, disabling, or destroying any smoke detectors or fire-safety equipment is strictly prohibited and against the law.

### 19. Trash Removal

Members living in the Chapter House are responsible for removing any trash or recyclables from their room to the dumpster outside of the Chapter House.

### 20. Violation of Chapter House Rules

Per the Master Lease, any violation of these Chapter House Rules may result in a fine of no more than \$250 per day, per violation. The Eminent Archon, House Manager, or their designee may levy additional fines for any violation of the Chapter House Rules. Fines may be appealed within one week of the assessment.

Intentional or malicious destruction of property, or repeated or serious violations of the Chapter House Rules, may result in eviction or permanent ban from the Chapter House.



**SAE FINANCIAL  
& HOUSING**