

# Fraternity Quad Handbook



**You are responsible for all of the information in the following handbook as a resident of the Fraternity Quad. You are also responsible for any and all publications put out by the University. This handbook is full of useful information that will be helpful to all residents of the Fraternity Quad.**

## **Quad Area Office**

**Phone: 585-275-5685**

*Located in between Gilbert and Hoeing*

### **Office Hours:**

Monday – Friday: 8:30am- 5:00pm  
fraternityquad@reslife.rochester.edu

### **Fraternity Quad Staff**

**Area Coordinator: Mike Droel**

### **Emergency Information**

In case of an emergency, call Public Safety at (585) 275-3333 or DIAL 911 and let the dispatcher know you are on UR Campus.

### **In the Event of a Fire**

Safely evacuate the building when you hear the fire alarm or the smoke detector in your room. If you see smoke: pull the building fire alarm, safely evacuate the building, stand at least 30 feet from the building and then call to notify Public Safety.

### **Lockouts**

Carry your keys and University ID with you at all times. If you are locked out of your room and your roommate is not around, then you may borrow a loaner key for up to 24 hours from the Area Office during business hours. If you are locked out of your room outside of normal business hours, call Public Safety for assistance. If you do not return your

key within 24 hours you may be subject to a lock change and all associated fees.

### **Personal Safety**

Always lock your room and carry your ID card with you. You are responsible for your room access and any activity that occurs within your room. Do not prop any building doors. Propping doors endangers everyone who lives in the house. If needed, a campus escort service is available in the evening by contacting Public Safety. Note the location of the Blue Light Emergency Phones which give you direct access to UR Public Safety. If you are ever the victim or witness of a crime, call Public Safety as soon as it is safe to do so.

### **Room Changes**

All room changes require prior approval from the ResLife Office located in Gates 020 in order to assure proper billing and accurate housing files. All communication paperwork must be submitted directly to the main Residential Life Office, 020

Gates, for approval. Once permission is granted, please complete the room change within 48-hours. You will receive notification of your room change approval and you will need to go to the area office of your new building and pick up your new key. You will be asked to complete a room condition form and to complete and return a sheet that denotes any damages that are in your room prior to moving. You will have 24 hours to move your items from your old room to your new room. Once you have completely moved out of your old room you will go to the area office for your old building and check out. This includes returning all keys and paperwork to the Area office.

### **Student Furnishing**

Do not remove furniture from your room and/or living area. You cannot request any university supplied furnishings to be removed from your student room by facilities or any other department. If there are any university owned furniture items missing from your room at the end of the year you will be subject to replacement fees. No furniture is permitted to be placed or stored in the hallways and must be removed immediately. Personal mattresses are not permitted unless approved by the Area Office and University Health Services (UHS: (585) 275-2662). ALL personal items MUST be removed at the end of the academic year and CANNOT be left in the house for the summer. Personal couches must be removed from the house otherwise they are subject to disposal. Removal fees are applicable and will be billed to any

students who leave furniture in their personal rooms as well as common living areas.

### **Trash**

All residents are responsible for removing their own garbage from their rooms. Please take your garbage to the appropriate receptacles located throughout the house. For larger items, such as personal couches and furniture, you will need to move the items to the receptacles located between Burton and Lovejoy Halls. Facilities can assist in the removal of these items however, you may be subject to additional fees. Residents should also take care to keep house trash to a normal level. Trash and messes that are above and beyond a reasonable amount can lead to a financial charge of the house if it requires more work (time and personnel) than normal to clean.

### **Laundry**

Laundry is included for free for members of each of the houses during the academic year. Please see machines for instructions on usage and call facilities if the machines need to be serviced.

### **Lost/Stolen ID Cards**

Lost/Stolen ID cards must be replaced at the Customer Service Center located in Susan B. Anthony Hall. The cost for a replacement card is \$15.00.

### **The Area Office can help you with:**

- Lost Keys/ Loaner Keys

- Special Interest Housing Information
- Upper-class Housing Information
- Check-In and Out Procedures

### **Maintenance**

For any maintenance concerns, call facilities at 585-273-4567 or visit [http://www.facilities.rochester.edu/service\\_requests.html](http://www.facilities.rochester.edu/service_requests.html) for more information on submitting work orders. After you make a request, please remove personal belongings from the area that needs repair. In the event of a facilities related emergency, staff may enter your room to address the problem with or without the resident present.

### **Fraternity Quad GHA on Duty**

There is a Graduate House Advisor (GHA) on duty 24 hours a day, 7 days a week. The GHA can be called in addition to Public Safety in addressing emergency situations and can act on behalf of Residential Life when needed. GHAs do not have access to keys across the Fraternity Quad and therefore cannot help if you get locked out of your room. GHAs on duty conduct walk-throughs of each house on the Fraternity Quad on Thursday, Friday, and Saturday nights. The on call GHA can be reached at 585-683-8330.

### **Quiet and Courtesy Hours**

Quiet hours are in effect Sunday – Thursday, 12am to 8am., Friday and Saturday quiet hours are 2am to 10am. Courtesy hours are 24 hours a day. Individual houses cannot determine their own quiet hours and must comply with

the university designated days and times of quiet hours. ***Please note: A resident's right to study or sleep takes precedence over another's right to make noise.***

### **Fire Safety**

Candles, incense, propane, charcoal, lighter fluid, fireworks, or any open-coil and open-flame devices are not allowed in our halls. Please be aware of everyone's safety. If you cover a smoke detector you are endangering the lives of everyone. Violations of this kind may lead to removal from housing. For more information regarding non-allowed items, please visit:

<http://www.safety.rochester.edu/fire/ResLifeGuidelines.html>.

### **Social Gatherings**

Parties are allowed on the Fraternity Quad but must be **registered and approved** through Campus Community Connection. While we encourage our residents to be social, they should do so without breaking any University, State, or Local laws (including, but not limited to underage drinking, drinking games, and/or noise policies). Social gatherings will be asked to disband if there are any disturbances to the community.

### **Smoking**

All UR undergraduate housing is smoke-free. You may NOT smoke in your room, the bathroom, or anywhere else in the house. If you choose to smoke outside, you must be in a designated smoke area.

Vapes, e-cigarettes, etc. are not permitted outside of the designated areas.

### **Vandalism**

Replacement/repair costs for damage in community building areas (hallways, stairwells, foyers, etc.) may be divided among the residents of the building if the responsible parties cannot be identified. This billing includes removal of excessive trash or messes throughout the year or anything left after check out. Vandalism is preventable damage.

### **Bar-be-cues**

Charcoal grills and gas grills are permitted but MUST be used 30 ft. away from the buildings. Please store all flammable material off campus or buy-and-use immediately. The owner of the grill may be subject to disciplinary action if not in compliance with UR policies. For more information please review our Environmental Health and Safety guidelines: [www.safety.rochester.edu](http://www.safety.rochester.edu)