

McComas Village

Living Guide

The University of Toledo
Office of Residence Life
Division of Student Affairs



This guide is published for informational purposes only. The information contained in this guide reflects the rules, policies and services of the Office of Residence Life at The University of Toledo at the time of publication. While every effort is made to provide accurate and current information, the Office of Residence Life reserves the right to modify rules, policies, services and any other matter without prior notice. Residence halls refer to all on-campus housing facilities including McComas Village.

It is the responsibility of the student to contact staff for clarification of residence life policies. For additional housing and residence life information, visit residencelife.utoledo.edu, or contact the Office of Residence Life in Ottawa West Hall, Room 1014. Within the residence halls, please consult your hall director, assistant graduate hall director or village resident adviser.

In addition to the McComas Village Living Guide, all McComas Village Residents are responsible for the information in the Residence Life Living Guide: <http://www.utoledo.edu/studentaffairs/reslife/reslivingguide.html>

McComas Village Office Staff

McComas Village Hall Director: Full-time position oversees the 14 houses and the paraprofessional staff that manage the houses. In charge of house occupancy, facilities, the hall council, the front desk operations, student conduct, and other McComas Village duties.

Leron Burge, Senior Hall Director
Phone: 419-530-1369
Email: leron.burge@utoledo.edu

McComas Village Graduate Assistant Hall Director: Part-time position that supports the Hall Director position in overseeing the 14 houses and co-supervises the paraprofessional staff.

Alyssa Maldonado
Phone: 419-530-1361
Email: alyssa.maldonado@utoledo.edu

Maintenance Repairman: Oversees all custodial related operations within the community.

Maintenance/Facilities: Jim Hill
Phone: 419-530-1000

Custodial: Dianna Brick
Phone: 419-530-1358
Email: dianna.brick@utoledo.edu

Emergency Contact Information

McComas Village residents should contact the McComas Village Resident Adviser on Duty or the McComas Village front desk in the event of an emergency, assistance is available 24 hours a day. The McComas Village Resident Adviser on Duty phone numbers will be posted at the front desk.

McComas Village Front Desk: 419-530-1360

McComas Village Greek Organizations

A-1	Pi Kappa Alpha	D-2	Triangle
A-2	Pi Kappa Phi	E-1	Phi Kappa Psi
B-1	Chi Omega	E-2	Sigma Alpha Epsilon
B-2	Kappa Delta	F-1	Alpha Omicron Pi
C-1	Pi Beta Phi	F-2	Alpha Chi Omega
C-2	Delta Delta Delta	G-1	Kappa Delta Rho
D-1	Sigma Phi Epsilon	G-2	Alpha Xi Delta

History of McComas Village

In the fall of 1990, The University of Toledo opened "the Village." This residential complex houses 14 Greek organizations. Each house provides residential space for students. In February 1994, the Village was named The McComas Village in honor of James D. McComas, President of The University of Toledo from June 1, 1985 until August 31, 1988.

Greek Village Policy Committee

The Greek Village Policy Committee is a committee comprised of Greek Life Staff, Residence Life staff, alumni, advisors, and active members of each organization represented in the Village. This board recommends policies pertaining to the Village, including those outlined in this living guide. Further, it provides a forum for communication and discussion involving policies, rules and regulations, maintenance, housekeeping, improvements, etc. governing McComas Village. If you wish to be a part of the governing body, please contact the McComas Village Hall Director.

MISSION STATEMENT OF GVPC

The Greek Village Policy Committee shall consist of 18-20 members. There will be one representative from each of the 14 residential units in the Village. This committee member may be an undergraduate member in good standing of the fraternity or sorority occupying the unit, its alumni advisor or a member of the house corporation. In addition, there shall designated members from the Office of Residence Life and the Division of Student Affairs. The chair and secretary shall be non-voting members.

The GVPC shall make recommendations to the Senior Vice President for the Student Experience. The communication path to the Senior Vice President may be through the Director of Residence Life or the Dean of the Student Experience.

The GVPC upholds the mission statement of the University of Toledo.

The GVPC recognizes that McComas Greek Village holds a special position within the University community because of its residential and social character and because of the proportion of the student population it includes. The mutual responsibilities of the University and McComas Village thus integrate all the dimensions of University life: academic, residential and social. It is, therefore, in the mutual interest of the University and the Village to foster a relationship that makes a significant, positive contribution to the University's mission.

The Village is an integral part of the campus community. It provides a quality undergraduate residential experience for the members of the sororities and fraternities housed there.

GVPC recognizes the importance of cooperation and mutual support between the Village and the University in a manner that increases trust and confidence. This partnership will enable the identification any issues or problems that might arise and solve them fairly and in a timely manner.

Success is measured by the respect, trust and credibility earned from those collaborated with and those served and represented. GVPC recognizes the need to operate in an environment of cooperation and mutual support between the Village and the University.

The purpose of the GVPC will be two-fold. First, under the auspices of University guidelines, the GVPC will recommend policies pertaining to the McComas Village to the Senior Vice President for the Student Experience. These policies may be outlined in the McComas Village Living Guide. Secondly, GVPC will act as a liaison between the residents of the Greek Village and the University of Toledo. It will provide a forum for communication and discussions involving policies, rules and regulations, maintenance, housekeeping, improvements, and other various items governing McComas Village.

GVPC recognizes that the University and the Village are mutually obligated to develop and maintain a supportive, constructive relationship in order for residents to grow, thrive within and contribute to the campus life.

Safety

PROPPING DOORS

Residents may not prop any residence hall entrance/exit doors which are intended to remain closed and/or locked for safety and security reasons. Students who are found propping doors will be subject to the student conduct process.

SMOKE AND CARBON MONOXIDE DETECTORS

Smoke and carbon monoxide detectors must remain in working order at all times. If maintenance is required, a work order should be submitted online through the chapter McComas Village Resident Adviser. Tampering with a smoke and/or carbon monoxide detector is a violation of the Student Code of Conduct.

SAFETY EQUIPMENT

Fire safety equipment (including pull stations, smoke detectors, horns, emergency lighting, fire extinguishers, and hoses) is provided for the safety of building occupants. Students must only use this equipment for its intended purposes. Students are expected to avoid careless and inappropriate behavior near fire safety equipment, which could activate the fire alarm system. Tampering with a smoke and/or carbon monoxide detector is a violation of the Student Code of Conduct.

In addition, security cameras are not to be tampered with or obstructed (e.g. covering or blocking cameras) in any way.

FIRE ALARM EVACUATION

All Village residents and guests are required to evacuate the house in the event of a fire alarm. Residents and guests are also required to follow the directions of the Residence Life Staff, UTPD, and/or the fire department. Rooms may be checked in order to confirm evacuation of all occupants. No students may be allowed in the unit until cleared by the appropriate officials. Any student not cooperating during a fire alarm evacuation is in violation of the Student Code of Conduct.

OPEN FLAME POLICY

Realizing that candles play an important part in Greek organization ceremonies, candles will be allowed on a limited basis in the Village. Residents and chapter members must strictly adhere to the following guidelines:

1. No open flames on the 2nd or 3rd floor hallways or in student rooms.
2. Covered flames or candles (e.g., flame with protective shield and wax receptacle) are allowed on the 1st floor and basement, only for ritual purposes.
3. A fire extinguisher must be present when candles are being used.

Bonfires are not permitted in McComas Village Fire Pit. All other bonfires must be pre-approved by contacting the Office of Student Involvement prior to receiving approval for a scheduled event by the McComas Village office.

SMOKING

Smoking is prohibited on campus including in all McComas Village rooms, the Village Courtyard, and the parking lot adjacent to McComas Village.

FIRE HAZARDS

Because of potential fire hazards, students will NOT possess or use: explosives, firecrackers, ammunition, smoke bombs, flammable chemicals including, but not limited to, gasoline, charcoal fluid, kerosene, paint thinner, oil based paint and lighter fluid. Due to environmental safety, students will not inappropriately use, store and/or dispose of chemicals, paints, bleach, cleaning products, etc. No students will be allowed to store motorized vehicles (i.e. motorcycles, mopeds, or scooters) or barbecue grills in ANY interior area of the Village units. Grills may be stored indoors if propane tanks are left outside the unit.

ELECTRICAL APPLIANCES

The restrictions of electrical appliances in the Village and student rooms in particular is determined by the amperage capacity of each circuit, the potential fire hazard, the refuse and sanitation implications, and the nuisance of undesirable odors. All permitted appliances are to be used in a safe manner. The kitchen is the only designated area of the house where food may be prepared. Kitchen appliances may only be stored in the kitchen area. A university light fixture may not be removed or tampered with for any reason. Halogen lamps are not permitted. Notify the McComas Village Resident Adviser of electrical problems.

See Residence Life Living Guide for a list of approved items/appliances that are permitted in a student's room.

ROOF AND ATTIC POLICY

Students are NOT permitted to be on any unit roof. Throwing items from or onto the roof is not permitted. Students are NOT permitted to enter the attic of any unit. Storing things in one's attic is not permitted.

Community Living

In the McComas Village, it is necessary to follow established behavioral guidelines and procedures to protect the rights of all the residents and promote a comfortable living environment for Village residents. These guidelines are set forth in The University of Toledo Student Handbook, the Anti-Hazing policy, the Housing application and other written university documents, as well as this publication. In addition, all chapters are expected to abide by their national bylaws, policies and procedures, individual chapter policies and bylaws, and FIPG risk management policies and guidelines. It is the responsibility of each resident to become familiar with these standards. Failure to comply with any of the policies, procedures, and/or behavioral guidelines outlined in The McComas Village Living Guide or the Residence Living Guide may result in disciplinary action, including fines or termination of student housing by the University.

It is every student's responsibility to ensure that his or her behavior, and the behavior of his or her guest(s), conforms to these standards. Each student is also responsible for discouraging inappropriate behavior by others. A student who observes such inappropriate behavior is encouraged to confront the situation directly or report it to a staff member.

GUESTS, VISITORS AND OVERNIGHT GUESTS

Village residents may have guests on an overnight basis for a maximum of two (2) consecutive nights. Having guests for a longer period is not permitted. The McComas Village Hall Director must approve any exceptions.

GUESTS – A guest is defined as any individual who visits a UT residence hall in which he or she does not reside. Guests are expected to observe all University rules and regulations. All guests must provide a photo to the front desk in order to be entered into the Guest Registration Log. No more than two (2) overnight guests may be accommodated for a maximum of two consecutive nights with written roommate consent via completion and approval of an Overnight Guest Pass Request available at the information desk. Upon approval, all guests are expected to have the guest pass permit provided in their possession at all times. Guests are not permitted during the break periods. Residents who have unauthorized overnight guests will be charged the daily cost of the room rate and may be subject to disciplinary action.

Violations of the guest policy include, but are not limited to, the following:

- Allowing a guest to enter a residence hall without a host (i.e. tailgating)
- Violation of any State, University or Residence Life regulations by a guest.

Hosts assume full responsibility for the behavior and activities of their guest(s) regardless of whether the host is present to observe the behavior of the guest(s). For safety and security reasons, hosts are expected to accompany their guests at all times.

Guests are required to register at the residence hall information desk. They are to check out at the same location when the visit is complete. Overnight guests cannot be under the age of 6.

OVERNIGHT ADVISORS/CONSULTANTS (NATIONAL REPRESENTATIVES)

Any organization who will have an overnight guest (advisor or national representative) staying in the house must submit a request to the McComas Village Hall Director. The request must include the following information:

1. Name of individual
2. Specific days staying in the house
3. Where the guest will be sleeping
4. Request for swipe access or key to an empty room

If an overnight advisor, consultant or national representative wishes to stay in an occupied room, then a completed Overnight Guest Pass Request must be provided to the McComas Village Hall Director for approval. If an overnight advisor, consultant or national representative to stay in an empty room, then a completed Guest Registration form must be completed upon check in and check out at the front desk. The Office of Residence Life will only issue keys to an overnight advisor, consultant or national representative that is staying in an empty room (keys to current residents rooms will not be provided). The Office of Residence Life will issue swipe access to any approved overnight advisor, consultant or national representative for the duration of their stay. Any key or swipe card that is lost will be replaced at the cost of the organization. All overnight advisors, consultants or national representatives must adhere to the policies and procedures outlined in the above "Guests, Visitors and Overnights" section of the McComas Village Living Guide.

NOISE

The following hours of the day are designated "quiet hours":

Sunday – Thursday	Friday and Saturday
10:00p.m to 10:00 a.m.	12:00 a.m. to 12:00 p.m.

During finals week, 24-hour quiet hours are in effect beginning at 12:01 a.m. on the Saturday prior to finals week. During quiet hours, music may be played only while the room door is closed and the volume may not be heard in another room. Likewise, no noise should be heard outside of a Village resident's window.

While there are standard quiet hour guidelines, all noise will be kept to a reasonable level 24 hours a day as a general courtesy to others. Sound equipment and musical instruments should not disturb others.

ROOM KEYS/NON-RESIDENT CARD SWIPE ACCESS

Village residents are expected to be in possession of their keys/cards at all times. Immediately report lost keys to the Village office and obtain a lockout key. Non-resident members currently enrolled at the University may obtain access to their unit. Access is provided to each student who is officially listed on the organizations rosters through the Office of Greek Life.

Room and unit doors should be locked at all times.

ROCKET ID CARD

Your Rocket ID (student ID card) provides you with access to your Village unit. In addition, you may purchase an optional university meal plan and use your ID card at any residence hall cafeteria or Student Union. If your card is lost, immediately report the loss in person to the Campus Community Support Services office, room 1917 in Rocket Hall (campus extension 5842). If your card is lost over the weekend, please contact your Village Resident Adviser.

LOST KEYS

Students who lose their room or mailbox keys must immediately notify the McComas Village Front Desk. A \$125 charge (to cover lock replacement) will be added to the student's account for lost room keys.

ADVISOR ACCESS

Official advisors may obtain access to their unit by contacting the McComas Village Hall Director or Greek Life Coordinator. Advisor access is granted by requesting "affiliate status" through the Greek Life Office. Once an advisor obtains a University of Toledo ID card access is granted through the McComas Village Hall Director. Advisors have access for the entire year (event during summer months). Please note, during the summer advisors should be present any time their access card is used.

MAIL

UPS, Federal Express, and the U.S. Mail for the Village will be delivered to the Village Office Monday through Saturday. The McComas Village Office will ensure that mail is placed in each chapter's mailbox every Monday – Saturday (unless a holiday). Absolutely NO mail will be distributed from the Village Office to any Village resident who is not a McComas Village Resident Adviser. Residents of the Village should NOT go to the Village Office to pick up mail or see if the mail has been delivered. Residents will be issued a mailbox key attached to a pre-assigned mailbox (inside the house vestibule) where all mail and package slips will be delivered. For each package received, a package slip will be placed in the resident's mailbox. Resident's may pick up packages at the Village Office Monday through Sunday, 24 hours a day. Please bring picture identification when picking up your packages.

McComas Village Housing Policies

ROOM INSPECTIONS

The Office of Residence Life/McComas Village staff and/or the Office of Health and Safety are authorized to conduct periodic room/suite/chapter house inspections to identify conditions potentially harmful to health and safety. The times for these inspections, except during break periods will be announced in advance to allow the occupants of the room an opportunity to be present. You will be given adequate time to correct identified deficiencies.

Search of a resident's room may be authorized when there is reasonable cause to believe that there is a violation of the Student Code of Conduct as set forth in the Student Handbook, the Ohio Revised Code or the guidelines in the Residence Living Guide. The University Police or Residence Life staff under the following conditions conducts the search:

- a. Consent of the occupant(s) of the room; and/or
- b. Presentation of a warrant issued by the appropriate legal body or agent; and/or
- c. Permission to search by the director of residence life or designee.

University officials, including the Residence Life staff, reserve the right to enter a resident's room, locked, or unlocked, at any time in response to an immediate threat to the safety and well-being of residents, physical integrity of the facility, or to address maintenance/occupancy issues.

ENTRY TO A ROOM

The University staff may enter a student room at any time to assess and repair the physical facilities, complete inspections, verify occupancy, adjust temperature controls, maintain safety standards, and/or for other reasons determined necessary by Residence Life staff.

The University may enter and search a student's room and seize matter in violation of University policy or state law. Such search and seizure will be conducted in the presence of the occupant(s) of the room when there is reasonable cause to believe a violation has occurred, unless the matter necessitates an immediate entry. Conditions that necessitate an immediate entry are limited to times when:

1. a person may be physically harmed and/or endangered, and/or
2. when University property is being damaged or is reasonably in danger of being damaged,
3. as directed by The University of Toledo Police Department,
4. to silence disruptive noise, and/or
5. for other reasons determined necessary by Residence Life staff.

OCCUPANCY

Each chapter has a pre-determined designed capacity and is expected to maintain a full occupancy. Any chapter wishing to exceed designed capacity must receive approval from the McComas Village Hall Director and Associate Director of Housing. Failure to meet full unit capacity may result in loss of housing privileges, additional fees, and/or assignment of independent students to vacant bed spaces.

ROOM CHANGES

Village residents may change rooms during weeks 3-6 of the semester. Approval must be obtained from the McComas Village Hall Director and Village Resident Adviser before room changes may occur. Requests for changing rooms outside weeks 3-6 must be approved by the McComas Village Hall Director. Any room changes that occur without the approval from the McComas Village Hall Director will result in improper checkout charges, potential lock change charges, and potential damage charges.

CONTRACT DURATION

The contract for University Housing is in effect for one academic year (August-May) or for one academic year if their academic program begins in a different semester/session, unless you are participating in an approved University off-campus academic assignment (student teaching, co-op, and internship), or basic training. The housing contract is in effect from the first day the residence halls officially open to the last day of final exams, excluding the break between semesters.

CONTRACT RELEASE

Students leaving The University of Toledo during the semester or at the semester break must submit a Contract Release Request form to the Office of Residence Life. All Village residents must receive written signatures of the Chapter President, Village Resident Adviser, Chapter Adviser and Housing Corporation Adviser in order to complete the Contract Release Request form.

Students will be granted a contract release if:

1. The student is graduating or participating in an academic internship, practicum, co-op or study abroad program away from the Toledo area.
2. the student is subsequently denied admission;
3. the student is drafted or joins the armed forces of the United States;
4. the student is released from their housing contract for medical reasons, or
5. the University is not able to provide on-campus housing space and does not provide other space.

You must provide a complete description of the circumstances that have led to a contract release request and attach documentation to support your claim. You will be notified in writing as to the decision of your request for release within 10 days of the receipt of your request. If your request is denied, you may appeal the decision to the Director of Residence Life or his/her designee.

The resident's contract continues to be in effect until the resident is notified in writing that the release or the appeal is approved, all personal belongings have been removed, and the check out process completed. Residents who move-out without prior approval or release from their housing contract will remain in the system and be billed for the remainder of the contract.

Students will not be automatically released from their housing contract because their executive board position has ended. This will only occur if the executive board member's designated room space is filled and the house still remains at full occupancy. To make this request, the resident must contact the McComas Village Hall Director.

CONTRACT RELEASE REFUND

Once the contract period begins, if a currently enrolled student has checked into the residence hall and is granted a contract release before the end of the contract term, he/she may be responsible for room and board charges through the end of the semester plus:

- \$100 non-negotiable cancellation fee

Once the contract period begins, if a currently enrolled student has checked into the residence hall and is not granted a contract release or is removed for disciplinary reasons before the end of the contract term, he/she will be responsible for room and board charges through the end of the Housing Contract.

For information on meal plans and refunds, visit: utoledo.edu/mealplans

CONTRACT DENIAL OR CANCELLATION

A student's residence hall application-contract may be denied or terminated by the Office of Residence Life because of past record of contractual violations. A student may also be administratively denied access to the residence halls.

Students having been convicted or having plead guilty to a felony offense defined as an offense of violence under section 2901.01(A)(9) of the Revised Code or which involve the use, sale or distribution of a controlled substance in violation of

Furniture and Room Décor

GENERAL

Village residents are expected to properly care for their rooms and furnishings. Upon check-out, the rooms must be in their original conditions.

MOVEMENT OF UNIVERSITY FURNISHINGS

The McComas Village University equipment/furniture will remain in its designated location. Likewise, all University furniture MUST remain within the unit and furniture is not permitted to be moved off-campus.

University furnishings include:

Bed ends	Dressers
Bed Frames	Wardrobes
Mattresses	Bed Brackets and Bolts
Desks	Chairs

Student rooms are supplied with University-owned furniture. In the event that a chapter is not at full capacity (e.g. a triple occupied by two students), University furnishings may be stored with the approval of the Village Resident Adviser and the McComas Village Hall Director. The following steps must occur for furnishings to be removed from a student room:

- The furnishings can only be moved to the chapters basement storage room – no storage is allowed in the chapter common areas – common areas include: basement, first floor, stairwells, elevator shafts, and 2nd/3rd floor hallways.
- The furnishings must be moved back to their original location by the time the first resident checks out with the Village Resident Adviser at the end-of-the-year.

Upon check-out, all the original university furnishings must be in the room. Any furniture that is not University-owned must be moved out of the rooms and placed into appropriate storage. Personal items, including furniture, are not allowed to be stored within the unit after the check-out process has been completed. Students will be billed at replacement value costs for missing or damaged furniture and/or disposal of personal items. In addition, students will be billed if any University furniture is not moved into its original placement within the room.

LOFTS/BEDS

Homemade or personal lofts and beds as well as waterbeds are not permitted in the McComas Village. All residents must utilize the furnishings provided by the University. Lofts can be reserved at the cost of a \$50 per semester fee by submitting a request via the housing application.

WALL CARE

Tape and other stick-on material must be completely removed from the walls, ceiling, door, and other surfaces at the time of checkout. Students are not allowed to hang anything on the walls including but not limited to tacks, nails, screws, shelves, etc.

DECORATIONS

Live trees, non-UL approved electric lights, and decorations that may be fire hazards are not permitted in rooms, hallways, or windows. Decorations depicting drugs, alcohol and pornographic related materials are not to be displayed on the outside or inside of rooms/suites/houses. Decorations are restricted to bulletin boards and the interior surface of the rooms/suites/houses, and must be removed prior to the end of the semester. Streamers, tape and decorations must be removed immediately after an approved function. Smoke machines should not be used inside the residence hall.

NAILS, TACKS, TAPE & ADHESIVE

Nails, tacks, or other materials should not penetrate walls, ceilings, doors, or other room surfaces. Tape, glow-in-the-dark pieces and other adhesives must be completely removed from all surfaces at the time of checkout.

CEILINGS

Village residents may not hang items from their ceiling at any time.

PAINTING

Village residents that desire to paint room walls must submit a work order through their McComas Village Resident Advisers. To review paint color options please visit the McComas Village Front Office. Painting can only be completed by Facilities and Construction staff or an approved university contractor. Students are NOT allowed to do any painting on any surfaces in the houses.

BANNERS

Students **MUST** request maintenance to hang the banners by entering a work order through the McComas Village Resident Adviser (Note: Maintenance will only hang banners that are 8"W X 4" H and printed on vinyl material (no sheets). Any banners that do not follow these criteria will not be hung, students may not hang banners.

No banners may be hung through the 1st, 2nd or 3rd story windows or from the roofs or gutters of the buildings. Any banners hung from this method are in violation and organizations will be processed through the Student Conduct System.

SCREENS/WINDOWS

Screens are to remain in place. Windows must not be tampered with or damaged. Throwing items from the windows is prohibited. Any screen that is found out of the window will cause a damage charge to the room and a work order will need to be created by the Village Resident Adviser to reinstall the screen.

DAMAGE, DISTURBANCE AND DISTRESS

Individual or group activities that may result in a disturbance or distress to others, or that cause damage or destruction to self or property (including university furniture or accessories, e.g., vacuums) are prohibited. If there is damage to your room or the furniture that was not noted on your Room Condition Checklist, you will be responsible for the damage and get billed for it, unless you can prove otherwise. Additional cleaning and damage charges may be assessed after checkout. Every effort will be made to identify and charge the individual(s) responsible for damage, disturbance and/or distress. When loss of or deliberate, malicious, or accidental damage to property in common areas occur, and the responsible party cannot be identified, the residents of a unit, floor, or wing may become collectively responsible for restoration costs. Examples of behavior covered by this policy include, but are not limited to noise, damage to building, laundry equipment, or furniture, engaging in sports in the hallway including using water guns and having water fights, smoking, graffiti, and publicly spoken or displayed materials that are pornographic, obscene, sexist, racist, homophobic, etc.

FACILITY DAMAGES

Residents assume care for the physical facilities of the residence units. Damage to the student's room and furnishings shall be the financial responsibility of the assigned occupant(s) of the room, if the responsible party cannot be identified. If damage beyond normal wear and tear occurs to floor public areas of the facility and it is not possible to determine the responsible person, residents of the floor/suite/wing or house may share the financial responsibility for such damage.

Damages will be assessed on a semester basis. At the end of each semester, charges will be billed to student accounts for the indicated time period (see below). Students will be notified of all charges as they occur but not billed until the end of the time period.

Fall: August-December
Spring: January- May
Summer: May-August

Public and Common Areas

CHAPTER DECORATING

Live trees, lighted candles, incense, electric lights not UL-approved and other fire hazards are not permitted in rooms, hallways, or windows. Halogen lamps are not permitted in the Village units.

Holiday decorations may not be hung if they require roof access or ladders. To hang lights or other decoration from a unit you must first receive permission from the McComas Village Hall Director. All holiday decorations must be removed before the chapter leaves for Winter Break.

BUILDING MODIFICATIONS

The painting and/or chalking of the exterior of the house doors, sidewalks (chalk is allowed on sidewalk), and driveways is prohibited in the Village. In addition, ALL physical changes, including painting, wall papering, dry wall, remodeling, or additions to the common areas of the unit (i.e. kitchen, basement, stairways, or to individual rooms) must be approved by the Director of Facilities and Operations. This is initiated by the Village Resident Adviser and the McComas Village Hall Director.

CLEANING

Village residents are required to maintain a reasonable level of cleanliness in and around their unit to be determined by the McComas Village Hall Director and Village Resident Adviser. Village residents are expected to follow the cleaning procedures created by the McComas Village Graduate Assistant Hall Director.

Any house not meeting house inspection policies will be subject to a follow-up inspection. Organizations that do not pass inspections the second time may be charged for custodial staff to clean common spaces (each student residing in the house will be charged the cleaning fee).

CUSTODIAL POLICIES

Custodians are responsible for cleaning the 1st, 2nd, and 3rd floor restrooms, stairwells, and 2nd and 3rd floor hallways. All other areas are the responsibility of the chapter. Scheduled times for 2nd and 3rd floor restroom cleaning will be posted on the bathroom doors. Please do not use the restrooms while the custodians are cleaning. Every effort will be made to clean the restrooms at the posted time. However, absence or other emergencies may require schedule changes.

OUTDOOR USE OF FURNITURE

Residents are permitted to bring their personal indoor furniture outdoors, pending they bring it back inside by 12am that evening. All furniture left outside overnight will be subject to charges for removal.

PETS

Fish kept in properly maintained aquariums (20 gallon maximum size) and approved by roommates are the only pets permitted in the Village. No visitor is permitted to enter a Village unit with a pet. Chapters wanting to include a pet in their composite picture must receive approval from the McComas Village Hall Director prior to bringing the pet into the unit.

VILLAGE COURTYARD USE

The Village Courtyard includes the large, open area in the middle of the Village. The courtyard extends from the front of each unit to the western edge of the Parking Lot #9 (Football field lot). A Social event form (available in the Village office) must be submitted to the McComas Village Hall Director for approval two weeks prior to any activity in the courtyard. Any event held in the Courtyard, around the volleyball courts, near the Village grill, or adjacent lot, which offers food or beverages, must use the university food service provider if exceeding \$500.00 on food costs. The only exception to this policy is for those residents/chapters using the Village grill.

GENERAL SPACE RESERVATION GUIDELINES

First floors, kitchens, basements and grills may be reserved in the McComas Village, by first contacting the appropriate V/RA staff member and/or organization president, and then following the UT student organization request process through the Office of Student Involvement.

ADVERTISING

Individuals or groups wanting to post information in the Village must have prior approval from the Office of Residence Life. The complete university policy for posting materials is outlined in the Student Handbook. Any chapter wanting to post information (e.g., rush flyers, philanthropy announcements, etc.) in the Student Union or anywhere on campus, must obtain approval from the Office of Student Involvement.

Alcohol and Social Event Policy

MCCOMAS VILLAGE ALCOHOL POLICY

McComas Village residents residing in approved fraternity house(s) who are 21 years of age or older are permitted to consume alcohol in rooms with the door closed. Alcohol is not permitted in any common areas of the house including but not limited to kitchens, living rooms, basements, bathrooms, etc. Please see the below “Alcoholic Beverages” section for specific policies concerning alcohol use.

ALCHOLIC BEVERAGES

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- Residents, 21 years of age or older are permitted to consume alcohol in rooms/suites with the door closed if residing in Presidents Hall, Ottawa House or approved McComas Village fraternity house(s). All other residence halls and McComas Village sorority houses are alcohol-free, regardless of age.
- If a room/suite is shared by residents who are over and under 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. All the alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box, each beverage container must be labeled.
- No alcohol is permitted in the room/suite where all residents are less than 21 years of age.
- Open containers of alcohol are not permitted outside a student’s room/suite in public areas such as hallways, lounges, and University/residence hall grounds.
- Kegs, beer bongs, party balls, wine boxes, beer pong tables and/or large alcoholic containers of any size are prohibited.
- Alcohol-related glasses (wine, beer mugs, shot, etc.) are prohibited.
- Students who are found intoxicated on University grounds are in violation of the alcohol policy.
- Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.

All violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program, and/or an intensive alcohol treatment with all associated program costs, and termination of their residence hall contract. At the first offense, the parental notification will occur for residents less than 21 years of age found with alcohol, intoxicated or transported to the hospital for alcohol poisoning.

SOCIAL EVENT POLICY

Please refer to the Office of Student Involvement for information on third party catered events.