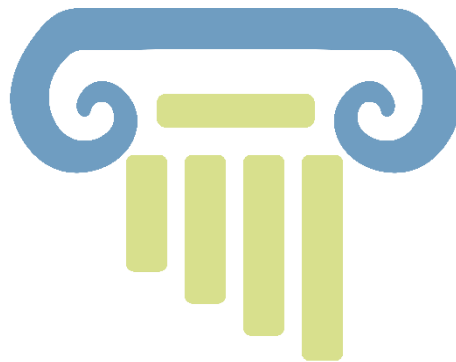


Chapter House
Move-In
Guide
August 2018



OFFICE *of* FRATERNITY
& SORORITY LIFE
UNIVERSITY *of* PENNSYLVANIA

MOVE - IN OVERVIEW

IMPORTANT DATES

Standard Move-In date: 9:00 am on August 24, 2018

Early Move-In Request date: 9:00 am on August 22, 2018 and August 23, 2018

ADDRESSES

OFSL (Office of Fraternity & Sorority Life)

3933 Walnut Street

Philadelphia, PA 19104

215-898-5264

vpul-ofsl@pobox.upenn.edu

Main Office Hours: 9:00 am – 5:00 pm (Monday – Friday)

University City Associates (UCA)

4104 Walnut Street (key pick up location)

Philadelphia, PA 19104

Office Hours: 9:00 am – 6:00 pm (Monday – Friday), 11:00 am – 4:00 pm (Saturday), closed (Sunday)

Campus Apartments, LLC

4101 Walnut Street

Philadelphia, PA 19104

215-382-2969

Office Hours: 9:00 am – 5:00 pm (Monday – Friday), 11:00 am – 4:00 pm (Saturday), closed (Sunday)

QUESTIONS & IMPORTANT DOCUMENTS

Residents should direct questions to their House Manager, and the House Manager will contact an OFSL staff member as needed.

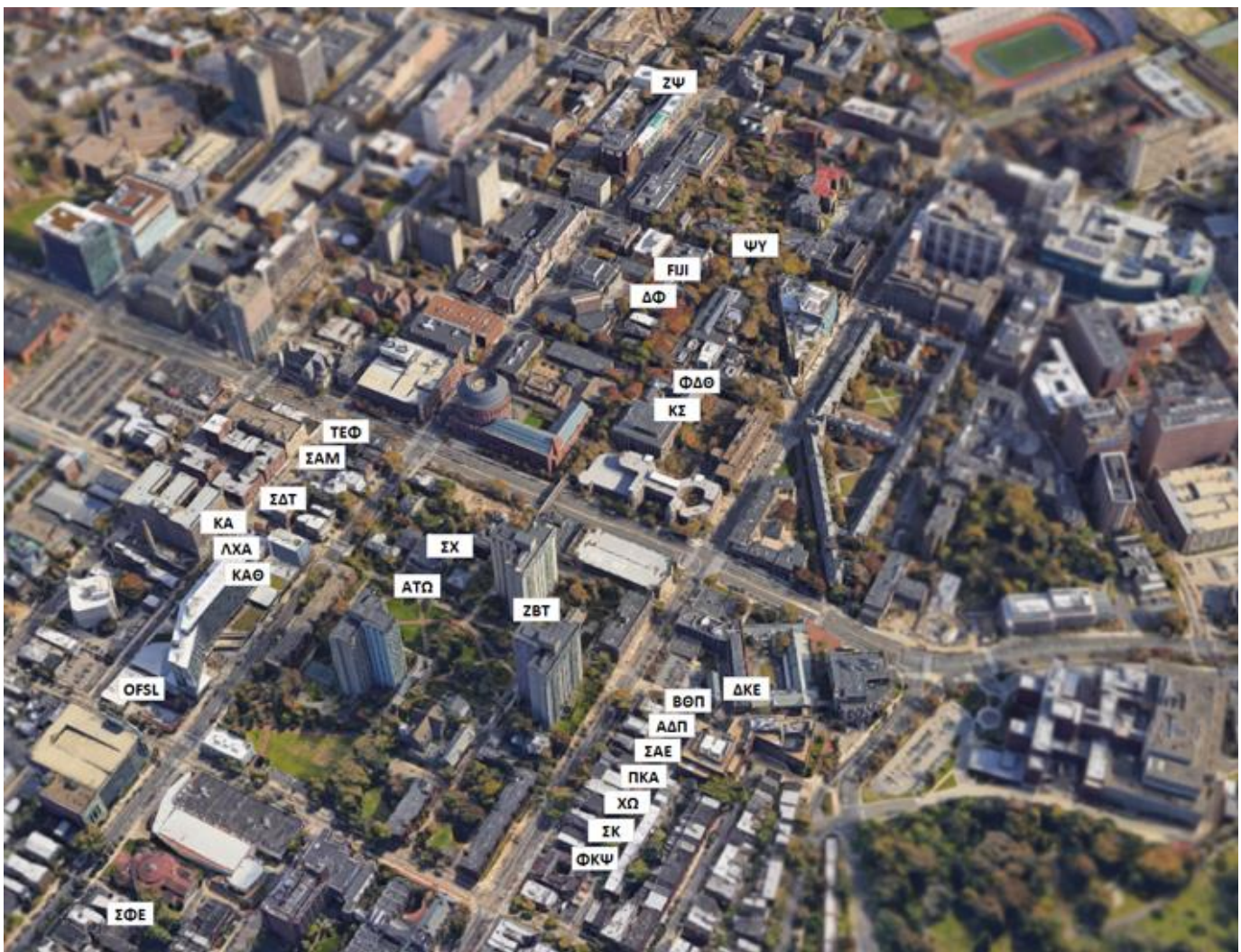
Each resident signs an Occupancy Agreement which outlines the terms and conditions residents are expected to review and follow. Additional information relevant to occupancy can be provided via the OFSL website and supplemental guides such as a Living Guide, Move-in/Out Guide, etc. OFSL reserves the right to supplement, amend, elaborate, or clarify housing terms and conditions through the issuance of memoranda, rules, regulations, addenda or directives.

Check the OFSL website (<https://www.vpul.upenn.edu/ofsl/chapterhousing.php>) to see if there are any updates to the information in this guide.

FACILITY REQUESTS

Link to submit a work order: ofslportal.residentportal.com. Only assigned residents can submit a work order once they have moved into the chapter house.

Emergency Facilities Hotline (for emergency facilities issues only): (215) 349-7133



IMPORTANT DATES (MOVE-IN & CHAPTER LEADERSHIP)

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
AUGUST	19		20		21		22		23		24		25
						Approved early Move-Ins, gam		Approved early Move-Ins, gam		Standard Chapter House Move-In, gam		Move-in resumes, UCA open 11a – 4p	
	26		27		28		29		30		31	SEPTEMBER	1
--UCA closed for key pick-up--		Move-in resumes, UCA open 9a – 6p		First Day of Classes						UCA Key Pick-Up Deadline – 6pm			
	2		3		4		5		6		7		8
		University Closed for Labor Day – NO CLASSES		House Access for Non-Resident Members Begins		Tentative Fall Social Chair Training				Fraternal Leaders' Summit 2018 (overnight trip)		Fraternal Leaders' Summit 2018	
	9		10		11		12		13		14		15
				September House Managers' Meeting – 6pm				September Presidents' Series – 6pm					

- The standard move-in date is 9:00 am on Friday, August 24, 2018.
 - Residents are not allowed to move-in before this date unless approved for early move-in.
- The early move-in date is 9:00 am on August 22, 2018 or 9:00 am on August 23, 2018.
 - Residents approved for early move-in will receive email verification. House Managers and Presidents will also receive notification of residents approved for early move-in.

Step-by-Step Instructions:

- Step 1: Read this guide and communicate with your House Manager if you have questions about the move-in process.
- Step 2: Communicate your intended move-in date to your House Manager. Submit an early move-in request if by 11:59 pm on July 31, 2018. Link: https://upenn.co1.qualtrics.com/jfe/form/SV_cGVn37LgViFZHTf
- Step 3: Review the list of items approved to have in the chapter house and items not allowed. Leave unapproved items behind. Section: Safety and Prohibited Items.
- Step 4: Plan for your furniture needs depending on your chapter's procedures and items your chapter provides or does not provide in bedrooms. Talk to your chapter leadership.
- Step 5: Arrive to Philadelphia and pick-up your assigned bedroom key. You must have ID present and pick-up the key by 6:00 pm on Friday, August 31, 2018.
- Step 6: Pick-up a parking pass from OFSL (if applicable).
- Step 7: Arrive to your chapter house and ensure the bedroom key works properly. If the key malfunctions, call Campus Apartments 215-382-2969 during the daytime hours or 215-349-7133 after hours (hours noted on page 1).
- Step 8: Move your belongings into the room.
- Step 9: Inspect the room and enter a work order if there is a facility need (keep in mind that nearly 500 residents are moving in and work orders are addressed based on highest priority). The rooms are inspected and locked before the move-in date.
- Step 10: Discard all trash and unwanted items in outside trash bins. Do not leave furniture in the hallways or near exit doors. Communicate questions to your House Manager or President.



Key Pick-Up:

- Residents can pick up their bedroom key at UCA (4104 Walnut Street).
 - a. Present an official ID or your PennCard when picking up the key.
 - b. Parents, friends, family members, or chapter members cannot pick-up a key for a resident.
 - c. Residents can only pick-up a key according to their official room assignment.
 - d. Residents are forbidden from switching keys or bedrooms without email verification and authorization from OFSL (review the associated fees for unauthorized room changes).
- Bedroom doors will be locked, and House Managers will not have access to a master key to unlock them.
- UCA is open Monday through Friday: 9:00 am to 6:00 pm and Saturdays: 11:00 am to 4:00 pm. The office is not open on Sundays.
- Residents must pick-up their bedroom key by 6:00 pm on Thursday, August 30, 2018. A resident will be charged \$100.00 if their bedroom key is not picked-up and signed for by the deadline.
- UCA does not deliver keys to houses. Contact OFSL if an accommodation is needed due to a disability.

Key Not Working:

All locks are checked before move-in; however, do the following if your bedroom key is not working properly:

- During Campus Apartments business hours (noted on page 1):
 - Call the Campus Apartments facilities number at 215-382-2969.
- After Campus Apartments business hours:
 - Call the After Hours Facilities Hotline at 215-349-7133
- Keep your House Manager in the loop.
- You might be asked to return to UCA if a new key is needed, and we apologize for the inconveniences in advanced.

Missing/Lost Key:

If you cannot locate your bedroom key and need a replacement, follow these steps:

- The resident should submit a work order through the OFSL portal with their chapter house and room number noted clearly. The work order should state the resident cannot locate their key (whether lost, suspected stolen, etc.) and that the resident needs a new key.
 - a. Fee for a new key (physical or electronic key fob) is \$100.00. This fee covers costs for new key(s) to be made, locks to be changed, and the administrative processing time.
 - b. Resident should also notify their House Manager.
 - c. If resident cannot submit a work order, the House Manager should submit one.
- Campus Apartments will receive the work order and have new key(s) available for the resident(s) of that room. Only the resident who cannot locate their key will be charged the fee.
- If the resident believes the key was stolen, they should contact PennPolice to submit a police/theft report.
- If the resident believes they are in danger or the room is unsecure and at risk to theft because of a possible stolen key situation, they should contact the Campus Apartments during business hours (215-382-29696) or the Emergency Facilities hotline (215-349-7133) after hours to have the room secured.

- Campus Apartments will notify resident(s) that locks have been changed and new key(s) are available for them to pick-up. If a room is a double/triple, all residents of the bedroom should be notified.
- House Manager should follow up with resident(s).
- Residents will receive instructions where to pick-up their key.
 - a. Present a government-issued ID or your PennCard when picking up the key.
 - b. Parents, friends, family members, or chapter members cannot pick-up a key for a resident.

Lock-Outs:

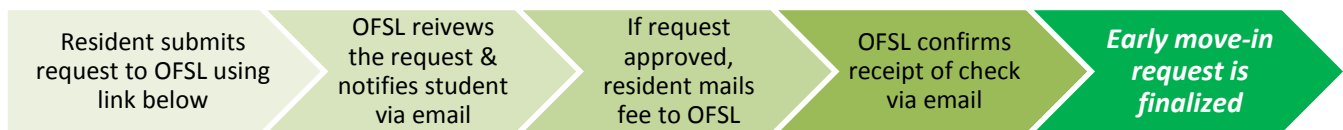
If you have your key but you accidentally lock yourself out, do the following:

- During Campus Apartments business hours (noted on page 1):
 - Call the Campus Apartments facilities number at 215-382-2969.
- After Campus Apartments business hours (a \$75.00 charge applies):
 - Call the After Hours Facilities Hotline at 215-349-7133
- Do not misuse this service during the business day. If a resident needs a lock-out several times during the semester, there could be a fee associated with future lock-outs and the resident will be notified.
- You must locate your key when the door is unlocked for you.

EARLY MOVE-IN REQUEST & PROCEDURES

Overview:

- The Early Move-In period is August 22 – 23, beginning at 9:00 am on both days.
- A resident seeking approval to move-in early must submit an official request (link below).
- Residents approved to move-in on August 22 or 23 will be notified via email with instructions.
- Residents who are not approved to move-in early are prohibited from entering the chapter house without authorization via email. These residents cannot move their belongings into the house or stay in a common area/bedroom.
- Residents not approved for Early Move-In can pick-up their assigned bedroom key and begin moving their belongings into the chapter house at 9:00 am on Friday, August 24, 2018.



Applying for Early Move-In:

- Residents must submit an Early Move-In request via this link: https://upenn.co1.qualtrics.com/jfe/form/SV_cGVn37LgViFZHTf
- **Deadline:** This request form must be submitted no later than 11:59 pm on Tuesday, July 31, 2018.
 - Any request submitted after that deadline will be processed with a \$100.00 late fee (for all requests approved.).
 - No request will be considered after Thursday, August 9, 2018.
- **Approval:** the student will receive an email (Penn email address) if the request is determined to be eligible or not for approval. Note: requests are not fully approved until payment is received and email verification sent to the student. If the student does not receive an approval email, they are not approved to move-in early.

- Rate: the early move rate is \$50.00 per day. A \$100.00 late processing fee will be assessed for any request submitted after Tuesday, July 31, 2018.
- Check/Money Order: If the request is eligible for early move-in, the student will receive an email from OFSL with instructions to submit a check or money order (no cash) to OFSL (3933 Walnut Street, Philadelphia, PA, 19104). The check should be made out to "The Trustees of UPenn" and received by Friday, August 3. If a student does not submit payment, the request can be canceled. If you are unable to submit a check or money order due to travel or a unique circumstance, please let OFSL know and we can discuss an alternative option.

Guests during Early Move-In Period:

- Residents approved to move into the house during the Early Move-In period are not permitted to have guests stay with them in the house.
- Residents can have assistance moving into the house from family members and/or up to 1 chapter member, student, or non-student friend.
- Only the resident assigned to live in the chapter house and approved for early move-in is permitted to stay in the house overnight. Guests are not permitted to stay overnight during the Early Move-In period, and they must vacate the house after assisting with move-in for the day.

Violating Early Move-In Procedures:

- Any resident who enters, resides, or moves into the chapter house before 9:00 am on Friday, August 25 without authorization is subject to the following:
 - Considered trespassing
 - Escorted off the property by Penn Police, Penn staff member, or Campus Apartments
 - Referral to the Office of Student Conduct
 - \$500.00 fee for entering the house, staying overnight in the house, or moving belongings into the house early without authorization. Fees for non-resident chapter members or guests will be sent to the chapter.

PENNCARD ACCESS

Overview:

- Residents: all residents assigned to live in the chapter house will have access beginning at 9:00 am on Friday, August 24. Early move-in residents receive access at 9:00 am on their move-in day.
- Non-resident members: All members of the chapter who are not assigned to live in the house will receive PennCard access at 9:00 am on Tuesday, September 4. This allows residents assigned to the house to have time to transition to living in the house during the move-in period and first days of classes. Non-resident members of the chapter can access the house by having someone inside let them in.

WORK ORDERS

Overview:

- Residents & House Managers should submit work orders to address facility needs in bedrooms & common areas.
- If there is an emergency facility need (water pipe burst, broken window, flooding, etc.), a chapter member can call the emergency facilities hotline (215) 349-7133. Keep your House Manager informed.

ACCOMMODATIONS

Overview:

- The University of Pennsylvania and the Office of Fraternity & Sorority Life welcome students with disabilities and we are committed to provide the same exceptional opportunities to all students. If you would like to request housing accommodation due to a disability, please contact the Office of Disabilities Services at 215-573-9235 or their website: <https://www.vpul.upenn.edu/lrc/sds/>. Please contact the Office of Fraternity & Sorority Life if you would like to request access to an event.

ROOM SWITCHES

Overview:

- Residents will be issued their key according to their official occupancy assignment and chapter occupancy summary.
- Residents must move into their assigned bedroom space.
- Residents cannot switch keys or bedrooms without authorization from OFSL and the Chapter; any room-switch authorization will be sent via email with instructions.
- If there is a facilities concern in the room that causes a life and safety concern, contact your House Manager and call the Emergency Facilities hotline: (215) 349-7133.
- If there is a disagreement with a roommate, contact your House Manager and President to reach a resolution. A room change is not the first option. The House Manager will communicate with OFSL if a resolution between roommates cannot be reached.

Unauthorized Room Switch Violations:

- Any resident(s) who switches keys/rooms without authorization is subject to the following:
 - Considered in violation of the Occupancy Agreement Terms and Conditions
 - Referral to the Office of Student Conduct
 - Improper Check-Out Fee (\$100.00)
 - Unauthorized Move Fee (\$100.00)
 - Adjustment in rent fees according to room type
 - Additional charges/fees related to room damages

DELIVERIES AND PACKAGES

Overview:

- OFSL does not recommend having items shipped to the chapter house before Friday, August 24. OFSL is not able to retrieve or secure items delivered to the chapter house.
- Utilize the Amazon@Penn when available:
https://www.amazon.com/ulp?ref=clp_ulp_redirect_CAMPUS_PEN&zipcode=19104

Below is an outline of fees associated with the Move-In processes. It may not be an all-inclusive list of fees, and the information is subject to change.

- **Failure to Pick-up Key**: \$100.00
 - Each resident (even if two people are assigned to the same room) must pick-up a bedroom key by 6:00 pm on Friday, August 31, 2018 to ensure their door can be locked and secured. Failure to pick-up the bedroom key will result in a \$100.00 charge.
- **Early Move-In**: \$50.00/day | \$100.00 (late fee)
 - Students are responsible for paying \$50.00/day to move in early.
 - Requests submitted after July 31 and approved will be processed for an additional \$100.00 fee.
- **Unauthorized Entry/Move-In**: \$500.00
 - \$500.00 fee for entering the house, staying overnight in the house, or moving belongings into the house early without authorization. Fees for non-resident chapter members or guests will be sent to the chapter.
- **Unauthorized Room Switch**: \$100.00
 - Residents cannot switch rooms or keys without authorization from OFSL via email. There is a \$100.00 fee for unauthorized room switches to each resident who switches. Residents are also subject to an improper move-out fee of \$100.00 and any associated damage or key fees.
- **Trash/damages**: ranges in amount(s)
 - Chapters/Residents are responsible for removing trash from common areas and bedrooms associated with move-in. If Campus Apartments needs to remove trash, a charge of \$25.00/bag can be assessed. Cleaning costs can also be assessed from Clear Reflection Cleaning Services based on the service required.
 -
- **Lock-Out**: \$75.00 per incident (after hours)
 - After business hours, residents are charged \$75.00 if they lock themselves out of their bedroom and request to be let back in.
- **Key replacement**: \$100.00 per key
 - Residents are responsible for this fee if they cannot locate the key they signed out.
- **Damage/Repair Charge**: ranges in amount(s)
 - When a resident moves-out during the year or in May, Campus Apartments does move-out inspections of all bedrooms, rooms, common areas, and shared spaces of the chapter houses. If there is any repair work or cleaning that needs to be done in these spaces, Campus Apartments will do the repair/cleaning and then submit the charge to the individual(s) or chapter. Damage Security Deposits can be utilized to fulfill damage/repair costs.

Overview:

- Chapter houses have access to PennNet, referred to as GreekNet for chapter houses.
- Each bedroom is equipped with an Ethernet port providing a wired connection to high-speed internet, and an Ethernet cord is needed to utilize the data communication network
- The common spaces are equipped with wireless. Residents may be able to use wireless in other spaces throughout the house; however, the current network configuration is designed for full wireless in common areas; thus, wireless may be less reliable in other areas of the house.
- Personal routers are not permitted.
- Chapter houses are connected to Penn Video Network and have access to cable channels similarly to the College Houses.

Recommendations for Devices:

- Printers:
 - connect with USB cable; as wireless devices are not reachable via GreekNet and/or AirPennNet
- Desktop Computers:
 - connect to physical Ethernet port on the wall via an Ethernet cable
- Laptops:
 - connect to physical Ethernet port on the wall via an Ethernet cable and/or an adaptor that connects to the Ethernet cable that will then plug-into the laptop
- Xbox/Play Station/SmartTV/AppleTv and the like:
 - connect to physical Ethernet port in common spaces and/or in individual resident rooms

Notes on Devices:

- USB, Ethernet, Ethernet dongle's, and similar equipment can be purchased on-campus at the Computer Connection and Penn Bookstore, and offsite at stores such as Amazon, Walmart, Staples, Target
- For more information on which devices can connect to Wi-Fi and devices that require a wired connection, please visit this link: <https://www.isc.upenn.edu/how-to/connectivity-options-penns-residences>

TRASH

Overview:

- Trash from move-in should be taken to a dumpster outside of the chapter house. Do not pile trash inside hallway trash bins or around the bins.
- Hallways must remain clear of trash. Leaving trash in hallways creates a safety hazard and invites pests into the area.
- Securely tie your trash bags before disposing of them in dumpster areas. .

Dumpster Locations for the House:

- There are plans for some large dumpsters around Walnut and Spruce Streets available to use.

- **Bedroom Furniture:**
 - Each chapter has made its own policy regarding providing furniture in bedroom spaces. Some chapters provide furniture, and some do not. Check with your house manager, chapter president, or alumni advisor/house corporation if you have questions.
 - Bedroom furniture cannot be set-up in common areas intended for someone to use for sleeping or living arrangements.
 - Residents can have the following furniture items in bedrooms: bedframe (including headboard and footboard), box spring & mattress set, desk, desk chair, dresser, bookcase, nightstand, lamp, futon/couch, standing fan, room-size refrigerator (*no larger than 4.6 cubic feet*), AC unit, and sofa/couch.
 - Approved quantity of items is based on the occupancy type of the bedroom:
 - 1-person (single) bedrooms: the bedroom can have 1 of each furniture item (listed above) inside it during the summer.
 - 2-person (double) bedrooms: the bedroom can have 2 of each furniture item (listed above) inside it during the summer. (If 1 person is scheduled to live in a room that is labeled as a 2-person room in the fall, up to two of each item can be in the bedroom).
 - 3-person (triple) bedrooms: the bedroom can have 3 of each furniture item (listed above) inside it during the summer. (If 1 or 2 people are scheduled to live in a room that is labeled as a 3-person room in the fall, up to three of each item can be in the bedroom).
- **Furniture in Hallways:**
 - NO furniture or personal belongings can be placed in the hallways. Hallways should remain clear and any furniture/items pose a fire hazard.
- **Fridges:**
 - Full-size fridges cannot be utilized or stored in bedrooms. They will be removed at the chapter's/resident's expense if in a bedroom when the house closes.
 - Full-size fridges must be utilized or stored inside appropriate and designated areas of the chapter house (i.e.: in a kitchen or basement entertainment area, not a library).
 - A fridge inside a bedroom can be no larger than 4.6 cubic feet.
- **Mattresses:**
 - Personal mattresses that will not be used must be discarded or removed from the house. Chapter-owned mattresses must remain in bedrooms or an approved storage area agreed upon with the house corporation and OFSL.
 - Mattresses cannot be stored in basements or common areas.
- **Fire Code Compliance:**
 - According to the Philadelphia Fire Code, all fire towers, hallways, stairs, sprinkler valve rooms, and other means of egress must remain free of furniture, chapter property, trash, and debris. Each of these areas must be unobstructed at all times, and items will be moved/discarded.
- **Outdoor Areas:**
 - Chapter furniture, such as couches, meant to be used inside cannot be used outside.

EFFECTIVE AUGUST 22, 2018 – AUGUST 26, 2018:

Overview:

The Office of Fraternity & Sorority Life offers special parking privileges to chapter house residents during the move-out period. Follow these established procedures to avoid any problems or possible towing of your vehicle from August 22, 2018 – August 26, 2018.

- One-hour parking permits will be available according to the specific dates, time, and location-based information provided in this guide. Details are subject to change.
- Residents are able to request and pick-up a one-hour parking permit at OFSL (3933 Walnut Street) between 9:00 am – 5:00 pm on Monday – Friday. One-hour permits can be utilized for a time outside of business hours if the resident is moving during the evening and/or on the weekend.
- Permits will not be available for pickup at OFSL outside of 9:00 am – 5:00 pm, Monday – Friday.
- Permits are not available online; they must be picked up in person. Please contact OFSL if accessibility accommodations are needed.
- If you receive a ticket while parked in an area officially posted by the Division of Public Safety (DPS) while the proper OFSL permit is visible on your dashboard, take a picture and submit the ticket to DPS immediately at 4040 Chestnut Street to resolve the issue. There is only a short window of time DPS can have a ticket reversed by the City of Philadelphia/Philadelphia Parking Authority.
- Residents should have all belongings packed and ready to load before utilizing a parking permit to reduce time and congestion in the area.
- Report suspicious activity and/or emergencies to the Division of Public Safety (DPS) at 215-573-3333.
- Moving companies are prohibited from parking near residence hall entrances during peak time.
- To maintain loading areas and traffic movement, vehicles larger than a typical passenger van will be directed to park in an area specifically identified for large vehicles.

Parking Instructions for Walnut, Spruce, and 39th Streets:

Permits are valid for use in specifically posted areas around the 3800 block of Walnut from 9:00 am on August 22nd through 6:00 pm on Sunday, August 26. Look for posted signs and follow them accordingly.

- On August 22, Spruce Street will be closed from 34th – 38th beginning at 9:00 am through 6:00 pm.
- On August 23 and 24, Spruce Street will be open to through traffic. Postings will remain up and OFSL parking pass will be effective to park for free for one hour during move-in.
- On August 25, Spruce Street will be closed from 34th – 40th. Residents who need to access this area should do so from either 40th St. or 38th St. Traffic will be directed in an eastbound direction. Residents need to be prepared to share where they are going when they reach the road closure points.
- Residents using Taxi or Ride-share service (Lyft & UBER) should be outside and ready to go before scheduling a pick-up. These services will be permitted to enter the street to pick-up a resident.

Some meters adjacent to the College Housing residences will be labeled for Move-In; loading and unloading will be permitted at these meters. Follow the directions on all posted signs. If a sign is not posted, residents should follow the regular PPA street parking rules.

Alpha Chi Rho (219 S. 36th Street)

Access the house from 36th and Walnut. Parking is available on the south side of Walnut Street.

Alpha Tau Omega (225 S. 39th Street)

Residents will be permitted to pull vehicles (ONLY ONE AT A TIME) onto the sidewalk that leads to the front door. This would mean bringing vehicles from Walnut Street onto 39th and then onto the front sidewalk while keeping vehicles OFF 39th Street AT ALL TIMES. Vehicles may not park on 39th Street at any time—it is a fire lane, and there is not enough room for other vehicles to pass. You will need to call DPS at 215-573-3333 to put down the bollard on 39th Street between the Fels Center and Hillel. Inform the dispatcher you live in ATO and are moving in.

Delta Phi, Delta Psi, and Phi Gamma Delta (3627, 3637, and 3619 Locust Walk)

Access 37th Street from Walnut Street (you may also utilize 36th Street if accessible from Walnut Street). Unloading must take no longer than one hour.

Kappa Sigma and Phi Delta Theta (3706 and 3700 Locust Walk)

Construction work is being done on Spruce Street at 37th and might not be complete before move-in. Option: if you cannot access the house from 37th and Spruce, access it via 37th and Walnut. Do not block any fire lane. You cannot park on Locust. Unloading must take no longer than one hour.

Psi Upsilon (250 S. 36th Street)

Access 36th Street from Spruce and park on the SIDE OF THE HOUSE ONLY for unloading purposes. No vehicles are allowed on 36th Street in front of the Psi Upsilon House at any time.

Sigma Chi (3809 Locust Walk)

Residents will have access to the back of the chapter house. Residents will need to call DPS at 215-573-3333 to put down the bollard on 39th Street between the Fels Center and Hillel to drive around the back of Hillel to the Sigma Chi house. Inform the dispatcher you live in Sigma Chi and are moving in. NO MORE THAN TWO CARS CAN BE PRESENT AT A TIME. Members should plan to unload in 30 minutes or less. Large trucks cannot fit behind the Hillel Building; thus, they are not allowed.

Zeta Beta Tau (235 S. 39th Street)

Residents are only able to park on Spruce Street using a permit from OFSL. Vehicles may not park on 39th Street at any time—it is a fire lane, and there is not enough room for other vehicles to pass. The area behind Mayer Hall is NOT designated for parking. If spaces are “open” in the small area of parking spaces directly opposite the front of ZBT on 39th Street (next to the dumpsters), residents may park there for no longer than 30 minutes. ALSO NOTE: Unless otherwise posted, parking on Spruce Street will require the use of the parking meters.

Zeta Psi (3337 Walnut Street)

Parking will be blocked for Hill House move-in. Zeta Psi Residents can park in the same areas reserved for Hill House; try to park near the Zeta Psi house as best as possible. You must have an OFSL parking pass. Parking is limited to one hour.

Reminders & Helpful Tips:

- **You must obtain a Parking Permit from OFSL at 3933 Walnut Street during business hours, (Monday through Friday, 9:00 am – 5:00 pm).**
 - Residents should be ready to unload their cars, and have their permit to show the officer if they call University Police to come and put down a bollard.

- Permits must be displayed on the dashboard of the vehicle **at all times** while being used or when on location at the chapter house.
- Name, cell phone number, and chapter house name must be clearly visible on the permit when being utilized. Vehicles are subject to being towed otherwise.
- The permits will be valid for one hour during the period August 22 - 26 and for the duration of the time and date specified on it.
- **Parking areas near chapter houses will be monitored to ensure parking privileges are not abused.**
 - Penn Police will note the time that vehicles are parked and the vehicle could be towed if there longer than 1 hour.
- **Accessing a chapter house beyond locked bollards:**
 - You must pull up to the bollards at 36th and Spruce or, 37th and Walnut and then contact DPS at 215-573-3333.
 - Inform the dispatcher you are requesting access beyond the bollard and that you are in possession of a permit. A security guard will be dispatched to the location if your information is validated.
 - Students **MUST** be prepared to show the security officer their photo driver's license or PennCard along with the Permit.
- **No more than 2 or 3 vehicles at a time will be permitted in the area of each chapter house.**
 - Vehicles cannot block pedestrian or vehicular access on walkways to ensure pedestrian and emergency access.
 - Cars should not be double-parked.
- Vehicles are not allowed on Locust Walk at any time.
- Parking is not allowed on any grassy areas in Hamilton Village at any time.
- University Police will be working with R&K Towing during move-out to ensure compliance.
- Never leave possessions unattended, whether in a moving cart or in a car.
- Always lock your car doors and close windows.
- Do not leave people or animals inside a vehicle.
- Do not leave the chapter house or your bedroom door unlocked.
- Do not prop a door and leave it unattended.

SECURITY DEPOSITS

Overview:

- Security Deposits are posted to student accounts similarly to housing rent costs.
- The security deposits are used to reconcile damages, repairs, unpaid key charges, or fees associated with the resident's housing stay (including community area damages split among the residents).
- After damages, repairs, and fees are removed from the housing security deposit, the remaining amount is returned to the resident.

CHAPTER MEAL PLANS

Overview:

- OFSL does not oversee meal plans organized by chapters. Residents need to review options with their chapter. If your house does not have a meal plan, consider purchasing a Penn meal plan.

ROOM ALTERATIONS AND DAMAGES

Overview:

- Residents assigned to a bedroom are responsible for damages or any alteration made to the bedroom. The assigned resident may be charged for altering the room without authorization (some examples include painting on the walls, installing wall paper, removing/installing carpet, installing shelving, etc.). The resident can be charged for any costs related to the damage or alteration.
- If a resident moves room without authorization, they are responsible for costs related to damages/alterations in their assigned bedroom.

SAFETY AND PROHIBITED ITEMS

Overview:

- Keep OFSL wants all new and returning residents to feel comfortable, safe, and at home in their new residences. To ensure the health and safety of our community, please review the following guidelines:
 1. Bring items conducive to your comfort & success as a Penn student, but keep in mind the size of your bedroom.
 2. Label boxes/tubs with your name, chapter house, and room number.
 3. Do not bring the following items: Hoverboard, alcoholic beverages (according to PA law, Penn policies, local chapter policies, and (inter)national HQ policies), Bunsen burners, personal routers, candles, electronic cooking devices (any appliance with an open coil), toasters, George Foreman Grill, electric skillets, portable stoves, hot plates, waffle irons, popcorn poppers, toaster ovens, space heaters, fireworks, gasoline, halogen and/or kerosene lamps, black lights, tobacco products (including electronic cigarettes), waterbeds, and weapons or any item that can be construed as a weapon (including firearms, ammunition, knives/swords, gun powder, explosives, etc.). Coffee pots are allowed in bedrooms and should have an auto turn off.
 4. Keep valuables and essentials close at hand (laptops, tablets, phones, passport, etc.).
 5. Never leave an entrance/exit door propped open unattended. This helps prevent theft and unauthorized individuals from entering a chapter house. The propped-door alarms have been disabled from 9:00 am – 7:00 pm on Wednesday, August 22 – Sunday, August 22. The doors will alarm if propped outside those hours.
 6. In the case of an emergency, such as theft or injury, contact the Division of Public Safety (DPS) at (215) 573-3333 or 511 from a campus phone. If you are unloading items or walking by campus at night, please consider requesting a walking escort by calling 215-898-WALK (9255).
 7. Once you move belongings into your assigned bedroom, lock your door if you are leaving the bedroom unattended. Please note that if you did not pick up your key at UCA (4104 Walnut), you must do so before 6:00 pm on Friday, July 31. Each resident will be fined \$100.00 for not picking the bedroom key.

SOCIAL EVENTS

Overview:

- Social events must be registered and follow all Penn, AOD, and OFSL guidelines.
- The early move-in period is a privilege, chapters are prohibited from hosting any type of social event during this time period.
- More information about social event registration will be sent closer to move-in.

Overview:

- Keep tabs on the forecast for your anticipated move-in date. In the case of rain, pack an umbrella, towels, jackets, and covers/moving blankets to place on top of your items (especially electronics, clothes, and furniture). In the case of heat and sunny weather, we recommend using sunscreen and wearing light-weight cotton clothes and close-toed shoes. Stay hydrated by drinking water and wear sunscreen. Do not bring family pets.

Please note that neither OFSL nor the University of Pennsylvania provides air conditioning inside the University-owned chapter houses. Any facilities with central air conditioning have been provided with that amenity exclusively through the organization's house corporation. If your chapter house does not have central air, we recommend bringing a window or free-standing fan for your room. The installation of a ceiling fan is prohibited. Some rooms may have a window A/C unit already installed in the window, but please note that such occurrences are the result of a previous resident leaving the unit they purchased behind. Penn did not purchase or supply these units. If an existing A/C unit left from a previous resident is not operating properly, maintenance personnel from Campus Apartments can inspect the unit and suggest replacement parts; however, the purchase of those parts or a new unit is the sole responsibility of the resident.

Before operating an A/C unit that has been left in your bedroom, we recommend cleaning the unit thoroughly. For a step-by-step guide to cleaning a window unit, visit this helpful website:

<https://www.hvac.com/blog/how-to-remove-mold-from-your-window-air-conditioner-safely>.

THINKING AHEAD: OCCUPANCY DATES 2018-2019

Overview (dates subject to change):

- August 24, 9:00 am: Standard move-in
- October 4 – October 7: Fall Break
- November 22 – November 25: Thanksgiving Break
- December 11 – December 12: Reading Days
- December 13 – December 20: Finals
- December 21, 2018 – January 12, 2019: Chapter houses closed for Winter Break
- January 12, 9:00 am: Chapter houses reopen
- March 2 – March 10: Spring Break
- May 2 – May 3: Reading Days
- May 6 – May 14: Finals
- May 15, 12:00 pm: Standard move-out
- May 17 – May 19: Alumni Weekend
- May 20: Commencement
- May 21, 12:00 pm: Graduating residents move-out