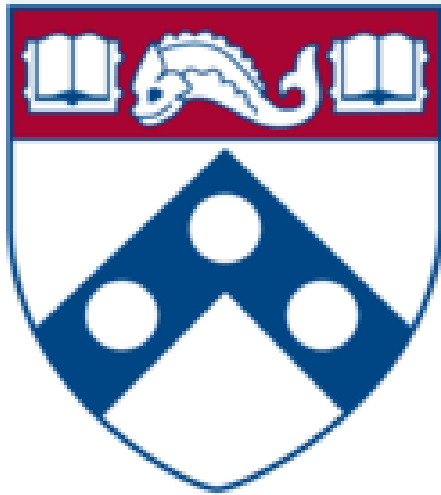
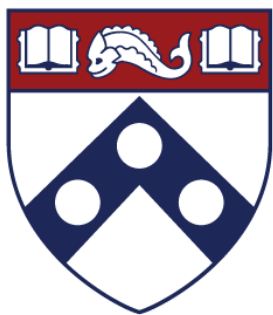




# **Penn Chapter House**

## ***Move-In & Living Guide***

**Fall 2025**



**Fraternity &  
Sorority Life**

UNIVERSITY *of* PENNSYLVANIA

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# MOVE—IN OVERVIEW

## DATES

Standard Move-In: begins 9:00 am Friday, August 22, 2025 – Monday, August 25, 2025

- Key Pick-Up: at chapter house via House Manager (HMs will not have keys before standard move-in)

Early Move-In (with approval): August 20 & 21, 2025 (PennCards: 8:00 am, Keys: 9:00 am)

- Key Pick-Up: at 4043 Walnut (Campus Apartments, LLC) during business hours noted below (this is for approved Early Move-in only) unless otherwise confirmed via email

## ADDRESSES & CONTACT INFO

OFSL (Office of Fraternity & Sorority Life)

3933 Walnut Street

Philadelphia, PA 19104

215-898-5264 (calls for facilities should be directed to Campus Apartments)

[vpul-ofsl@pobox.upenn.edu](mailto:vpul-ofsl@pobox.upenn.edu) | Main Office Hours: 9:00 am – 5:00 pm (M-F) | Closed Saturday. & Sunday

Campus Apartments, LLC

4043 Walnut Street

Philadelphia, PA 19104

215-349-7133 – for Emergency Facility Issues

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

University City Associates (UCA)

4104 Walnut Street

Philadelphia, PA 19104

Office Hours: 9:00 am – 6:00 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.

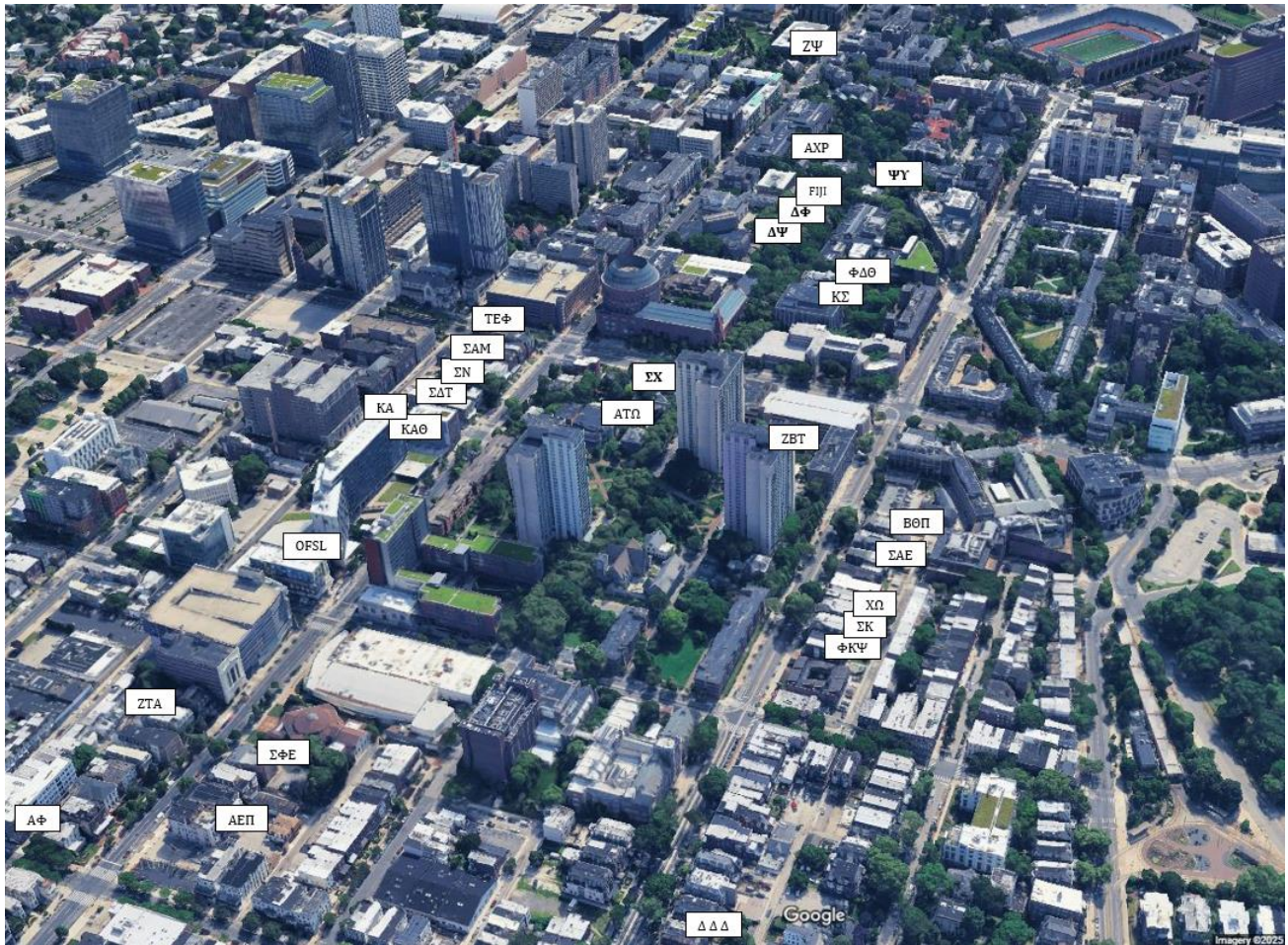
Each resident signs an Occupancy Agreement which outlines the terms and conditions residents are expected to review and follow. Additional information relevant to occupancy can be provided via the OFSL website and supplemental guides such as the Occupancy Agreement, Living Guide, Move-in/Out Guide, etc.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

Check the [OFSL Chapter Housing](#) website to see if there are any updates to the information in this guide.

## MAINTENANCE REQUESTS | WORK ORDER

Link to submit Campus Apartments maintenance requests: [ofslportal.residentportal.com](https://ofslportal.residentportal.com). Only residents can submit a maintenance request.

Emergency Facilities Hotline (for emergency facilities issues only): (215) 349-7133. (Always submit an online work order after calling the Emergency Facilities Hotline, also). Work orders managed by Campus Apartments.



## MOVE-IN CALENDAR

| SUNDAY                     |    | MONDAY                                       |    | TUESDAY                                                          |    | WEDNESDAY                                                                                           |    | THURSDAY                                                                 |    | FRIDAY                                                                            |    | SATURDAY                                            |    |
|----------------------------|----|----------------------------------------------|----|------------------------------------------------------------------|----|-----------------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------|----|-----------------------------------------------------------------------------------|----|-----------------------------------------------------|----|
| <b>AUGUST</b>              | 17 |                                              | 18 |                                                                  | 19 |                                                                                                     | 20 |                                                                          | 21 |                                                                                   | 22 |                                                     | 23 |
|                            |    |                                              |    |                                                                  |    | Approved Early Move-Ins, 9am<br>The HOME Gathering Housing Training, 12:30 - 5<br>Council Exec Meet |    | Approved Early Move-Ins, 9am<br>HOME Gathering Training Day 2, 12:30 - 5 |    | Standard Chapter House Move-In, 9am<br>IFC: Notification for Fall Recruitment due |    | Intercultural Greek Council Retreat & NSO Yard Show |    |
|                            | 24 |                                              | 25 |                                                                  | 26 |                                                                                                     | 27 |                                                                          | 28 |                                                                                   | 29 |                                                     | 30 |
| IGC Retreat<br>IFC Retreat |    | PHC Retreat                                  |    | 1 <sup>st</sup> DAY OF CLASS<br>Ch. Roster & officer updates due |    | OFSL SAC Fair, 7:30 pm, Locust                                                                      |    |                                                                          |    | Deadline to pick-up bedroom key                                                   |    |                                                     |    |
|                            | 31 | <b>September</b>                             | 1  |                                                                  | 2  |                                                                                                     | 3  |                                                                          | 4  |                                                                                   | 5  |                                                     | 6  |
|                            |    | University Closed for Labor Day – NO CLASSES |    |                                                                  |    | House Manager Meeting 5 & 6 pm – OFSL<br>President's Series, 5-6 pm – Houston Hall                  |    |                                                                          |    | House PennCard Access for Non-Resident Members begins (if Roster Updated)         |    |                                                     |    |

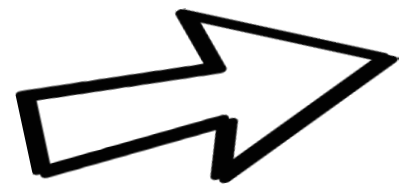
## STEP-BY-STEP INSTRUCTIONS FOR AUGUST MOVE-IN

- Standard move-in begins at 9:00 am on Friday, August 22, 2025
  - Residents are not allowed to move-in before early unless approved for early move-in.
- The early move-in date is 9:00 am on August 20 & 21, 2025 only
  - Residents approved for early move-in receive email verification.
- Key pick-up:
  - Standard Move-In residents sign-out their key at the chapter house during Standard dates.
  - Early Move-in residents sign-out key at 4043 Walnut (Campus Apts. during business hours) or with their HM, based on email confirmation.

### Step-by-Step Instructions:

- Step 1: Read the move-in/living guides, Occupancy Agreement, and OFSL [Housing](#) & [Finances](#) sites.
- Step 2: Communicate your intended move-in date to your House Manager and President.<sup>1</sup>
- Step 3: Review the guide for a list of items permitted and not permitted in the chapter house. Leave prohibited items behind. Section: Safety and Prohibited Items.
- Step 4: Plan for your furniture needs depending on your chapter's procedures & items your chapter provides or does not provide in bedrooms. Talk to past resident, chapter leadership/Alumni Advisor. Review section on Furniture. The University is not responsible for the furnishing of Chapter House bedrooms.<sup>2</sup> Campus Apts. charges if furniture needs to be moved from hallways, common areas, etc.
- Step 5: Arrive to Philadelphia and sign-out your assigned bedroom key.
- Step 6: Bring a printed parking pass or pick one up from OFSL (3933 Walnut, M-F, 9:00 am – 5:00 pm).
- Step 7: Arrive to your chapter house and ensure the bedroom key works properly. If the key does not work, call the Campus Apts. emergency facilities hotline at 215-349-7133. Additionally, submit an electronic [maintenance request](#)<sup>3</sup> to Campus Apts. and include that you called the hotline.
- Step 8: Move your belongings into the room. Do not remove chapter-owned standardized furniture.
- Step 9: Inspect the condition of the room & submit a [maintenance request](#) for any damage (FYI: work orders are addressed based on priority). Rooms are inspected & locked before move-in dates.
  - a. In late August before Move-in: search your Penn Email account for "Entrata"; this is from Campus Apts. to set-up your maintenance request portal.
- Step 10: Discard all trash and unwanted items in outside trash bins. Do not leave items (especially furniture) in hallways, stairs, patios, or near exit doors. Communicate questions to your House Manager or President. Review sections on Trash and Furniture.

**Review key pick-up info and  
Q&A on the next page!**



<sup>1</sup> Your occupancy period is based on the Occupancy Agreement you signed and the semester(s) you are assigned to live in the chapter house. Residents cannot move-in before the Occupancy Period without written approval.

<sup>2</sup> Section 1.8 of the Occupancy Agreement.

<sup>3</sup> Campus Apartments operates the work order/maintenance request system

### Key Pick-Up

- August 20-21, 2025: approved early move-in residents sign-out key at 4043 Walnut (Campus Apts.).
  - Present a government-issued ID or your PennCard when picking up the key.
  - Parents, friends, family members, or chapter members cannot pick-up a key for a resident.
- Friday, August 22-Monday, August 25: residents sign-out their key at the **Chapter House** from HM.
  - Residents can only pick-up a key according to their official room assignment.
  - 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 do not have a master key.
- Parents, friends, family members, or chapter members cannot pick-up a key for a resident.
- If a resident request's access to retrieve an item from another room, they must wait until the assigned resident arrives & is present in the room; OFSL cannot coordinate room, key, and retrieval access.
- Sign all appropriate forms.
- Key sign-out deadline: residents must sign-out the bedroom key and the House Manager submit the key sign-out form(s) by 12:00 pm on Friday, August 29, 2025. A resident will be charged \$100.00 if their key is not picked-up and signed for by the deadline.
- Disability accommodations: Contact OFSL if an accommodation is needed due to a disability.
- Entering a vacant room, roof, attic, maintenance room w/o permission is prohibited & subject to fines.

### Key Not Working:

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

1. Submit an online [maintenance request](#); call the Campus Apartments Facilities Hotline at 215-349-7133.
2. Keep your House Manager in the loop.
3. You might be asked to return to CA if a new key is needed, and we apologize for any inconvenience.
4. Present a government-issued photo ID or your PennCard to the facilities staff member assisting you.

### Missing/Lost Key:

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

1. The resident submits an online [maintenance request](#) to Campus Apartments with their chapter house and room number clearly noted. The maintenance [work order](#) should state the resident cannot locate the 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.
  - b. Resident should also notify their House Manager.
  - c. If resident cannot submit a work order, the House Manager should submit one on their behalf.
- 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.
- Theft: if the resident believes the key was stolen, contact PennPolice (215-573-3333) & submit a report.
- Safety Concern: if the resident believes they are in danger or the room is unsecure and at risk to theft because of a possible stolen key, contact Campus Apartments Facilities hotline (215-349-7133) to have the room secured. Contact the Division of Public Safety (215-573-3333) to report a threat to safety.
- 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 the resident(s).
- Resident(s) will receive instructions where to pick-up their key & must follow Key Pick-Up Procedures.

## Lock-Outs:

If you have accidentally locked yourself out of your assigned bedroom, do the following:

1. Submit an online [maintenance request](#); call the Campus Apartments Facilities Hotline at 215-349-7133.
  - a. A resident can only request their assigned bedroom to be unlocked. Assignments are verified.
  - b. After-hours: a \$75.00 charge applies from Campus Apartments
  - c. During Campus Apartments business hours: lock-out is free of charge\*
    - \*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.
2. Meet the maintenance staff member at your assigned bedroom.
3. Present a government-issued photo ID or your PennCard before the door is unlocked.
  - a. If your ID is inside the bedroom, you must present it to the staff when the door is opened.
4. When the door is unlocked, locate your key and show it to the maintenance staff for verification.

## Emergencies:

- If there is an emergency situation and someone's health or life safety (whether someone is locked behind a closed door or not) could be impacted, contact PennPolice immediately at 215-573-3333. Meet the officer at the bedroom.

## Vacant Rooms:

- If there is a request regarding a vacant room needed to be unlocked, contact OFSL during business hours to review arrangements with Campus Apartments.
- Vacant rooms are to remain locked while no one is assigned to reside in them. Campus Apartments is not authorized to fulfill a lock-out request to a bedroom labeled as "vacant."
- Entering a vacant bedroom without authorization is prohibited and subject to a \$500.00 fine (each person, room, and occurrence), conduct referrals, and removal from chapter house occupancy. Personal items moved into vacant rooms are subject to being removed and discarded.



## Q&A about Key Pick-Up:<sup>4</sup>

- Am I required to sign-out a key?
  - Answer: Yes. All residents are required to sign-out a key to their assigned bedroom.
- Is there a deadline for me to sign-out a key from UCA?
  - Answer: Yes. For August move-in, you must sign-out your key by 12:00 pm on Friday, August 29 2025. For mid-year move-in, follow the deadline sent to you. There is a \$100 fee for not picking up the key by the deadline. Any exception must be submitted & confirmed in writing.
- Can someone pick-up and sign-out the key for me?
  - Answer: No. Only the assigned resident is authorized to pick-up and sign-out the bedroom key.



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<sup>4</sup> All exceptions to Key procedures must be submitted in writing and confirmed by OFSL/Campus Apts./UCA in writing via email.

## MAINTENANCE REQUESTS – ADDITIONAL INFO

### Overview:

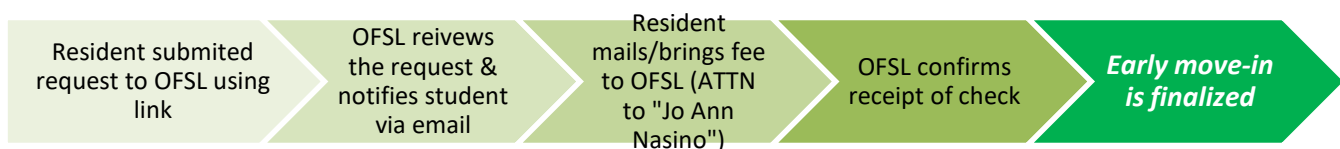
- Link to submit a Campus Apartments maintenance request: <https://ofslportal.residentportal.com>.
  - To set-up your portal, search your Penn email for “Entrata” from Campus Apts.
- Only residents can submit maintenance requests to address maintenance needs in bedrooms & common areas.
- Move-in: submit maintenance requests within 72 hours of move-in to note the condition of the room & to have items addressed.
- Routine, non-emergency maintenance requests:
  - Submit an electronic [maintenance request](#). Items are addressed based on priority.
  - Examples include: laundry/dryer not working, tear in window screen, restroom dispenser broken, paint repair, trash removal, clogged sink/shower, light-bulb flickering, electrical outlet not working, mouse sighting, light cover needs adjusted, etc.
- Emergency maintenance request (**for emergencies only**):
  1. Call the emergency facilities hotline (24/7) at 215-349-7133. It is possible your request will be re-directed to a non-emergency status.
  2. Submit an electronic [maintenance request](#) to ensure the situation is logged.
  3. Keep your House Manager informed.
  4. Some examples include: burning smell, water flowing, outlet sparks, broken glass, roof/steady leak, slipping hazards, no water pressure, falling objects, broken pipe, snow/ice slippery, non-functioning toilet, water back-up, door will not securely shut/lock, no electricity/heat.



## EARLY MOVE-IN REQUEST & PROCEDURES

### Overview:

- The Early Move-In period is August 20 & 21. PennCards activate at 8:00 am, key pick-up is 9:00 am.
- Residents attending the Chapter HOME Gathering & OFSL Kick-Off Training Program have received specific instructions about their move-in, and they have signed terms and conditions.
- A resident seeking approval to move-in early must have submitted an [Official Request via Qualtrics](#) by the July 23, 2025 deadline.
- Residents approved to move-in early 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 begin their move-in at 9:00 am on Friday, Aug. 22, 2025.



### Applying for Early Move-In:

- The resident must submit an [Official Request via Qualtrics](#) and agreed to the terms and conditions.
- Sponsorship: Residents sponsored by a university office must have noted a contact on the online form.

- **Deadline:** The deadline to submit the form is 11:59 pm on Wednesday, July 23, 2025. Any request submitted & approved after this deadline will incur a \$100 late fee. No request is considered after August 4 as all info must be finalized for Safety, Campus Apts., Access, and Facility partners.
- **Approval:** the student will receive an email (Penn email address) if the request is determined to be eligible or not for approval.
- **Rate:** the early move-in rate is \$50.00 per day; \$100 per day after July 23.
- **Check/Money Order:** If the early move-in request is granted, the student will receive an email from OFSL. OFSL works with university offices in cases where early move-in fees are covered by them. If the student is responsible for early move-in fees, send check via mail. Payment is due by the approved move-in day. Cash not accepted. Checks/Money Orders are mailed to OFSL (3933 Walnut Street, Philadelphia, PA, 19104), and it should be made out to "The Trustees of UPenn." If a student does not submit payment, the request can be revoked. If a payment is not received and arrangements are not verified, there is a \$100 late fee and OFSL reserves the right to charge the student's university account and/or utilize the damage security deposit.

#### Guests during Early Move-In Period:

- Residents approved to move into the house before Friday, August 22 are not permitted to have guests with them in the house. The only exception is family member/friend assisting with move-in.
- Chapter members, friends, students, guests, residents, etc. cannot enter the house without authorization from OFSL in writing.
- Only the resident assigned to live in the 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, typically a 2-hour timeframe or less.

#### Social Events:

- Social events, parties, and/or gatherings of any kind are strictly forbidden during early move-in. Chapters and residents must follow the outlined social event registration process and any supplemental information from memos, emails, etc.

#### Violating Early Move-In Procedures:

- If someone without authorization enters the chapter house before their authorized move-in date (as communicated and confirmed in writing via email), the following is applicable:
  - Considered trespassing
  - Escorted off the property by Penn Police, Penn staff member, or Campus Apartments
  - Referral to Center for Community Standards & Accountability
  - One-time Improper Move-In fee of \$100.00
  - One-time Unauthorized Entry fine of \$500.00 for entering the house without authorization in writing from OFSL.
  - \$100.00 per day stay fee (double the approved rate of \$50.00/day)



**Overview:**

- Residents are responsible for removing trash, unwanted furniture, and moving supplies from the house to an outside dumpster.<sup>6</sup> Provided trash bins should be kept inside & can only be used to collect trash.
  - Hallways, stairs, & egress paths must remain clear of all items to reduce safety hazards & pests.
  - Hallway and common area trash bins are not intended to be used for unwanted furniture, appliances, moving boxes, etc. These items must be taken to an outside dumpster.
  - Discard/clean-up items such as solo cups, spilled liquids, food, etc., into trash bins.
  - If a trash bin begins to overflow, the chapter/residents must take items to an outside dumpster. Do not pile trash around a trash bin when it is already full.
  - Securely tie your trash bags before disposing them into dumpsters/trash bins.
- The chapter/residents will be responsible for all charges (labor, clean-up, moving fees, dumpster fees, service charges, etc.) if trash/furniture/safety guidelines/fire codes are not followed.
  - Bedrooms/common areas: each bag (trash, clothes, etc.) Campus Apts. needs to remove is estimated at \$25.00. Large items such as furniture can cost more due to labor and trash fees.
- Unwanted/Broken Furniture/Mattresses:**
  - Discard furniture items with a partner in an outside dumpster when possible and safe.
  - Large & Heavy Furniture Items (couches, mattresses, dresser, fridges):
    - If possible to safely move item(s): bring to safe location on main floor (don't block egress)
    - Tape a "TRASH" sign to the item(s) and take a picture(s)
    - Submit a [maintenance request](#) to Campus Apts.; include pictures & location
  - Bio-medical waste, hazardous waste, and some items (tires) cannot be discarded into a dumpster. Submit a work order for Campus Apts. to review trash needs for the object(s).
  - Chapter/residents are responsible for related charges if requesting additional trash pick-ups and/or assistance with moving/discarding furniture.

**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 items, furniture, chapter property, trash, and debris. Each of these areas must always be unobstructed. Items will be moved/discarded at the chapter/resident(s) expense.

**Occupancy Agreement, Related Sections:**<sup>7</sup>

- VI. Move-In/Move-Out/Keys.
  - Read and review #4 – #5.
- IX. Loss/Theft/Damage.
  - Read and review #1 – #3.
- XIV. Storage.
  - Read and review #1.
- XVI. Cleaning.
  - Read and review #1 – #3.
- XVII. Dangerous Articles/Substances/Activity/Tampering with Life Safety Systems.
  - Read and review letter g.
  - Read and review #2, #3

**DO NOT  
LEAVE TRASH  
IN HALLWAYS**

**PLACE  
GARBAGE  
INSIDE  
DUMPSTER  
DO NOT THROW OR  
LEAVE ON GROUND**

<sup>5</sup> Exceptions to trash guidelines must be confirmed in writing. Chapter/resident can request an estimate of related trash charges from Campus Apts.

<sup>6</sup> Contact OFSL/Campus Apts. via email if the chapter cannot locate the outside dumpster/if dumpster is not present.

<sup>7</sup> This guideline serves as notification as referenced in the Occupancy Agreement.

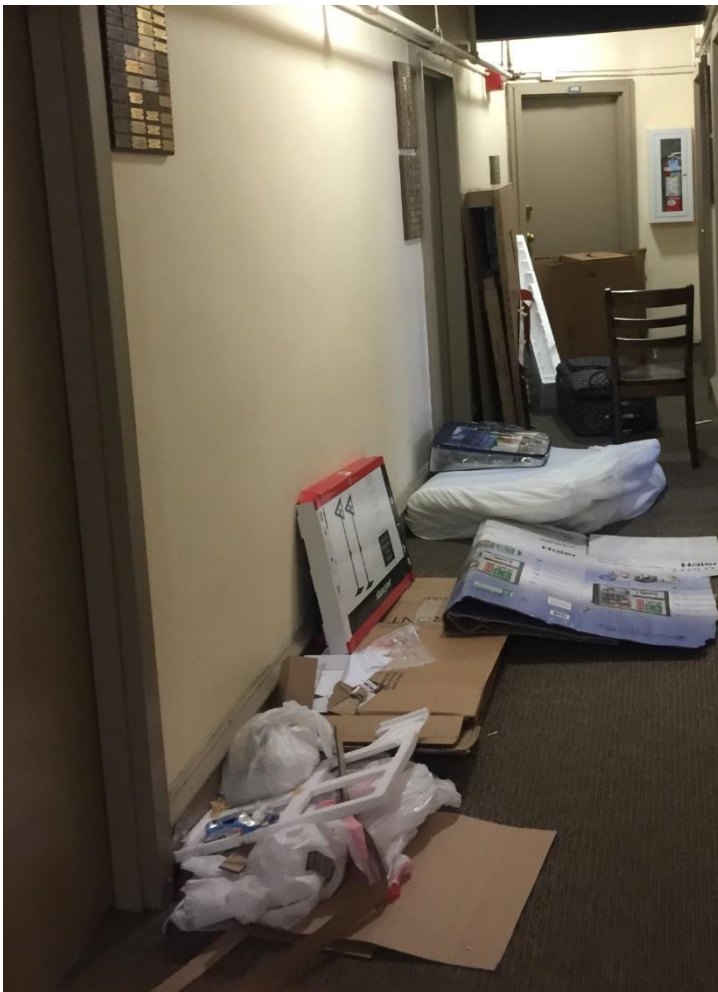


This trash was left on a patio, but it should've been taken to an outside dumpster.

Campus Apts. hired staff to remove the items, and the chapter was responsible for the costs.



The chapter moved unwanted and broken furniture items to an outside dumpster. Great job!

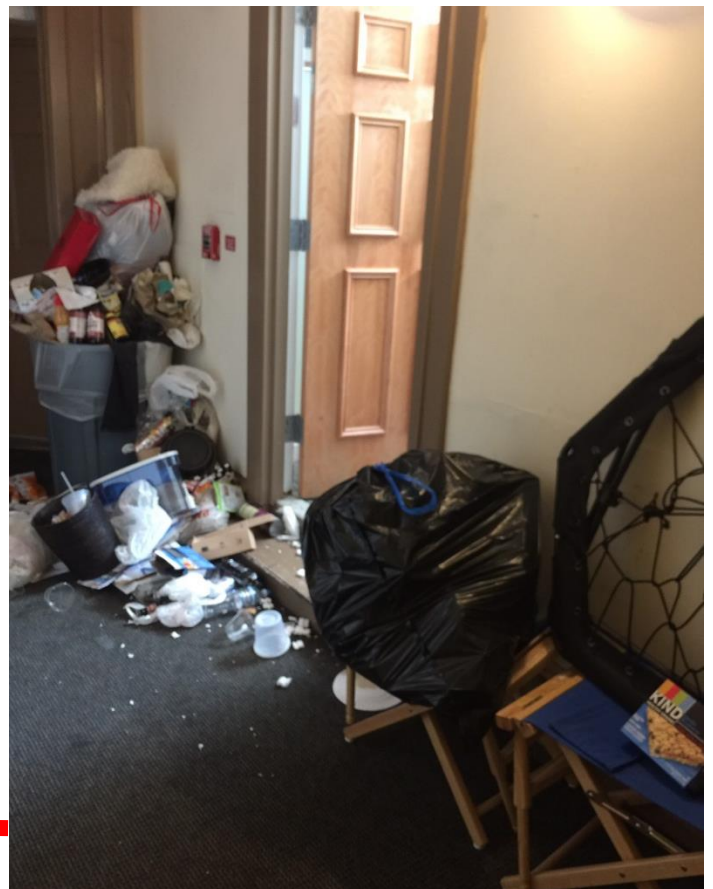


Hallways must remain clear.  
Chapter/resident(s) will be  
responsible for charges if staff need  
to remove items.

**DO NOT  
LEAVE TRASH  
IN HALLWAYS**

If a trash bin is overflowing,  
do not pile trash around it.

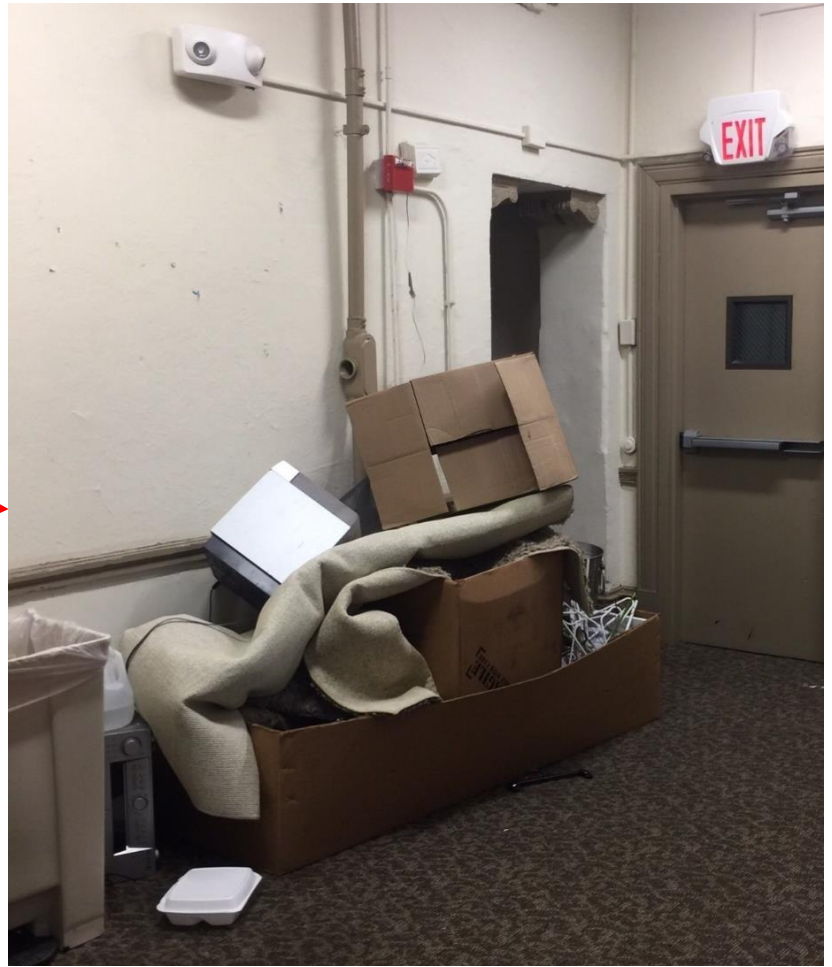
Empty a full trash bin into an  
outside dumpster. The  
chapter was charged for  
extra clean-up & labor.



These trash items were left inside and near an exit door.

Trash must be taken to an outside dumpster, and hallways and exit doors must remain clear for safety purposes.

**PLACE  
GARBAGE  
INSIDE  
DUMPSTER**  
DO NOT THROW OR  
LEAVE ON GROUND



Mattresses can only be inside a bedroom.

Unwanted mattresses must be taken to an outside dumpster. Campus Apts. removed these mattresses and charged the chapter/residents.

### No Storage Policy:

- The chapter house may not be utilized as a storage facility. Non-resident chapter members, friends, guests, or family members cannot store belongings in the home. New residents moving into the home cannot move their belongings in before the next move-in date. Penn is not responsible for items left. Violations are subject to at least a \$1500.00 unauthorized storage fee.
- When moving out:
  - Residents must remove all personal items from the house by their move-out deadline (clothes, posters, books, bedding, etc.). Items left behind will be considered abandoned and discarded or donated to a local charity. Penn does not take responsibility for items left behind.
  - Personal electronics such as TVs, keyboards, gaming systems, stereo equipment, etc. cannot be left in the bedrooms after moving out. Penn is not responsible for items if left.
  - Chapter-provided bedroom furniture must remain in the bedroom.
  - Follow any supplemental guides, the Occupancy Agreement, emails, etc.
  - Anyone who is found to have stored items in the chapter house (basement, bedrooms, common rooms, etc.) with the intention of retrieving them during the break or beginning of the next term will be responsible for fees including but not limited to: improper move-out/in fee, unauthorized storage fee, etc. If a person cannot be found responsible, the chapter can be held to the fee(s).

### Unwanted Items/Furniture and Trash:

- Review section on *Trash* in this guide.

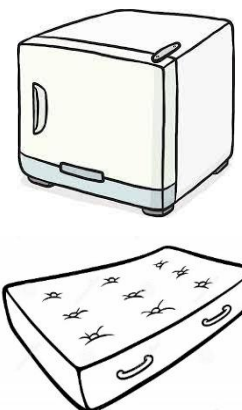
### Bedroom Furniture:

- The University is not responsible for providing bedroom furniture.<sup>8</sup>
- Each chapter has made its own policy regarding providing standardized furniture in bedrooms. 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 outside bedrooms in common areas, hallways, lounges, etc.
  - **If Standardized Bedroom Furniture is Provided to the Resident by the Chapter:**
    - Residents who were provided furniture by the chapter must follow chapter rules that also align with the Occupancy Agreement & Penn safety guidelines. Furniture provided to the resident must remain in the bedroom & be labeled by the chapter. If a resident removed provided furniture from the room, the resident is responsible for returning it and/or for the cost to repair/replace it if damaged/not returned by the move-out deadline.
    - The chapter/residents can be assessed fees related to moving furniture if Campus Apts. needs to arrange it based on safety guidelines and/or chapter's/residents' requests.
    - The chapter and/or House Corporation is responsible for conducting an inventory in each bedroom/common area to determine if furniture is still present and/or if residents need to be charged for removing/damaging items that need to be replaced.
  - **If Standardized Bedroom Furniture is Not Provided to the resident:**
    - Residents must follow the furniture guidelines outlined in this guide and any supporting documentation, including emails from OFSL, Occupancy Agreement, Living/Move-in/Out Guides, OFSL website, DPS guidelines, etc. Residents are responsible for removing their personal furniture and/or discarding it properly.

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<sup>8</sup> Section 1.8 of the Occupancy Agreement.

- **Furniture Approved for Bedrooms** (applicable during the academic year and for Move-Out):
  - Residents can have the following furniture items in bedrooms: bedframe (headboard & footboard), box spring & mattress set, desk, desk chair, lamp, bookcase, dresser/wardrobe, futon/couch/sofa, standing fan, room-size refrigerator (*no larger than 4.6 cubic feet*), rug, and AC unit (if house does not have central air).
    - When moving out, only these items listed can stay in the room & must be labeled.
  - Approved quantity of items is based on the occupancy type of the bedroom:<sup>9</sup>
    - 1-person (single) bedrooms: 1 of each furniture item (listed above) is permitted inside the room.
    - 2-person (double) bedrooms: 2 of each furniture item (listed above) is permitted inside the room.<sup>10</sup>
    - 3-person (triple) bedrooms: 3 of each furniture item (listed above) is permitted inside the room.<sup>11</sup>
- **Fridges**:
  - A fridge inside a bedroom cannot be larger than 4.6 cubic feet. Full-size fridges cannot be utilized/stored in bedrooms; they will be removed at the chapter's/resident's expense.
  - Bedroom-size fridges must be kept in a bedroom.
  - Full-size fridges can only be kept in a designated kitchen area.
- **Mattresses**:
  - Mattresses are only allowed to be stored in a bedroom, and the number of mattresses allowed in a bedroom is determined by the occupancy type of that bedroom. A bedroom designated as a 1-person room can have up to 1 mattress in it, a 2-person bedroom can have up to 2 mattresses in it, etc.<sup>12</sup>
  - Mattresses are prohibited from being left anywhere outside a bedroom, including in a storage closet, basement area, hallway closet, or common area. Mattresses left in these areas are more susceptible to mold and bugs, and they can be a safety hazard. They can be discarded if discovered, even if labeled "Keep." The chapter/residents will be responsible for charges related to removing and discarding mattresses as needed.
- **Composites & Storage Closets in Basement/Hallways**:
  - Chapter property left in a storage closet in the basement/hallway needs to be labeled. Personal property cannot be left. House Managers: take pictures of closets and items stored.
    - Mechanical & sprinkler-valve rooms cannot be used to store any items.
    - Items labeled with tape indicate to Campus Apts. & Penn the item is chapter property.
    - Items not labeled can be considered abandoned, and they could be discarded.
  - Composites: these need to be hung on walls or kept in a safe storage area. They cannot be kept on a hallway/basement floor. Enter a [maintenance request](#) for Campus Apts. to hang them (provide a detailed location on the work order; label the composite & wall with masking tape).



<sup>9</sup> Exceptions for mattresses: Refer to the section on Mattresses in this guide for further details.

<sup>10</sup> If 1 person is scheduled to live in a room that is labeled as a 2-person room, up to two of each item can be in the bedroom.

<sup>11</sup> 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.

<sup>12</sup> Exception: if the chapter provides a mattress & a student brings a personal mattress, the chapter-provided mattress needs to stay in the bedroom. Mattresses cannot be left in common areas.

- **Common Areas:**
  - The chapter can keep common area furniture in areas such as living rooms, kitchen dining areas, libraries, study rooms, TV rooms, etc. Chapter property eligible to be left in these areas include: couches, tables, bookshelves, entertainment centers, tables, chairs, trophies, lamps, chapter TV/projects (electronics are always recommended to be secured with a chain lock), filing cabinets, books, & memorabilia.<sup>13</sup>
  - Traffic cones/signs can be turned over to Penn Division of Public Safety and/or discarded.
  - Commons areas in the house cannot be used to store personal belongings. Individual personal belongings will be discarded, even if labeled.
  - House Managers: take pictures of common areas to show approved items stored properly.
  - The use of chapter house common area property in bedrooms is strictly prohibited (chapter dining chairs, couches, etc.).
- **Outdoor Areas:**
  - Furniture meant to be used inside cannot be stored/left outside.<sup>14</sup>
  - It is recommended that chapters secure outdoor furniture, sports equipment, BBQ grills, etc. in a safe location and/or use a chain lock.
  - House Managers: take pictures of outdoor areas to show approved furniture staying outside.
- **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 always be unobstructed, and items will be moved/discarded.
  - Charges related to items needing to be moved or discarded will be charged back to the chapter/resident(s). This guide serves as notice as outlined in the Occupancy Agreement.



<sup>13</sup> Exceptions must be requested in writing/email and approved in writing/email.

<sup>14</sup> Indoor furniture used outside are more susceptible to theft, bugs, and damage from weather than outside-style furniture. They can also be a fire/safety hazard. Exceptions must be requested in writing/email and approved in writing/email. Penn is not responsible for these items being stolen or damaged.

Standardized Furniture provided by the chapter must remain inside the room.

If the resident does not want the Standardized Furniture, it cannot be moved into hallways or common areas. It must stay in the room.

These pictures show how a room should look at move-in and move-out. No personal items or trash are present.

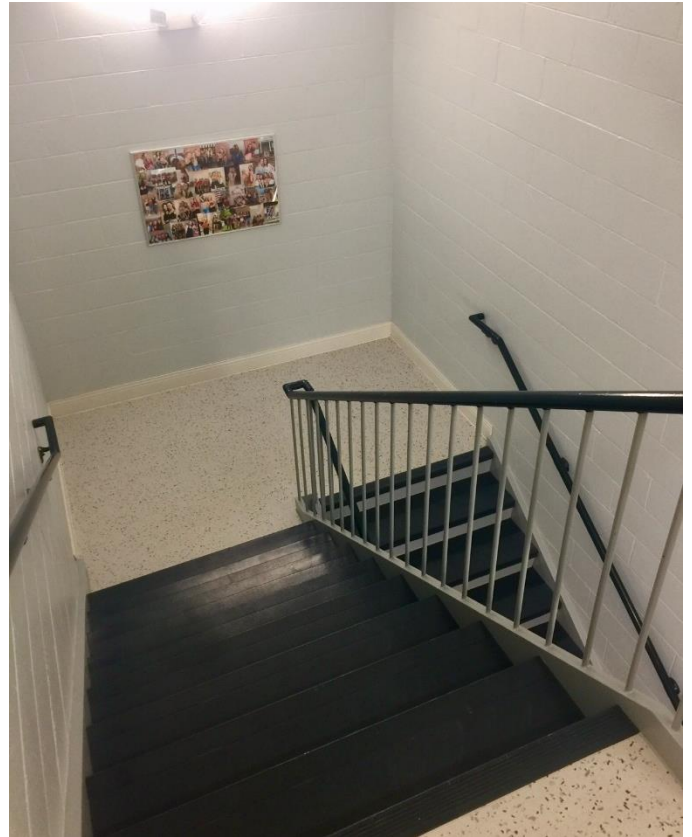
The rooms are ready for a new resident!





All hallways and stairs are kept clear to abide by safety fire codes!

Chapter House Manager, President, and House Corporation won't need to worry about fines or egress blocked.



Chapter-provided furniture, such as bed frames and posts, must remain inside the bedroom.

There is not storage space in the home, and items cannot be left in a hallway.

Furniture cannot be in hallways or obstruct stairwells.

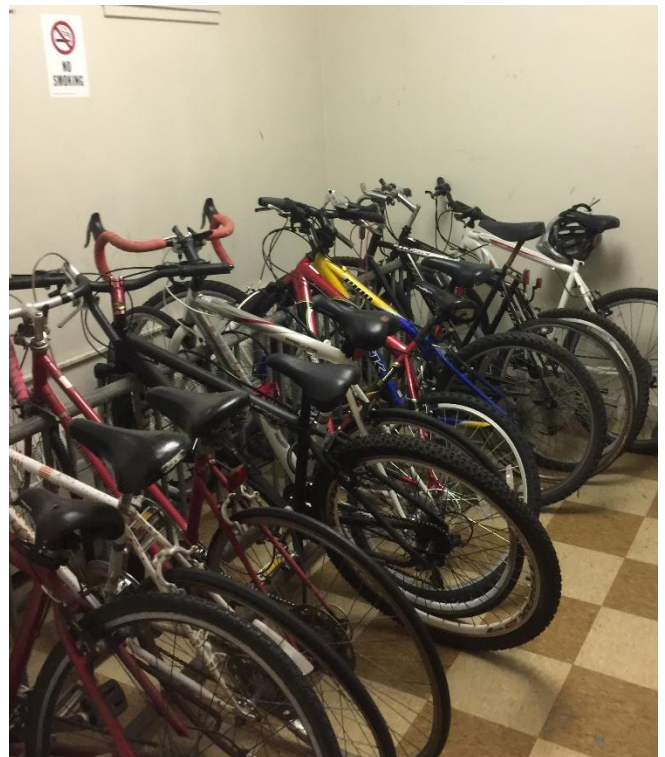


Interior-style furniture cannot be used outside.

Items cannot be stored under stairs.



These bikes are neatly organized and stored in an appropriate location. Good job!





This basement is organized neatly & items are labeled.

Items are placed in storage bins or placed onto storage racks.

The floor and walkway area are clear.

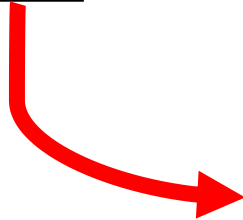


This common area is free of trash, food, drinks, and personal items.

Floors should be clear of debris and all furniture is organized neatly. Great job!

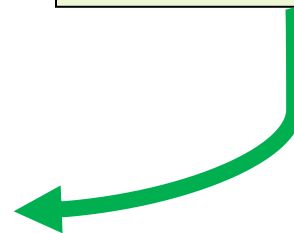
Full-size fridges are not permitted in bedrooms. Fridges cannot be larger than 4.6 cubic feet.

Full-size fridges will be removed at the chapter/resident's expense.



This outdoor area looks wonderful. Tables and flowerpots are arranged neatly. No trash, debris, or personal items are left.

Great job!



## FEES & DAMAGE COSTS

*Below is an outline of fees associated with occupancy, breaks, and move-in/out periods. This may not be an all-inclusive list of fees, and the information is subject to change.*

- **Unauthorized Early Move-In Fee**: \$100.00 per day
  - If a new resident is discovered staying in the chapter house before their approved move-in date without authorization from OFSL, the resident can be assessed a \$100.00 per day fee that they stayed in the house.
  - If a chapter member (non-resident) and/or guest is discovered staying in the chapter house overnight, the charge would go to the chapter.
  - Residents/chapter members in the house w/o authorization could be considered trespassing.
- **Unauthorized Entry**: \$500.00 - \$1500.00
  - House/Bedroom/Vacant Bedroom/Mechanical room: \$500.00 fee for entering the house or moving belongings into the house before the approved move-in day without authorization from OFSL in writing. Fees for non-resident chapter members or guests will be sent to the chapter.
  - Roof/Ledges/Attic, and Door Tampering: subject to \$1500.00 fine, conduct referral, and removal from chapter housing.
- **Unauthorized Room Switch**: \$100.00
  - Residents cannot switch rooms or keys without authorization from OFSL in writing. 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 Removal**: ranges in amount(s)<sup>15</sup>
  - Chapters/Residents are responsible for removing trash from common areas and bedrooms. If Campus Apartments needs to remove trash, a charge of \$25.00/bag will be assessed. A truckload of trash can cost \$400.00.
- **Furniture Moving**: ranges in amount(s)<sup>16</sup>
  - Chapter/Resident(s) could be charged fees if Campus Apartments needs to arrange furniture moving if requested by a chapter/resident and/or if furniture/trash guidelines are not followed. Residents who were provided furniture by the chapter must ensure original furniture is inside the bedroom before they move-out. If a resident removed furniture from the room, the resident assigned to the bedroom is responsible for returning it. Refer to section on *Trash*.
- **Key replacement**: \$100.00 per key
  - Residents are responsible for this charge if they cannot locate the key they signed out.<sup>17</sup>
- **Lock-Out**: \$75.00 per incident (after Campus Apartments business hours)
  - After daytime business hours, residents are charged \$75.00 if they lock themselves out of their bedroom and request Campus Apts. open the door for them.
- **Failure to Pick-up Key**: \$100.00
  - Each resident must sign-out a bedroom key by the deadline to ensure it can be locked/secured.

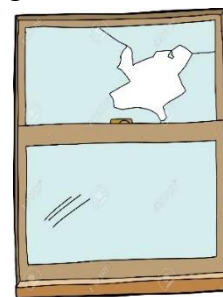
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<sup>15</sup> Refer to the section on Trash for more details.

<sup>16</sup> Refer to the sections on Trash and Furniture for more details.

<sup>17</sup> Refer to the section on Keys for more details.

- **Damage/Repair Charge**: ranges in amount(s)
  - Campus Apartments inspects common areas regularly (before move-in, during the academic year, during breaks, and after move-out). Campus Apts. inspects & prepares bedrooms before a resident moves-in & after a resident moves-out. During the inspections, Campus Apts. documents facility/maintenance & cleaning needs, and then facilitates the repair work required. The chapter/resident will be responsible for damages, misuse of spaces and/or property, and alterations/tampering. Damage Security Deposits and/or Penn Bursar Account can be utilized to fulfill damage/repair costs and unpaid fees.<sup>18</sup>
- **Improper Move-Out Fee**: \$100.00 - \$150.00
  - When a resident is moving out of the house completely – and not returning during the academic year – or is approved to change rooms, the improper move-out fee can be assessed when a resident fails to follow move-out procedures. This fee is processed on a case-by-case basis for reasons including but not limited to: deliberately not following the move-out process, not returning your bedroom key by your move-out deadline, leaving bedroom key inside the house instead of returning it to Campus Apartments (4043 Walnut) (or designated location), intentionally leaving behind personal belongings and/or trash, not moving out before the standard move-out date, not tagging furniture, etc. Improper Storage: \$150/item.
- **Unauthorized Storage Fee**: at least \$1500.00 | Leaving personal items for storage after moving out
- **Out-of-House Member Fee**: all non-residents of the chapter are assessed this fee. Visit the [OFSL Finances](#) website for more information.



#### Common Damage Charges:

- Below is a list of common damages and examples of charge amounts Campus Apartments assesses to them (amounts are from the 2023-2024 academic year, and they are subject to change).
  - Blinds replacement (bedroom): \$57.50
  - Carpet cleaning: \$51.75 - \$97.75 (can vary by size; bio-hazard clean-ups increase the costs)
  - Ceiling fan replacement: \$115.00
  - Clean-up after event (healthy/standard of living conditions): varies by scope of work
  - Door closer repair: \$55.70
  - Door jamb repair: \$86.25
  - Door replacement: \$1500.00
  - Door trim replacement: \$86.25
  - Hand dryer replacement and installation: \$739.35
  - Fire extinguisher replacement: \$172.50 (cleaning costs and life-safety-violation can follow)
  - Furniture moving/removal: \$125.00 minimum (but can vary by number of items)
  - Paint touch-up: varies in scope due to size, typically \$143.75 - 286.50, but can be higher
  - Removal of unauthorized installed item (lights, shelves, etc.): varies by size, parts, labor
  - Screen replacement (bedroom): \$40.25
  - Smoke detector replacement: \$97.75 (additional Life-Safety-Violation fines can follow)
  - Tape, Sticker, Adhesive removal: \$57.50 (can vary by size)
  - Trash removal: \$28.75/bag (items left in bedrooms, trash overflowing from bins, etc.)
  - Wall paper removal: varies to do scope and size, typically \$343.25 - \$500.00, but can be higher
  - Window repair/replacement: \$105.00 (can vary by size)

<sup>18</sup> Refer to the Occupancy Agreement, specifically: Section IX.

## OCCUPANCY CHANGES & ROOM SWITCHES

### Overview:

- Residents cannot switch keys or bedrooms without authorization in writing from both OFSL and the Chapter President; all room-switch authorizations will be sent via email with instructions.
- Do not transfer or trade keys with anyone, even if you are approved for a room change and someone is moving into your new room or you are moving into a room that is already occupied. All keys must be returned/picked-up and signed for with Campus Apartments (4043 Walnut St.) or designated entity.
- Approved room changes are rare, and there are periods of time after move-in and before move-out when requests are not able to be processed.
- No room change request will be approved within two weeks of the standard move-in date.
- Facility concerns? Contact your House Manager & call the Campus Apts. Emergency Facilities hotline.
- Roommate Disagreement? Contact your House Manager and President to reach a resolution.
- Cancellation Request: submit a request via email to OFSL. Subject to cancellation terms/fees.
- Emergency Relocation: Penn will try to provide chapter housing/university accommodations before hotels.

### 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 Center for Community Standards and Accountability
  - Improper Move-Out Fee (\$100.00)
  - Unauthorized Move Fee (\$100.00) (resident assigned to move in)
  - Adjustment in rent fees according to room type
  - Additional charges/fees related to room damages

### Cancellation Request:<sup>19</sup>

- Any resident(s) requesting to cancel/terminate their chapter housing Occupancy Agreement must submit a request in writing via email to OFSL. Approvals/denials will be communicated in writing.

## PENNCARD & SWIPE ACCESS

### Overview:

- Swipe Access to the chapter houses will occur in stages.
- Early Move-In:
  - Residents approved for early move-in receive access to the chapter house that day at 9:00 am.
- Access for All Residents:
  - All residents living in the chapter house will have access at 9:00 am on August 22, 2025.
- Access for Non-House Residents:
  - Access for members not living in the chapter house begins Friday, September 5, 2025, subject to the chapter leadership completing the Roster Update process with OFSL. This also gives residents time to adjust to the house and complete move-in., and for chapter leaders to complete the Roster Update process so deactivated members no longer receive access.
  - Chapter Leadership may consult with OFSL if the chapter wants only residents to have access.

## DELIVERIES & PACKAGES

- OFSL does not recommend having items shipped to the chapter house before your move-in date. The University is not able to retrieve or secure items delivered to the chapter house.
- Utilize [Amazon@Penn](#) when possible. Change your address before moving out.

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<sup>19</sup> Refer to the Occupancy Agreement, specifically: Section III.

## ACCOMODATIONS

### 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.

## 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 Dining](#) meal plan.
- Several companies specialize in fraternity/sorority meal plans and are preferred due to their liability insurance, training, experience, and specialization working with fraternities and sororities.
- Returning Chefs:
  - Returning chefs with an active PennCard receive access on the Standard Move-In date.
  - When the PennCard is about to expire, the chapter is responsible for reaching out to OFSL for the chef to submit the required paperwork and receive a new PennCard.
- New Chefs:
  - Chapters with a new chef are responsible for informing OFSL to ensure the chef fills out the required paperwork to receive a PennCard. Penn does not cover PennCard fees.
- Past Chefs:
  - If a chef no longer works with the chapter, the chapter is responsible for informing OFSL immediately to ensure the PennCard is deactivated.
- Background checks: all chapter chefs receiving PennCard access are subject to a background check.

## LIFE SAFETY EQUIPMENT & VIOLATIONS<sup>20</sup>

### Overview:

- Tampering with life safety equipment (such as smoke detectors, fire panels, propped-door alarms, extinguishers, roof access mechanisms, exit signs, etc.) is prohibited.
- The chapter/resident will be responsible for Life Safety Violation fines, conduct consequences, and educational outcomes for violating life safety procedures.
- If the chapter/resident discovers a maintenance issue with life safety equipment (smoke detector batteries need replaced, exit sign not lighting properly, propped-door malfunctioning, etc.), submit an electronic [maintenance request](#) to Campus Apts. and call the 24/7 maintenance line.
- The University Fire and Emergency Services (FES) team, as part of the Division of Public Safety, conducts regular inspections of common areas and bedrooms. Violations are reported to OFSL.

### Safety Guidelines & Requirements | Visit the [DPS Safety Guidelines and Requirements Library](#):

- FES provides a resource library of Safety Guidelines & Requirements, many of which are pertinent to fraternity and sorority housing, such as: Tampering with Life Safety Systems, Prohibition of Open Flames in Student Residences, OFSL Life Safety and Standards, Tents, Holiday Decorations, Outdoor Portable Fireplaces, Grilling, and more.
- Regulations for Electric Scooters/charges are subject to laws, Penn policy, \* Fire/Emergency guidelines.

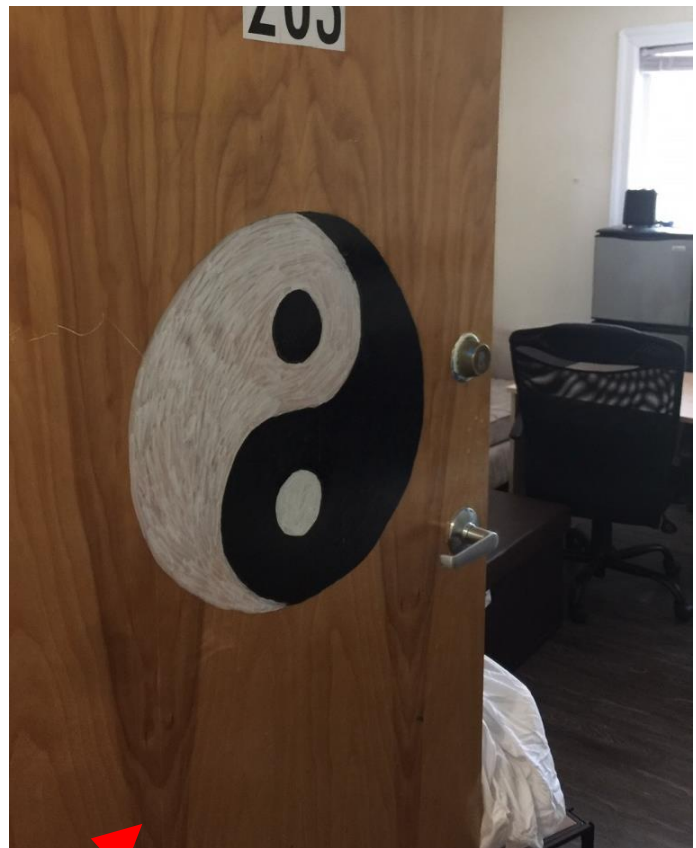
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<sup>20</sup> Refer to the Occupancy Agreement, specifically: Section XVII.

### Overview:

- Residents are responsible for damages and/or for making non-approved alterations in the room (painting the walls, installing wallpaper, removing/installing carpet, installing shelving, holes in the wall, etc.). The resident can be charged for any costs related to the damage or alteration.<sup>21</sup>
- If a resident discovers a damage/maintenance issue in the bedroom when they move-in, they must document it immediately by submitting an electronic [maintenance request](#) via the online portal.
- If a resident moves rooms without authorization from OFSL, they are responsible for costs related to damages/alterations in their assigned bedroom.
- Common areas: the chapter is not authorized to make alterations in the house without prior approval in writing. The chapter should submit a Project Request Form if they would like a project to be considered. (Some examples include drilling holes, installing lights, painting walls/murals, etc.).

The chapter installed lights without authorization & not according to safety codes. Lights were removed at the chapter's expense.



Residents cannot paint without authorization. The resident was responsible for removal and repair costs.

<sup>21</sup> Refer to the Occupancy Agreement and to the Fees section in this guide.

## SECURITY DEPOSITS

### Overview:

- Security Deposits are posted to all student accounts similarly to housing rent costs. Returns are typically posted at the end of the summer after May move-out.

FAQ from the [OFSL Finances](#) website:

Q1: What is a chapter housing security deposit?

A: A security deposit is an amount of money held for the duration of a resident's length of occupancy & can be used to reconcile bedroom damages, unpaid key charges, community area damages split among residents, and fees associated with the resident's housing (such as unpaid move-out extension fees).

Q2: What is the benefit of having a security deposit?

A: A security deposit ensures the correct person is held accountable. If a security deposit does not exist, damage amounts are sent to the chapter. In some cases, the chapter could face difficulty recouping the finances from the former resident, especially if the resident graduated or terminated their membership with the chapter.

Q3: What is the process to determine how much of the security deposit will be returned to the resident?

A: Bedrooms are inspected before a resident moves-in and after a resident moves-out. Common areas are inspected before the chapter house opens in August, during regular inspections throughout the academic year, and when all residents have moved-out in May.

Q4: When I move-in, how can I note a damage that is observed in my bedroom?

A: If a resident observes a damage condition to their assigned bedroom when they move-in, they must report the damage condition via the Campus Apartments [maintenance request](#) system immediately upon move-in so the condition is time-stamped, & Campus Apartments can inspect & repair as needed.

## SOCIAL EVENTS & REGISTRATION<sup>22</sup>

- Chapter leadership will receive a memo regarding event registration/expectations.
- Chapters/residents must follow the event registration process & [Alcohol & Other Drugs Policies](#).
- Chapters must also follow the policies of their inter/national organization and governing council.
- A chapter may require completing social trainings before being permitted to host social events.
- Chapters/residents must follow the university policies, dates, and guidelines.
- Information about violations is included in the memo.



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<sup>22</sup> Refer to the Occupancy Agreement, section XVIII.

### Overview:

- Chapter houses have access to PennNet, referred to as GreekNet for chapter houses.
- WiFi & Ethernet: each bedroom has wireless internet and an Ethernet port (an Ethernet cord is needed to utilize the port).
- Tampering with the internet box in the bedroom is prohibited.
- The common spaces are equipped with wireless.
- Personal routers are not permitted.
- Contact the Tech Center for assistance.

### Recommendations for Devices:

- For specific information on connecting devices such as Desktop Computers, Laptops, Gaming Consols, etc., visit the Penn [ISC Website on Connectivity Options](#).
- Some printers, desktop computers, gaming devices, etc. may require a USB cable or Ethernet cable/adaptor depending on the device.
  - connect with USB cable as wireless devices are not reachable via GreekNet and/or AirPennNet
- TV/Cable: chapter houses are connected to Penn Video Network and have access to cable channels similarly to the College Houses. You must connect to the Comcast service using wireless or the wired connection in the bedroom (coaxial, CATV, has been retired as of August 2021).
- 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.

Providing support to Graduate and Undergraduate students residing in Sansom Place East, Sansom Place West, Greek Houses and Off-Campus

# TECH CENTER

PENN LIBRARIES | INFORMATION SYSTEMS & COMPUTING

General Computing Support  
Library Technology Assistance  
Mobile Support  
AirPennNet Assistance  
E-Waste Recycling

Van Pelt Library, Ground Floor  
Phone: (215) 898-9720  
Email: [techcenter@upenn.edu](mailto:techcenter@upenn.edu)  
Web: [www.techcenter.upenn.edu](http://www.techcenter.upenn.edu)  
Monday - Friday, 9:00am - 5:00pm

Overview:

- Penn 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, but keep in mind the size of your bedroom.
  2. Label boxes/tubs with your name, chapter house, and room number.
  3. Banned Items: Do not bring/use the following items: Hoverboard, alcoholic beverages (according to PA law, Penn policies, chapter policies, and (inter)national HQ policies), hookahs, bongos, Bunsen burners, live Christmas trees, fog/smoke machines, ceiling fan, 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. Space heaters can only be used when provided by Campus Apts./facilities for an emergency (keep safe distance away from items, do not cover, and only use when present).
  4. Alcohol:
    - a. Chapters and guests must follow the [University Alcohol & Drug Policy](#).
    - b. Chapters must also follow policies of their inter/national organization & council.
      - i. Alcohol above 15% ABV and kegs are not permitted in chapter homes
  5. Drugs:
    - a. The possession, use, and/or sale of narcotics and/or other dangerous drugs in Fraternity/Sorority Chapter Houses, as elsewhere on campus, is illegal, unless prescribed by an authorized medical physician for the occupant.
    - b. Additionally, drug paraphernalia is prohibited on chapter house grounds and inside. Drug paraphernalia refers to any equipment that is used to produce, conceal, and consume illegal drugs. Examples include, but are not limited to: bongos, roach clips, miniature spoons, pipes, rolling paper, scales, needles, etc.
  6. Smoking:
    - a. Chapters and guests must follow the [University Tobacco-Free Campus Policy](#).
    - b. Smoking and tobacco use of any kind is prohibited at the chapter house (including cigarettes, smokeless tobacco, e-cigs/cigars, JUUL, hookah, etc.).
    - c. Violators can be referred to Student Conduct & subject to a \$250.00 fine in addition to room restoration costs.
  7. Keep valuables and essentials close at hand (laptops, tablets, phones, passport, etc.).
  8. Never leave an entrance/exit door propped, open, or unattended. This helps prevent theft and unauthorized individuals from entering a chapter house. Propped-door alarms will remain active before, during and after Winter Break.
  9. 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, consider requesting a walking escort by calling 215-898-WALK (9255).
  10. Once you move belongings into your assigned bedroom, lock your door if you are leaving the bedroom unattended and not present.

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<sup>23</sup> Refer to the Occupancy Agreement, specially sections XVII and XVIII.

EFFECTIVE AUGUST 20, 2023 – AUGUST 26, 2025 | ALL INFORMATION SUBJECT TO CHANGE

### Overview:

The Office of Fraternity & Sorority Life partners with the Division of Public Safety to offer 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.

- Follow all posted signs, regulations, laws, and ordinances regarding parking.
- Temporary Parking Permits must be displayed on the dashboard. Residents can print the permit. During OFSL open hours, a printed copy will be available at 3933 Walnut.
- Contact the Penn Division of Public Safety (DPS) at 215-573-3333 if you have parking-related concerns.
- **Bollards**: If you need to access an area of campus that is blocked by a bollard, call DPS to request the bollard removed. Inform them of the chapter house you reside in and that you are moving in/out.
- **Locust Walk**: vehicles are never permitted on Locust Walk. They must stop at the street intersection.
- **Tickets**: 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.
- Report suspicious activity and/or emergencies to the Division of Public Safety (DPS) at 215-573-3333.
- Residents using moving companies are responsible for organizing all arraignments. Moving company vehicles must follow parking regulations. They cannot park near residence hall entrances in peak times.
- 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.
- 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.
- Before parking a vehicle to the house, you must be packed and ready to load the car.
- Parking areas will be monitored to ensure parking privileges are not abused.
- Do not leave animals/people inside cars. Secure valuables. Lock doors/windows. Stay hydrated.
- University Police work with towing companies during move-out to ensure compliance.

### **Parking Instructions for Walnut, Spruce, and 39<sup>th</sup> Streets:**

Permits are valid for use in specifically posted areas around the 38-40 block of Walnut. Look for posted signs and follow them accordingly. Follow PA street parking rules outside of move-in posted times.

#### Spruce Street (34-40 Streets):

- 8/20-8/22: Spruce St. may be closed to non-residents between 34<sup>th</sup> – 38<sup>th</sup> from 8:00 am – 5:00 pm.
- 8/23-8/25: Spruce St. may be closed to non-residents between 38<sup>th</sup> – 40<sup>th</sup> from 8:00 am – 5:00 pm.
  - Residents who need to access these areas should prepare to use 41<sup>st</sup> St. to enter Spruce. At 40<sup>th</sup> and Spruce road closure, residents may need to share which home they are moving into.
- Residents using Taxi or Ride-share service (Lyft & UBER) should be outside and ready to go before scheduling a pick-up. There is a 5-minute loading zone at these locations when Spruce Street is closed.

Some meters adjacent to the College House residences will be labeled for Move-In. Loading and unloading will be permitted at these meters. Outside of the posted times, you must follow the regular PPA street parking rules.

**Alpha Chi Rho (219 S. 36<sup>th</sup> Street)**

Access the house from 36<sup>th</sup> and Walnut. Parking may available on the south side of Walnut Street.

**Alpha Tau Omega (225 S. 39<sup>th</sup> Street)**

Residents will be permitted to pull vehicles (ONLY ONE AT A TIME) onto the sidewalk that leads to the front door. Drive vehicle to the front sidewalk from Walnut Street onto 39<sup>th</sup>. Vehicles may not park on 39<sup>th</sup> Street at any time—it is a fire lane, and there is not enough room for other vehicles to pass. Call DPS at 215-573-3333 to put down the bollard on 39<sup>th</sup> Street between the Fels Center and Hillel. Inform the dispatcher you live in ATO.

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

Access 37<sup>th</sup> Street or 36<sup>th</sup> St. from Walnut St. Vehicles are not permitted on Locust Walk. Loading vehicles must take no longer than 45 minutes. Contact DPS at 215-573-3333 to remove bollards & inform them your house.

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

Access 37<sup>th</sup> St. from Spruce St. Vehicles are not permitted on Locust Walk. Unloading must take no longer than 45 minutes. Contact DPS at 215-573-3333 to remove bollards & inform them your house.

**Psi Upsilon (250 S. 36<sup>th</sup> Street)**

Access 36<sup>th</sup> Street from Spruce and park on the SIDE OF THE HOUSE ONLY for no longer than 45-minutes. No vehicles are allowed on 36<sup>th</sup> Street in front of the Psi Upsilon House or on Locust Walk 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 39<sup>th</sup> 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. Do not block vehicles in.

**Zeta Beta Tau (235 S. 39<sup>th</sup> Street)**

Residents are only able to park on Spruce St. Follow signs for parking meters; use an OFSL parking permit if parking meters are covered. Vehicles may not park on 39<sup>th</sup> 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 39<sup>th</sup> Street (next to the dumpsters), residents may park there for no longer than 45 minutes. ALSO NOTE: Unless otherwise posted, parking on Spruce Street may require the use of the parking meters.

**Zeta Psi (3337 Walnut Street)**

Parking will be blocked off for Hill House move-out. 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 or the vehicle can be towed.



**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.
- Air Conditioning: please note that neither the University of Pennsylvania nor Campus Apartments is responsible for providing personal air conditioning units inside the University-operated chapter houses. Any house with central air conditioning has been provided with that amenity exclusively through the organization's house corporation. If your chapter house does not have central air, you can consider using a window or free-standing fan for your room. The personal 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>.

**OCCUPANCY DATES: 2025-2026 ACADEMIC YEAR****Overview** (all dates are subject to change and are based on the [Penn Academic Calendar](#)):

- August 22, 9:00 am – August 25: Staggered Move-In (chapter will plan for about up to 1/3 of resident population each day; chapter will be able to organize based on numbers and resident availability)
- August 26: First Day of Classes
- October 9-12: Fall Term Break
- November 27-30: Thanksgiving Break
- December 11-18: Final Examination Period
- December 18: Fall Term Ends
- 12:00 pm, December 19: Chapter Homes Closed for Winter Break
- 9:00 am, January 10: Chapter Homes Reopen for Spring Semester
- January 14: First day of Spring Term classes
- March 7-15: Spring Term Break
- May 4 – May 12: Final Examination Period
- May 12: Spring Term Ends
- May 13, 12:00 pm: Standard Move-Out (all non-graduating residents)
- May 18: Commencement
- May 19, 12:00 pm: All Homes Closed, and Graduating Residents must Move-Out

\*Please note: Move-In is a time for residents to move-in and get settled into the chapter house. PennCards for non-resident chapter members are typically not activated until the Friday after Labor Day but only after the chapter has completed a Roster Update Clinic with OFSL. 2025-2026 Events: Chapter will receive information regarding university parameters for registered events and guests.