



UNIVERSITY HOUSING STUDENT AFFAIRS

Auburn University Panhellenic (AUP) Guide to Chapter Rooms 2024

- I. Payment for Space: Every AUP chapter member will be charged a chapter room rental fee. The chapter room rental fee will be added to each AUP chapter member's student account during the fall and spring semesters. The chapter room rental fee will be determined by September 1st for the upcoming academic year.
- The amount to be charged and paid will be based on the total number of AUP chapter members.
 - The amount will be based on the following:

Members	Semester Cost	Yearly Cost
4000-4250	\$ 125.00	\$ 250.00
4251-4500	\$ 117.50	\$ 235.00
4501-4750	\$ 111.00	\$ 222.00
4751-5000	\$ 105.00	\$ 210.00
5001-5250	\$ 99.50	\$ 199.00

- II. Health and Safety: As part of a comprehensive safety program, Property Management (PM) staff will inspect for and require compliance with established health, life/fire safety codes, and regulations. The purpose of the program is to promote and enhance the safety of all residents and/or other occupants of Auburn University Housing (AUH) facilities.
- III. Authority to Act: AU shall reserve the authority to enforce any and all safety regulations to ensure compliance with the safety program. Actions reserved shall include the authority to levy fines and penalties, confiscate contraband items without prior notice, and/or terminate activities/events while in progress. *Each chapter is responsible for adherence to all Health and Safety regulations including, but not limited to, those listed hereafter.*
- Cleanliness: Each chapter will maintain an acceptable level of cleanliness in any and all assigned chapter spaces including the chapter room.
 - Kitchen facilities and all food preparation and serving areas must be kept clean, this includes removal of perishable food items prior to spoilage.
 - Each chapter room area will be inspected routinely by Property Management's Safety and Health Specialist to identify any violations of applicable Health Codes.
 - Contracted Vendors: Sororities are permitted to contract with private vendors to perform certain services within AUH facilities, including but not limited to: carpet cleaning, general custodial services, etc. However, in order to promote building security and safety, sororities must register all special services through AUH. Only duly licensed and insured vendors will be approved.
 - Fire Safety: Events and Meetings
 - General Instructions and Required Fire Inspection: AUH regulations require that any event (recruitment parties, chapter meetings, assembly, etc.) utilizing decorations must obtain a fire inspection. This inspection must be completed and the proper form signed by the fire inspector before such event can be held. It is the responsibility of the sponsoring organization to make contact with Property Management to ensure compliance with this regulation.



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- ii. Pre-Event Conference: All proposed decoration plans must be presented at a pre-event conference with designated PM staff no later than 10 working days in advance of the event. At this time, arrangements must also be made for the mandatory inspection of the event. A sketch of the area(s) to be used showing rooms, exits, seating, aisles, dimensions, proposed decoration plans/materials, etc. must be presented at this conference by the sponsoring organization.
 - iii. Definitions:
 - 1. Decorative Materials shall include (but are not necessarily limited to) any/all materials added to the event/meeting space which are applied on a temporary basis and/or are, for the purpose of the event, to provide decorative themes and/or acoustical or other effects. They shall not include the ordinary/permanent window/wall/floor treatments and accessories common to the space.
 - 2. Place of Assembly shall mean a room or space used for assembly of 50 or more persons/occupants. Such room or space shall include any similarly occupied connecting room(s) or space in the same story, or in a story or stories above and below, where entrance is common to the rooms or space (NFPA 101-3.3.190.2).
 - iv. Decorative Material: No decorative material shall be used which will ignite and allow flame to spread over the surface, or allow burning particles to drop when exposed to a match flame test. Match Flame Test: a 1 ½ " x 4" piece of the decorative material shall be removed to a safe place and shall be held in a vertical position with the bottom edge of the material exposed to a flame from a common match held in a horizontal position, one half inch underneath the piece and at a constant location for a minimum of twelve (12) seconds (NFPA1).
 - v. Prohibited Decorative Materials: These shall include but are not limited to: baled or loose hay or straw, wall hangings made of burlap, fish netting or other combustible materials, paper and wood frame walls or partitions, cardboard/pasteboard walls or partitions, black or clear plastic sheeting, cloth/fabric sheeting, Styrofoam, bamboo, cane poles, etc, dried vegetation (leaves, trees and limbs, moss, shrubs, etc.), oil-based enamel paints and/or other combustible finishes (NFPA 1.2-1.33).
- IV. Exits (NFPA 101 Chapters 7 and 10):
- a. No person shall, at any time, place an obstacle of any kind before or upon any fire escape, stairwell, hallway, exit door, etc. intended as a means of escape from fire. No person shall place, store, keep or permit to be placed, stored or kept, any flammable materials on, under, or at the bottom of any exit stairway (inside or outside), hallway, exit door, or other means of exit. No decorations, furnishings, etc. may be placed where they will block or restrict full use of exits or entrances to buildings or rooms.
 - b. In rooms accommodating more than 50 persons, required exit doorways shall be plainly marked by approved exit signs that are sufficiently illuminated so as to be readily visible when the floor area is occupied. Exit signs shall not be disguised, covered, or otherwise restricted from view by decorations, furnishings, etc.
 - c. Required stairways, hallways, and/or other means of exit (including exterior open spaces to or through which exit ways lead) shall be adequately lighted at all times that the building served thereby is occupied. It shall be a violation to block any open stairway enclosure that leads to or from a floor of the building and which, by law, is required to be self-closing.



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- d. The use of fabricated tunnels, chutes, etc. within a room or space for access, entrance or exit purposes is prohibited.
 - e. Aisles : In any room where chairs or tables are used, the arrangement shall be such as to provide ready access by aisles to each exit doorway. Aisles leading directly to exit doorways shall have no less than 36 inches clear width which shall not be obstructed by chairs or objects.
 - f. Miscellaneous: Shall include but is not limited to:
 - i. Open or unguarded light bulbs, spotlights, floodlights, etc. shall not be permitted.
 - ii. The use of candles, flames, or fire in any other form shall not be permitted.
 - iii. Battery operated flameless candles and candle warmers are allowed.
- V. Interior Design and Decorating:
- a. Appliances: Each chapter is responsible for the purchase, installation, and maintenance of any appliances within the chapter room space. Should modifications to the facility's electrical, water, gas, or sewer systems be required for installation of appliances, the chapter must secure approval from PM.
 - b. Furnishings: Any changes, modifications, replacements or additions to carpet (or other flooring), drapes, upholstered furniture, etc. must meet applicable fire codes. The chapter must secure advanced approval of PM prior to initiating any work. No plans will be approved which disguise, block, or limit access to emergency exits or obstruct fire safety equipment.
 - c. Painting (Chapter Rooms): Sororities are permitted broad discretion in determining/altering the paint schemes applied in chapter rooms. However, the chapter must secure advance approval from PM prior to initiating any work.
 - d. Painting (Other Designated Chapter Areas): Alterations to specified public spaces designated as chapter areas may, under strict guidelines, be permitted. For instance, chapters are permitted to alter paint schemes on the chapter floor/hallway with advance approval from AUH. However, the chapter must agree to the following conditions. Any expenses incurred to redecorate such spaces are the full responsibility of the chapter. If color schemes are altered from the general scheme of the residence hall, the chapter must maintain the space at its expense and to the satisfaction of AUH until such time as the space is returned to its original status. For a charge, painting by Campus Living Property Management staff can be scheduled or the chapter has the option of contracting the service with an outside firm.
 - e. Other Modifications: Alterations, modifications, additions, etc. to building structure or components (millwork, cabinetry, lighting, bath/kitchen fixtures) may be permitted with advance approval from AUH.
 - f. Procedure:
 - i. Sororities must submit a detailed proposal at least four weeks in advance of the proposed work detailing the decoration plan.
 - ii. The proposal must include fabric swatches/specifications, carpet and/or other flooring samples/specifications, and all other components as applicable to the proposal.
 - iii. The proposal must also identify proposed contractors to be engaged in work including copies of business licenses and proof of insurance. In accordance with PM procedures, any outside firm contracted to accomplish work within AUH facilities must meet the following requirements and be approved in advance by PM.
 - iv. The contractor must be duly licensed.
 - v. The contractor must be insured at the minimum coverage described below.



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- vi. The contractor's employees who are to be on premises and engaged in work must submit to a background check. Contractor shall present results of said background checks prior to being allowed in AUH facilities.
 - vii. Proposals should be presented to the Director of Campus Living Property Management.
 - viii. PM reserves the right to reject proposed projects and/or to terminate unapproved work that is identified in progress and/or to require unapproved contractors to vacate AUH premises.
- e. Recommended insurance limits: These limits are the recommended standard. However, there may be times when a lower valued job should require higher limits due to the nature of the work and potential exposures surrounding the work being provided. Successful contractors may be required to furnish policies or certificates of insurance naming Auburn University as an additional insured. Contracting jobs up to \$100,000 should at a minimum be required to have limits as follows:
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|------|--|-------------|
| i. | Worker's Compensation | Statutory |
| | Employer's Liability | \$100,000 |
| ii. | Commercial General Liability | \$1,000,00 |
| | General Aggregate | \$1,000,000 |
| | Products-Complete Operations Aggregate | \$1,000,000 |
| | Personal and Advertising Injury | \$1,000,000 |
| | Each Occurrence | \$1,000,000 |
| | OR | |
| | Combine Single Limits of | \$1,000,000 |
| iii. | Automobile Liability/Combined Single Limits of | \$1,000,000 |
| iv. | Excess Liability | \$1,000,000 |
| v. | Employee Dishonesty Bond | \$100,000 |
- VI. Exterior Decorating: Exterior (outdoor) decorating on AUH properties is allowed only if compliance with the following policies.
- a. Banners and/or signage (posters, flyers, ballons, etc.) shall be free standing. Banners and/or signage shall not be affixed in any manner (tapes, glues, tacks, nails, wire, cord, etc.) to the structure and/or components (walls, windows, columns, etc.) of any AUH facility. Banners/signage may be displayed by suspending at approved locations using cloth rope or coated bungee straps. Approved locations are porticos and railings in the Village sorority quadrant. Banners/signage may be hung only to announce/advertise a Panhellenic or individual chapter philanthropic or other events. Banners/signage may not block the view of surveillance cameras. AUH reserves the right to remove improperly hung banners/signage after giving notice.
 - b. Banners and/or signage shall be removed and properly disposed of in approved AU trash receptacles by the persons/entity responsible for the same immediately following the conclusion of the event/activity. Failure to properly remove and dispose of banners and/or signage may result in financial or other penalties.
 - c. Banners and/or signage must be in compliance with AU and/or AUH drug and alcohol policies and/or other policies not specified here. All decorations and/or signage are subject to review/approval by AUH.
 - d. Any temporary structure and/or infrastructure utilized to support any sanctioned or unsanctioned event must have prior approval from AUH/PM before delivery, installation, or assembly. These items include, but are not limited to, tents, canopies, flooring systems, portable cooling systems/fans, sound systems, etc.
 - e. No item shall be installed that obstructs the visibility of any surveillance camera. No item shall block, redirect, or restrict entry or egress of any residence hall entrances. No item shall block, redirect, or restrict any walking path, drive, or concourse. Items shall be free-standing and not affixed in any way



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to any AUH structure. Any delivery of contracted items must occur in approved, designated locations so as not to obstruct emergency access or pedestrian walk paths.

- f. All items must be removed immediately following any event, or within a preestablished schedule agreed upon by AUH/PM. Failure to properly remove items may result in financial or other penalties established by AUH/PM
 - g. Inflatable structures (slides, bounce houses, platforms, etc.) are not allowed on any AUH managed property.
- VII. Damages/Repairs:
- a. Each chapter shall be responsible for damage that occurs to AUH property, whether it be leased chapter room space, and any other designated chapter-use area of the facility, and/or common/community space within and/or adjoining the facility (porticos, patios, sidewalks, grounds, stairwells/landings, etc.).
 - b. Each chapter shall be responsible for the collective and individual acts of its members, guests, and potential members resultant of normal occupancy/activities, recruitment, and or special events/functions.
 - c. Damage assessments will be made by PM and costs for cleaning, repair, or replacement shall be borne by the chapter.
 - d. Each chapter shall, at its own expense, provide and maintain general liability insurance for the benefit and protection of AU.
 - i. Certificates of Insurance evidencing Property and General Liability coverage shall be submitted on an annual basis.
 - ii. Property limits shall be no less than \$1,000,000 per occurrence with General Liability limits no less than \$1,000,000 per accident or occurrence.
 - iii. Auburn University shall be named as a certificate holder and additional insured. An endorsement should be attached to the Certificate of Insurance verifying that Auburn University has been added to the insurance policy as Additional Insured. A letter or endorsement request from the insurance agent asking the insurance company to issue this endorsement will be acceptable.
 - iv. The Certificate of Insurance shall be filed with the AU Office of Risk Management and Safety.
 - v. The insurance company providing coverage should be qualified to do business in Alabama and should have an A.M. Best rating of "A" or better.
 - vi. Each policy shall be endorsed to provide that the policy is not canceled, non-renewed, changed, or allowed to lapse for any reason without thirty (30) days written notice to Auburn University.
 - e. AUH shall be responsible for structural repairs to the building arising from defects, mechanical failures, and/or building maintenance and shall repair, at AUH expense, any defects in the floor, walls, ceiling, and associated equipment, whether mechanical or other, designated as the ordinary property leased by the chapter (unless such defects are resultant of chapter occupancy/activities noted in Section A above.
 - f. AUH makes no representation, direct or implied, that it shall be responsible for damage or loss of property belonging to the chapter, individual members, guests, or other affiliated persons resultant of any act of nature, mechanical failure, theft, or any other ordinary or extraordinary occurrence. Sororities are granted the right to install on the premises furnishings and other property and improvements to the ordinary property of AUH. However, each chapter is responsible for providing and maintaining, at its own expense, insurance to benefit and protect their organization and property.