



Organizational Housing Agreement 2024-2025

Student organizations applying for organizational housing must be active organizations recognized by the Office of Campus Activities and Engagement and be in good standing with the University and its national organization. The organization will be assigned organizational housing for the fall and spring terms only. The organization will be required to apply each year if organizational housing is desired. Organizations must agree to abide by the procedures and guidelines outlined in this document to obtain and maintain organizational housing privileges.

ORGANIZATIONAL HOUSING APPLICATION PROCESS

1. The House Manager and President of organizations seeking organizational housing must meet with the Executive Director of Housing, Dining & Residence Life prior to submitting their application. **This meeting should take place on or before Friday, March 1, 2024. (No action will be taken on the application until this meeting has occurred.)**
2. **Organizational Housing Application (2024-2025):** Any recognized student organization interested in obtaining organizational housing in a lodge for the upcoming academic year must submit a completed application. Once this document has been completed and received in Housing, Dining & Residence Life, it will be sent to the organization's President, House Manager, and Advisor for electronic signature via DocuSign. **This application is due by noon, Friday, March 22, 2024. A \$100 fine will be imposed on organizations that fail to meet this deadline.**
3. **An Individual Membership Commitment form:** This form is part of the Organizational Housing Application. Members should be aware that being named on this form, even as an alternate, means they could be called upon to live in the House for Fall or Spring term or both. They must also understand that if they no longer wish to live in the House after signing the commitment form, they must obtain permission from the House Manager or organization President to move out of the house. Students who are included on an Individual Membership Commitment form are not permitted to be included in any other group application. Students will electronically sign an online version of the commitment form once the completed Individual Membership Commitment form has been submitted to Housing, Dining & Residence Life. It is the responsibility of the President and/or House Manager to ensure students have completed this process. **The deadline for members to sign this form is 12 p.m., Friday, March 29, 2024. A \$25 fine will be imposed on the organization for each member who fails to meet this deadline.**
4. **Organizational Buyout Request:** This form will need to be signed (electronically) by any resident who will be buying out their space (receiving a private room). It is the responsibility of the President and/or House Manager to ensure students have completed this process. **The deadline for residents buying out a space to sign this form is 12 p.m., Friday, March 29, 2024. A \$25 fine will be imposed on the organization for each member who fails to meet this deadline.**
5. A comprehensive roster of all active organization members (including student ID Numbers). This roster should match the organizational roster on file with Campus Activities and Engagement. **This document should be submitted along with the Organizational Housing Application and is due by 12 p.m., Friday, March 22, 2024.**
6. The Office of Housing, Dining & Residence Life will process room assignments for the organization based on the information provided on the Organizational Member Commitment Form.

- **Organization members must move into the rooms assigned by the Office of Housing, Dining & Residence Life.** Once the organizational housing application has been submitted room assignments cannot be changed until after the first week of classes. The House Manager is also responsible for reporting any room changes within the House throughout the year to Housing, Dining & Residence Life. Failure by the House Manager or other organizational officer to communicate with Housing, Dining & Residence Life could jeopardize the organization’s future ability to obtain organizational housing. Keys are issued to individual students and must be returned by the same student. Room changes are not permitted until Housing, Dining & Residence Life has been informed and approved the moves.
- This document must be completed in its entirety and submitted on time to be considered for approval.
- The organization must ensure that each individual member pays the \$150 housing deposit and completes the online housing application required to re-contract. Housing deposits are payable through the online housing application process and due by **5 p.m., Thursday, March 21, 2024. It is the responsibility of the President and/or House Manager to ensure students have completed this process. This application will not be accepted until all members have completed this step, which will result in a \$100 late fee.**
- Incomplete applications will not be accepted or reviewed. Failure to submit this completed application on time will result in a \$100 fine and could disqualify the organization from obtaining organizational housing.

APPLICATION APPROVAL AND LODGE ASSIGNMENT

- The following criteria will be considered in reviewing and approving an application:
 - Date of application (received by the deadline).
 - Membership/occupancy level for the previous school year (if applicable).
 - Incident Reports involving the organization, including the level of incident reports made by Campus Police and Residence Life Staff and the degree of disciplinary action taken as a result of reported incidents.
 - Record of housing violations documented for the previous year.
 - Physical condition of the organization’s lodge during the current school year (if applicable) including damages that had to be repaired during the course of a semester or at closing.
 - Programs co-sponsored with Residence Life Staff and events held in the facility during the current year.
 - Academic and/or financial viability of students appearing on roster.
 - Group indebtedness to the University during the current school year.
- Organizations will also be required to submit a summary of activities in which their members were engaged during the current academic year (2023-2024) to fulfill the organization's mission and grow membership.
- Upon approval of the application, the organization will be notified as to the maximum size lodge for which it qualifies. An organization may opt for a smaller lodge.
 - Approved applications will be evaluated as to the appropriate lodge size. Lodge size will be specified based upon the number of students in the organization committed to live in organizational housing and past history involving the ability of the organization to keep the house full as follows:

Lodge Size	Occupancy	# of Alternates Required
Small	8	Minimum of 2
Large (non-Greek)	16	Minimum of 4
Large (Greek)	14	Minimum of 3

NOTE: Only active members of the organization, who are otherwise eligible for student housing, will be counted. Only current students of the spring term prior to this agreement period will be counted toward the minimum requirements. Reinstated or transfer students should be listed as alternates as they cannot complete a deposit or housing application until after the recontracting period ends. Listing non-viable students as alternates could disqualify the organization from

*receiving housing. Due to the way lodges are configured, students who have medical accommodations for air conditioning, a private bathroom, or kitchen access are not eligible to move into organizational housing unless they are willing to **voluntarily** waive their accommodation. Housing, Dining & Residence Life staff are not permitted to disclose whether a student has a housing accommodation.*

- Housing, Dining & Residence Life will assign specific lodges first to organizations eligible to return to currently held lodges, and then to all other organizations.
- Students receiving assignments in organizational housing will forfeit their eligibility for all other housing assignments.
- All persons appearing on an organization’s application and House roster must be current/active members of the organization and listed on the organization’s roster. The person must also be a full-time registered student for the 2024 fall term.
- Housing, Dining & Residence Life reserves the right to reassign organizations to a different location based upon, but not limited to, the condition of the organization’s current lodge at check out and projected fall term occupancy. Excessive damage to the current assignment may result in a change of future housing assignments or ineligibility for organizational housing.
- The dedicated study room is to be used for academic purposes only and cannot be used to accommodate overnight guests, hold parties, store belongings, or other uses. The use of that space for non-academic purposes will result in fines and/or judicial action up to and including revocation of organizational housing status.

Maintaining Organizational Housing

- The organization will be required to maintain 100% occupancy (combination of residents and buyouts) according to the size of the assigned lodge. The maximum number of buyouts is as follows:

Lodge Size	Occupancy	Maximum # of Buyouts
Small	8	2
Large	14	4

- Failure to maintain the required occupancy will result in suspension of the organizational housing status. During periods of suspension, organizations are not permitted to engage in any social activities or conduct official organization business.
 - **If an organization has a vacancy at the beginning of a semester**, the organization will have until the end of the second week of the semester to fill the vacancy. In the event the organization cannot fill the vacancy, the organizational housing status will be suspended for the remainder of the term.
 - **If a vacancy occurs during the course of the current semester**, the organization will be given two weeks to fill the vacancy. In the event the organization cannot fill the vacancy, the organizational housing status will be suspended for the remainder of the year.
- All vacancies must be filled by organization members only. Vacancies may not be filled by first-year students.
- In the event organizational housing status is suspended, the organization will not be permitted to host social events, conduct official organization business or rituals in the house. During periods of suspension no items such as paddles and other branded items can be displayed.
- At no time may a first-year student live in organizational housing.
- The House Manager must seek approval from Housing, Dining & Residence Life regarding any desired changes to individual member room assignments. **Failure to receive approval prior to making room changes at any time is a violation of official Housing policy and will result in a fine of \$100 for each**

unauthorized change. Housing, Dining & Residence Life must have an accurate assignment roster for each residential area at all times.

- Medical accommodations for single rooms will count toward the maximum number of buyouts permitted. Those students with such an accommodation will not be charged for the buyout. Due to the way lodges are configured, students who have medical accommodations for air conditioning, private bathroom, or kitchen access are not eligible to move into organizational housing unless they are willing to **voluntarily** waive their accommodation.
- Single Room/Vacancy Buy-out policy: A member may buy out the space in the room. NOTE: Buying out the space will result in an increased cost to the member. The member must sign the “Request to Buy out Organizational Space” agreement available on the Johnstown Campus Housing & Dining Services task center on Pitt Passport. **This agreement is for one-term only and needs to be completed each semester a buyout is requested.**
 - If the remaining resident of the room with the vacancy does not choose to buy out the space, the organization is responsible for filling the vacancy within two weeks. Failure to do so will result in suspension of organizational housing status for the remainder of the term.
 - The organization should make every effort to limit the number of vacancies and maintain a full house.

GENERAL INFORMATION AND GUIDELINES

- All policies and guidelines outlined in the *Housing & Dining Services Contract, Residential Handbook, Student Code of Conduct* and this document are applicable to students living in an organizational house.
- The organization will be required to maintain an orderly House wherein the policies of the University and the laws of the Commonwealth are obeyed by the membership and guests.
- The organization’s House Manager must accompany a member of the Housing, Dining & Residence Life staff during the pre- and post-inspections for damage assessments. Decisions rendered by Housing, Dining & Residence Life staff members are final and not subject to appeal.
- Periodic inspections will be made of organizational housing areas for health and safety purposes and to assess any concerns regarding the area.
- The organization will be held financially responsible for any damages or housing violations committed by members and/or their guests. Failure by the organization to pay housing fines by the due date will result in the organizational housing status being suspended.
- The organization is ultimately responsible and will be held liable for the behavior of all guests.
- University furniture may not be moved out of student rooms. University curtains or blinds may not be replaced.
- University furniture provided for the lobby areas of the lodge should remain in those areas, and not in student rooms.
- Non-University furniture may be placed in lobbies as long as it is in usable, hygienic condition, and does not restrict movement through the lobby. Non-University furniture cannot be placed in individual student rooms. Organizations may be charged for removal of non-University furniture. No additional furnishings, fixtures, or additional constructions will be permitted in the assigned lodge without the written approval of the Executive Director of Housing, Dining & Residence Life and/or designee.
- The organization will be permitted to decorate the assigned lodge common area with the organization’s name, shield, logo, or other identification symbol(s). If the organization wishes to mount permanent decorations, or paint any surface, Housing, Dining & Residence Life must first approve designs and any specifications for this purpose. No other alterations, painting, renovation, etc. will be permitted without the written authorization of the Executive Director of Housing, Dining & Residence Life and/or designee.
 - Any items that require being hung from walls or otherwise attached to permanent facility structures require approval by the Office of Housing, Dining & Residence Life. The actual hanging must be completed by Facilities Management staff.

- Any items hung on walls or other areas of the House must be certified as flame retardant.
- Any permanent decorations or painting that is done without the appropriate prior approval will be removed or painted over. The organization will be responsible for the costs associated with the removal and/or painting.
- Any additional free-standing structure (such as stages, etc.) must be approved by the Office of Housing, Dining & Residence Life.
- No items may be hung on any exterior walls or surfaces without authorization from the Office of Housing, Dining & Residence Life.
- Signs, fabric (including flags), or other items cannot be hung in a way that blocks any window, including exterior or interior windows, or presents a fire risk.
- University-provided window coverings cannot be removed or modified in any manner.
- Furniture should not be placed in a way that blocks heating sources or access to exits.
- Except as noted herein, the University will administer and regulate organizational housing in the same manner as all other campus housing. Common areas will be treated as public areas just as in all other residential facilities.
- The House Manager or President must schedule an appointment with the Office of Housing, Dining & Residence Life to conduct a final walkthrough at the end of the academic year.
- Members and guests must abide by all policies governing registered social events and be respectful of and cooperate with university personnel including Residence Life staff and Campus Police at all times. Failure to do so will result in a one-week suspension from holding a registered social event.
- The committing of any fire safety violations, including but not limited to covering or tampering with smoke detectors, removal or misuse of a fire extinguisher, or setting off false alarms, will result in a one-week suspension from holding a registered social event.
- Failure of the organization to abide by any part of this agreement may result in an administrative sanction and/or loss of organizational housing privileges.

By requesting organizational housing, the organization understands and abides by the procedures for obtaining and maintaining organizational housing contained in this document. The attached documents (Organizational Member Commitment and Organizational Activity Summary) must be submitted with this application by **Friday, March 22, 2024**. **Each student listed on the Organizational Member Commitment form must have paid a housing deposit and completed an online housing application by the 5 p.m., Thursday, March 12, 2024** Each student will also be required to sign the Individual Commitment Form, available in the Johnstown Campus Housing and Dining Services task center on the Pitt Portal, by noon, Friday, March 29. Failure to do so will nullify this application.