

**Organizational Housing Application
 2020-2021**

Student organizations applying for organizational housing must be active organizations recognized by the Office of Campus Activities and Engagement. 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.

Organization's Name: _____

Organization's President: _____ ID # _____

Cell Phone: _____ Pitt Email: _____ Alt Email: _____

Organization's Advisor: _____

Campus Phone: _____ Email: _____

How many members does your organization have? _____

What size lodge do you want to live in? Circle one: 8 (small) 16 (medium) 24 (large)

Please identify a House Manager who will serve as the liaison between the organization, Housing and Dining Services, and Residence Life. The House Manager should be someone who will be available over the summer to clear up any issues related to the organization's housing. If the House Manager cannot be contacted, Housing and/or Residence Life will attempt to contact the President.

House Manager: _____ ID # _____

Cell Phone: _____ Pitt Email: _____ Alt Email: _____

ORGANIZATIONAL HOUSING APPLICATION PROCESS

- The House Manager and President of organizations seeking organizational housing must meet with the Director of Housing and Dining Services prior to submitting their application.
- Any recognized student organization interested in obtaining organizational housing in a lodge for the upcoming academic year must submit the following items by **Wednesday, March 18, 2020**:
 1. This document, signed by the organization's President, House Manager, and Advisor.
 2. An *Individual Membership Commitment* form. Members should be aware that signing 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.
 3. 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.
- **Organization members must move into the rooms assigned by the office of Housing and Dining Services.** 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 and Dining Services. Failure by the House Manager or other organizational officer to communicate with Housing and Dining Services could jeopardize the organization's future ability to obtain organizational housing.
- 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 **Wednesday, March 18, 2020**. **Failure of any organizational member to pay the \$150 housing deposit and complete an online housing application by this date will result in organizational disqualification.**
- Incomplete applications will not be accepted or reviewed. Failure to submit a completed application on time 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.
 - 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.
- Upon approval of the application, Housing and Dining Services or Residence Life will notify each organization 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	Regular Assignees	# of Alternates Required
Small	8	Minimum of 2
Medium	16	Minimum of 3
Large	24	Minimum of 4

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.

- Housing and Dining Services 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.
- Office of Housing and Dining Services 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. Excessive damage to the current assignment may result in change of future housing assignments or ineligibility for organizational housing.

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	Regular Assignees	Maximum # of Buyouts
Small	8	2
Medium	16	4

- Any/all vacancies must be filled by organization members only. Vacancies may not be filled by first-year students.

- If an organization has a vacancy at the beginning of a semester, the organization will have until the end of the fourth week of the semester to fill the vacancy. In the event the organization cannot fill the vacancy, the organization will be held financially responsible for the vacancy at a rate equal to the current double room rate for a lodge assignment.
- If a vacancy occurs during the course of the current semester, the organization will be given two weeks to fill the vacancy. **The organization will be held financially responsible for any vacancies not bought out as a single by an individual member based on a pro-rated amount that reflects the actual time the vacancy occurred.** This pro-rated amount will be a daily rate based on the current single buyout rate for a lodge assignment.
- In coordination with the social event registration policies outlined in the Student Code of Conduct, **the organization will be unable to host social events if they exceed their maximum buyout limit, or at any point where a buyout payment is unpaid past the assigned due date.**
- At no time may a first-year student live in organizational housing.
- The House Manager must seek approval from Housing and Dining Services regarding any desired changes to individual member room assignments. At all times, Housing and Dining Services must have an accurate assignment roster for each residential area.
- 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 at: <https://askcathy.pitt.edu/collection/all/upj-housingservices>. 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 either filling the space or paying the buyout charge within two weeks of when the vacancy occurs.
 - The organization should make every effort to limit the number of vacancies and maintain a full house.
 - The Office of Housing and Dining Services must approve all buyouts.

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 and Dining Services and/or Residence Life staff during the pre- and post-inspections for damage assessments. Decisions rendered by the Housing and Dining Services and/or Residence Life staff member are final and not subject to appeal.
- The organization will be held financially responsible for any damage created by members and/or their guests.
- The organization is ultimately responsible 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 condition and does not restrict movement through the lobby. Organizations bringing non-University furniture onto campus must complete a Non-University Furnishings Agreement, available in on the Ask Cathy portal (Johnstown Campus Housing and Dining Services). Non-University furniture cannot be placed in individual student rooms. The Office of Housing and Dining Services will make the final decision on the condition of this furniture. 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 Director of Housing and Dining Services 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 and Dining Services 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 Director of Housing and Dining Services and/or designee.
 - Any items that require being hung from walls or otherwise attached to permanent facility structures require approval by Office of Housing and Dining Services. 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 Office of Housing and Dining Services
- Signs, fabric, or other items cannot be hung in a way that blocks any window, including exterior or interior windows.
- 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 University will utilize all lodges at its discretion outside the academic year and during the Summer Term. One suite in the House will be designated for storage of organizational items during the summer months. No personal items can be stored over the summer.
- The House Manager or President must remain in the house until all members have successfully checked out at the end of the academic year.
- 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 Individual Member Commitment Form, which is a list of members who are committing to live in the House, must also be completed. Each student on this list must have paid a housing deposit and completed an online Housing application.

We, the undersigned, have read and agree to the terms of this document. We have shared a copy of this document with the members of our organization and all members understand they have an obligation to abide by the terms contain herein.

President’s Signature: _____

Date: _____

House Manager’s Signature: _____

Date: _____

Advisor’s Signature: _____

Date: _____

**Return this form to Housing & Dining Services, 130 Student Union
on or before noon on March 18, 2020.**

Office Use Only			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Authorized signature _____	Date _____
Unit Size: 24	16	8	Organization assigned to _____

