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Indiana University

Student Handbook
2024-25

2024-25 Calendar

1st Semester

Move in Dates	Aug 21 - Aug 23
Required All-House Meeting (<i>time TBA</i>).....	Aug 25
Classes Begin	Aug 26
Meals Begin.....	Aug 26
Labor Day (<i>classes do not meet</i>).....	Sep 2
Fall Break (<i>classes do not meet</i>).....	Oct 11
Thanksgiving	
- Last Meal (<i>lunch</i>).....	Nov 22
- House Closes (<i>6pm</i>).....	Nov 22
- House Re-Opens (<i>11am</i>).....	Dec 1
Classes/Meals Resume	Dec 2
Final Exams	Dec 16 - Dec 20
Christmas/End of Semester	
- Last Meal (<i>lunch</i>).....	Dec 20
- House Closes (<i>6pm</i>).....	Dec 20

2nd Semester

House Re-Opens (<i>11am</i>).....	Jan 11
Classes Begin.....	Jan 13
Meals Begin.....	Jan 13
Martin Luther King, Jr. Day (<i>classes do not meet</i>)	Jan 20
Spring Break	
- Last Meal (<i>lunch</i>).....	Mar 14
- House Closes (<i>6pm</i>).....	Mar 14
- House Re-Opens(<i>11am</i>).....	Mar 23
Classes/Meals Resume	Mar 24
End of Semester	
- Final Exams.....	May 5 - May 9
- Last Meal (<i>lunch</i>).....	May 9
- House Closes (<i>6pm</i>).....	May 9

NOTE: *These dates based on the Indiana University Registrar's Proposed Calendar as of July 20, 2024 and are subject to change.*

Have a Great Year!

We stand ready to help you have a safe, successful, and fun school year. Mike Pipher is the Property Manager and is responsible for such things as bricks and mortar, health and safety, and overseeing the kitchen staff. He can be found in the house nearly every weekday and some other odd hours. His office is in the southwest corner of the basement, through the exit door in the Wilcox Room (aka “Pool Room”) .

Ongoing open communication and mutual respect will pay big dividends as we journey through the coming school year. We’re glad you’re here and we’re looking forward to creating a bushel basket full of success stories between now and next May.

This handbook can’t possibly cover every possible issue that you will face this year, but it is definitely a useful resource intended to help you and your parents get a good feel for what to expect as you prepare to move back to campus this fall and progress through the school year. It provides information and suggestions that touch on many aspects of living in the house.

Emergencies

From time to time, the need arises for active chapter members to know what to do in cases of emergency. The following telephone numbers should be kept handy:

Police/fire/ambulance – 911

IU Police Department - (812) 855-4111

IU/Bloomington Hospital is located at 2651 East Discovery Parkway.

Should an emergency situation arise, a few guidelines ought to be followed:

- 1) Never assume an injury to be minor
- 2) CALL FOR HELP!
- 3) Anyone who has fallen, been hit on the head, or is unconscious should not be moved
- 4) Remember, the first four minutes of a heart or diabetes attack may determine if that person survives or not
- 5) Notify an active chapter officer of any emergency situation
- 6) After an emergency passes, take time to write down details of the incident.

If the chapter house should have to be evacuated for any reason, proceed IMMEDIATELY across Third Street to Swain Hall (*lecture hall 119*) so chapter officers can take a roll call and account for all residents of the house. (*If Swain Hall is not accessible, go to the first floor of the Henderson Street Parking Garage*)

Dealing with the Covid Endemic

We used to think the 2019-20 school year was the most unusual year in the history of Indiana University. Then, along came 2020-21 and said, “Here, hold my beer!” Thankfully, we are starting the this school year with almost no rules and restrictions like those that were in place a few years ago. But we must be ever watchful and ready to implement changes in our ways of doing things should conditions on campus and throughout the country dictate it.

An important word we will live by in the coming months is the word SAFETY. Your safety is more important to us than even your academic rigors. We will be going overboard again this year in terms of cleaning efforts and healthy lifestyle practices. If we err it will be on the side of safety. We want to make sure we are doing what we can to minimize the spread of germs and illnesses. From an operational standpoint that means close attention to cleaning details. From a fraternal standpoint this situation gives every member of Chi Phi an opportunity to show the best side of a fraternity; being your brothers’ keeper and dealing with health-related requirements that might limit social events and other fun things if called for. Before coming to school, you and your parents should discuss and make a plan for what you will do if you test positive for the Covid virus. While we do have procedures in place to deal with students who are quarantined while Covid negative, we do not have isolation space in the building to handle residents who are Covid positive. Our web site at www.720east3rd.org contains a great deal of Covid-related information that you should familiarize yourself with and share with your parents.

A Beautiful, If Old, Fraternity House

The fraternity house you are moving into has been on the IU campus in one form or another for 100 years and many thousands of members have resided within its walls during that time. This beautiful English Tudor chapter house has been at its present location on East Third Street since 1926. The wood trim throughout the first floor of the house was imported from South America’s Amazon jungle; priceless and irreplaceable today. The black and white marble on the foyer floor was cut from the same Italian rock quarry that supplied Michelangelo. Our dining room parquet floor is composed of thousands of hand cut, hand set solid oak planks and is still mostly the original floor after 60 years of use. The three doors on the front of the house are solid hand carved walnut. The roof is all stone

slate. Much of the guttering around the building is still copper. Window frames throughout the building are blacksmith hand-forged iron. The Trophy Room on the first floor has been seen in national magazine publications. Furniture throughout the main floor is original Rom Weber Viking Oak - many pieces are certified antique and very valuable as well as sturdy. The dining room tables are also custom-made Rom Weber Viking Oak pieces. Why brag about the sticks, bricks and mortar? We want to instill a sense of pride in chapter members so they will treat the building with respect and will want to see it handed down in good shape to succeeding generations. An important note about the furniture: it should not be moved around and must never be taken outdoors, this includes dining room chairs.

Keeping the House Clean

One of the trade-offs of living independently is the need to live responsibly. The chapter house doesn't clean itself. For the most part, you have to clean it -- repeatedly. It is the responsibility of everyone who lives in the house to clean up after himself and help maintain the house. If you spill something or cause a mess somewhere in the house, it only makes sense that you should clean it up rather than leave it for someone else to clean up. If you spot trash that's left lying around, please take a moment to pick it up. Hopefully, everyone will take pride in their home on campus and will want to keep it well maintained. You are responsible for discarding the trash from your own room. You need to take it out to the dumpster in the parking lot. **YOU MAY NOT** simply drop your trash bags in the hallway or the bathrooms and expect someone else to take care of them. All of the supplies and tools you will need to clean and disinfect your room and other parts of the building are provided. A cleaning service has been hired to clean and disinfect important areas, **BUT THE MEMBERS OF CHI PHI** are responsible for keeping much of the building clean.

We have been very busy in recent months deep cleaning, literally, every square foot of the building. In addition to scrubbing and sanitizing walls and floors and applying germicidal paints in important areas, we have utilized additional germicidal tools throughout the house. As the landlord, we will continue to take responsibility for regular deep cleaning activities and specialized sanitizing in the bathrooms, the dining room, and other common areas where it's needed.

A Word About Damages

In addition to the cost of room and board, everyone who lives in the house pays a damage deposit. Everyone's damage deposit payment is held in a large pool that covers expenses when something gets broken/damaged/stolen. The Property Manager takes a photo (if possible) and the item is logged along with the actual or estimated repair/replacement cost. The Property Manager regularly shares the damage list and photos with the chapter president and alumni leaders. In turn, the president shares that information with the chapter so that members have an opportunity to go to the person(s) responsible and have them pay for the damages they caused. If they do not pay, or if it cannot be determined who is responsible, the cost of any such damages are deducted from the pool of damage deposits. It is an unfortunate truth that the vast majority of damages inside the house are caused by people who don't live in the house. Just as unfortunately, it is those who live in the house who get stuck with all of the unpaid damage costs each year.

Move-in Do's and Don'ts

Here are a few things to consider when planning your move into the house this year. First, a lot of students make the mistake of thinking of their room upstairs as their entire world. Our fraternity house is more than 20,000 square feet of ample dining, recreational, living, and sleeping spaces. Students should think of their room as a place to sleep and keep books, clothes and a few other items. There are **NOT AN INFINITE NUMBER OF POWER OUTLETS NOR AN INFINITE AMOUNT OF AMPERAGE IN THE ROOMS UPSTAIRS**. You and your roommates need to communicate and coordinate in advance to decide whose small appliances (e.g. TV, refrigerator, microwave, computers, etc.) and what furniture needs to come to school... or stay home. There are Ethernet ports in all of the rooms upstairs and elsewhere. All areas of our house have access to an excellent WiFi system. Do not bring pets of any species. Animals are not welcome. No exceptions. Don't bring anything you can't take with you when you leave in the spring. We do not allow summertime storage in the building.

We supply standard-sized twin bunk beds. You need to bring your own sheets and bedding and, possibly, a mattress. We do not supply mattresses. However, approximately 30 mattresses were left from last year. They will be available at move-in on a first come, first served basis. Everyone is certainly welcome to bring his own twin-size mattress. Standard size (76" length)

mattresses will fit on all of the bunks. Due to different room sizes, the bunks installed in each room are not interchangeable. You are welcome to contact our Property Manager, Mike Pipher (*mpipher@iu.edu*), in advance if you plan to bring your own mattress and want to be sure it will fit your bunk. We are often asked if a student may bring his own bed. Yes...if...that bed is set up in the common/living room. Bunk beds MAY NOT be removed to make room for other beds. Do not disassemble any bunk beds. There is a \$50 charge for taking apart any of the bunks.

The fraternity provides built-in armoires that have a shelf, a drawer and space to hang clothes. We have also constructed shelves in each room for storing school books/etc. There is space in the attic for you to hang seasonal clothing. There is also some limited space up there that you are welcome to use for NEATLY storing large items like boxes and luggage. The attic is kept locked after everyone has moved in, but is easily accessed simply by contacting Mike Pipher.

Students **MAY NOT** construct anything in the rooms upstairs or anywhere else in the house and you must **NOT** put nails in any walls. Nothing may be nailed or screwed to any walls, floors, or ceilings. There are plenty of ways chapter members can make their rooms attractive and comfortable without physically altering them. Past experience has shown that construction of items in the rooms upstairs has created objects that damage existing walls, floors, electrical wiring and water pipes. Also, they will probably violate fire and safety codes and even university regulations covering Greek housing (bars). That's why students are not allowed to construct any kind of structures, risers, platforms or anything else in rooms throughout the building.

Students may not be out on any roof at any time, including the sun deck outside of Room 202 and the flat roof outside of Room 311.

COVID-RELATED NOTE: Most rooms upstairs include a “dormer” where we have traditionally located two bunk beds to accommodate all four roommates. During the pandemic, because of county health department and university mandates, we had to change our sleeping arrangements by dismantling many bunks and moving beds into living room spaces. As we start the 2024-25 school year, the county and the university have not reinstated distancing requirements for sleeping arrangements, so the bunks are once again built into the “dormers” and that's where they must stay. You must not attempt to disassemble any bunk beds because they will very

likely be damaged in the process. Should the campus experience a Covid outbreak that prompts a return to distance-related sleeping rules, we are prepared to expeditiously return to the sleeping arrangements that were required of us during the height of the pandemic.

Prior to Move-In

You need to go online and schedule your move-in day and time in advance. Go to www.720east3rd.org and click on the Chapter Move-in Page. From there you can download a copy of this Handbook as well as select your move-in day/time. In order to access the move-in schedule you'll first need to fill out and submit your Emergency Contact Form.

Move-in Days

This year's move-in schedule will be pretty simple: A few chapter officers will move in on Tuesday, August 20 between 10am and 3pm. Everyone else will go to our on-line portal at www.720east3rd.org and sign-up for a specific move-in day and time that begins on Wednesday, August 21. Officers are coming in early because of a mandatory orientation meeting they must attend on Tuesday evening and because they will be assisting with the administrative duties of moving everyone else in on the 21st, 22nd, and 23rd (between 10am and 4pm). When you arrive at the house, and before you move anything into the building, you must come inside to the living room check-in table. There is paperwork that must be completed before you may move anything into the building.

Before you move in, we'll be sure:

- your lease was properly filled out and signed
- your damage deposit payment was made
- your initial housebill payment was made (*or arrangements made prior to your arrival*)
- you provide a photocopy of your driver's license
- your Emergency Contact Form was filled out and sent in prior to your arrival (see www.720east3rd.org)
- your room inspection form gets filled out
- you get your room key, exterior door key fob, and the Internet password

Once the paperwork is in order, you will go to your room so you can inspect it to make sure everything is in order. If anything in the room is amiss, you'll note it on your inspection form so we can make it right. The inspection form is important because you'll be held responsible for everything being in good order when you move out of the house. Once the form is signed, we'll give you your room key and exterior door key fob.

Everyone's room upstairs is provided a bottle of disinfectant, a bottle of hand sanitizer, and a package of disinfectant wipes. Please use these health-promoting items often. If you run out we'll replace them. Disinfectant spray bottles and bottles of hand sanitizer are also located in the bathrooms and throughout the building for your use and the use of guests. Please use them freely and often. Face masks are also available upon request.

Do not bring a window air conditioning unit. They are not allowed. We don't make this rule lightly and we will enforce it strictly. We have installed exhaust ports in room windows for those who bring floor standing air conditioners. Connect your floor standing air conditioner exhaust tubes to the available ports. Be sure you have an exhaust tube for your air conditioner. Most new air conditioners do not include the tube or the tube connection, and those are hard to find in Bloomington in August.

We will have our support staff on hand from 10am to 4pm on move-in days, so if you have a problem in your room, please let us know.

BE VERY CAREFUL ABOUT BRINGING LARGE FURNISHINGS, ESPECIALLY COUCHES because every year someone brings a couch that does not fit through their room door and it has to be taken back home. There are several rooms upstairs that are just not furniture-move-in friendly because of stairs and tight hallway corners. **YOU MAY NOT** take doors off their hinges in an attempt to stuff in oversized furniture. You will damage the hinges and wind up paying a lot of money. Don't forget: no construction is allowed in the rooms.

You would be wise to avoid bringing in used furniture purchased locally. The City of Bloomington has a bedbug problem and used furniture like sofas, mattresses and padded chairs are common culprits.

Be Sure to Acquire Insurance

You are responsible for obtaining insurance for your own personal property. Neither the fraternity nor the landlord is responsible for losses to personal property. Ours is a beautiful home, but half of it is now 90+ years old and the other half is 60+ years old. We experienced a burst water pipe in one room a couple of years ago and it ruined a student's stereo equipment. That same year, a water leak (caused by disallowed construction in the room above) damaged a student's new mattress. We do our best to minimize such problems but they have been known to occur and you should obtain insurance or make sure your personal belongings at school are covered under your parents' homeowner's policy.

You Brought It, You Take It Home

Whatever you bring to school this fall, you will have to take home with you next spring. We do not allow the storage of furnishings or personal items in the building during the summer months. One possible solution that has worked well in the past is for groups of students to get together and rent a storage garage in town for the summer.

Parking

Just about every student thinks he needs to bring his car to campus with him. Better think twice - the hassle could outweigh the benefits. There are only 25 parking spaces available to our students in our own parking lot. Aside from spaces allocated for staff, the chapter is in charge of deciding who will occupy those 25 spaces. Indiana University requires students to register any vehicle they bring to school. Parking space for student-owned cars and motorcycles is not always convenient. See www.parking.iu.edu for IU's regulations. It may be possible to park on off-campus streets near the fraternity house. The City of Bloomington sells parking permits for those spaces and some of our members have been able to purchase permits from the city in the past. The cost of leasing parking elsewhere is the responsibility of individual students.

Parking Lot

The chapter has 25 spaces for use by its members. You and your officers will decide who gets those 25 spaces. Generally speaking, the spaces marked "STAFF" may be used after 6pm and before 6am any day

of the week, unless there are special events. Those who park in STAFF spots outside those times will find their vehicles have been towed.

Smoke Free Facility

Smoking is not allowed in our building. Vaping is not allowed, either (yes, vape mist will set off the fire alarm). Common rooms and bedrooms upstairs are equipped with smoke detectors. Tampering with smoke detectors is illegal and will not be tolerated. A \$500 fine will be levied for tampering with any fire-related equipment in the house, along with the cost of repairing what has been tampered with.

New and Improved!

We've made some nice improvements in recent years. In addition to fresh paint and, quite literally, hundreds of repairs and tweaks around the building this summer, here are some recent highlights:

Upstairs Carpeting

Most rooms upstairs have brand new carpeting this fall. It's now up to you to make sure bad things don't happen to it. If it does, you'll be charged for replacement. Any burn marks or tears or spots that can't be cleaned out of the carpet will result in total replacement of carpet in a room or a hallway, and the cost is deducted from the security deposit pool. To avoid tears and runs, **BE SURE TO PICK THINGS UP AND CARRY THEM.** If you drag something (like furniture), it will very likely catch on the carpet and cause a nasty run. This is especially important when moving in and moving out. That's the time when most tears occur.

3rd Floor Bathroom

We hope you will be pleasantly surprised, even amazed, at how nice the 3rd floor bathroom renovation has turned out. Chapter members left for summer on the first Friday in May. Three days later, demolition and renovation work began and hasn't stopped. As this Handbook goes to press, work is still ongoing with the pro ise that it will be completed one whole week before the chapter returns in August. Rather than spoil the surprise by describing the looks of the new bathroom in this pamphlet, you'll want to check it out when you arrive. Cost and completion deadlines prevented us from replacing the bathrooms on, both, the third and second floors this summer. The second floor bathroom will be renovated next summer.

Attic Ladder

Work on the third floor bathroom actually prompted us to install a new ladder leading up into the attic. It's a heavy duty model. The attic will be available during move-in for you to store seasonal clothing, luggage, boxes, etc. Once classes begin, the attic entrance is kept locked.

Technology

We made significant investments last year to improve and modernize the house network and internet service. Some highlights include:

- All network wiring upgraded from Cat5 to Cat6E.
- Installed an IDF on 3rd floor to support 80+ new wired ports; between 2-4 hardwired connections in each room.
- Upgraded router and security hardware to support more connections and faster internet service.
- Upgraded internet service from copper (500Mbps/35Mbps) to private fiber connection (300Mbps/300Mbps).

All residents are expected to use the Internet for legal, educational, and recreational purposes. Misuse of the provided network will not be tolerated and could result in: blacklisting of certain web-enabled devices, websites, content filtering, content monitoring, bandwidth throttling, etc. One person had his laptop blacklisted a few years ago because of material he downloaded illegally. Comcast threatened to cut off service to our house over the incident. Nobody is allowed to alter the house Internet system or install his own router or create his own sub-network(s). All rooms upstairs have two or more operating Ethernet ports. Bandwidth intensive devices such as gaming systems must be plugged into Ethernet ports for the best performance and to prevent reduced WiFi performance for other users.

Laundry Room

Having our own laundry room down in the basement is awfully handy. We will continue to provide you with free detergent and free softener sheets. The washer/dryer machines are, both, coin-op or app-controlled. Instructions for setting up the app can be found in the laundry room. The phone app lets you remotely see the status of your wash cycle and which machines are available. As of this summer, washers cost from \$1.25 to \$1.75, depending on how long you want them to run. Dryers start at \$1 and additional 15-minute amounts can be added for \$.25 once the machine is running. A price increase is always possible because our lease agreement sets prices based on the volume of usage. If you need quarters for laundry

or vending machines please see our Property Manager, Mike Pipher.

TLC Laundry Option

Interested members of the chapter will once again have the opportunity utilize a laundry service. Chi Phi was the very first Greek chapter to connect with The Laundry Company, a service that will pick up, wash, dry, fold, and return your laundry. If you are interested, you can purchase a subscription directly from them. TLC has installed app-controlled lockers just inside the Atwater doors.

Ice Machine

The all-important ice-making elements atop the ice machine were replaced this summer with new ones. The ice machine took quite a beating last year, so better care this year will keep the machine in fine working order.

Parking Lot #'s

By the end of this past year, the numbers and staff spaces out on the parking lot were getting pretty hard to see. That has been taken care of this summer.

Kitchen

Every summer, the kitchen staff acquires some new toys and this summer was no different. Anyone who has eaten at the house knows how Chef Justin and his staff are able to do wonderful things with the equipment and the skills they possess.

“Care Packages”

This is not exactly new, but it's something pretty unique within IU's Greek community. In an effort to help our students when they're not feeling well, we will once again provide a sort of “care package” that allows an individual to remain in bed when they are sick and avoid coming to the Dining Room for meals. The packages are put together by our kitchen staff and consist of things like vitamin drink packets, microwavable soup and rice, crackers, bananas, and bottled water. Not only does it allow a student to stay in his room and rest, but it also keeps him and his germs away from everybody else for a day or two. This idea has paid dividends during the flu season in recent years.

Vacuum Cleaners

The good news is that we have several new vacuum cleaners this fall

that everyone is welcome to use (even encouraged to!). The less-than-good news is that we acquired these new machines because we had to replace the ones that were beaten up last year or turned up missing. They are good quality commercial grade vacuums. Just remember that even the best vacuums don't like rocks, nails, wet oatmeal, or a lot of other things that common sense dictates should be picked up BEFORE running a vacuum.

Locks/Repairs

Electronic Door Locks

All four exterior doors are kept locked 24/7 and are unlocked using key fobs. The fobs are issued to each resident at move-in. Residents receive only one key fob. If it is lost or stolen, that fob is deactivated and a new one is issued at a cost of \$75. Each key fob has a unique serial number. You will need to turn in your own fob at the end of the year, not someone else's. This is a good security tool for everyone because it limits who gets access to the building.

Room Keys

All of the rooms upstairs have a deadbolt lock. Nobody can accidentally lock himself out of his room. Room keys are issued to each resident at move-in. It's a really good idea to have one or more copies made of your room key and then hide it somewhere it can be retrieved if you lose your key. Room keys must be turned in when you move out. Replacements cost \$25.

Repairs

Accidents do happen and a building with a rich history like ours requires constant vigilance and the occasional repair. We need your help keeping an eye out for things that need repair. Repair Request Forms are available. Just let our Property Manager know about problems and he will see to getting them fixed. Of course, malicious damage is a different animal and not appreciated. Chi Phi is responsible for taking good care of the building while residing here.

Meals

Our Executive Chef is Justin Jones. He and our Sous-Chef, Wave, are returning this fall and looking forward to providing you with the best meals on campus. Our kitchen staff members are Serv-Safe certified. Kitchen

protocols are planned in great detail, not only to provide delicious meals, but also in an effort to prevent Covid and other illnesses among chapter members themselves.

If you have food allergies or special dietary needs, please discuss them with Justin at the time you move in. He will be available on check-in days and there is a question about food allergies on the Emergency Contact Form you must fill out and turn in (electronically) before arriving for move-in.

New recipe requests, meal times and just about anything having to do with food operations should be addressed through the chapter's Food Committee. Once the chapter sets up that committee, Justin can meet regularly with them to discuss food-related matters.

Meal times to start the school year will be:

Breakfast: Monday thru Friday from 7:30am to 9:30am

Lunch: Monday thru Friday from 11:30am to 1:30pm

Dinner: Monday thru Friday from 5pm to 6pm

Saturday Brunch: From 11am to 3pm

Sunday Lunch: From 11am to 3pm

Late plates are available Monday thru Friday only to those who have conflicts with a scheduled class – AND -- have signed up for them by the daily deadline (to be established during the first week of classes). Everyone needs to provide Chef Justin with a copy of his Schedule of Classes at the beginning of each semester.

Because the nation is experiencing varied levels of Covid resurgences, we will keep our guard up and remain prepared to react appropriately. To start the year off, we'll utilize our steam buffet and chilled salad bar. We will begin by using normal table service (washable plates and utensils) unless circumstances dictate otherwise.

Bathrooms

We hire a cleaning company to clean bathrooms throughout the house. The frequency of bathroom cleaning and disinfecting will be enhanced again this year. Our service cleans seven days a week. While the hired cleaning personnel are responsible for cleaning and disinfecting sinks, toilets, urinals,

showers, and floors on a **NORMAL** basis, they are not responsible for **UNUSUAL** messes that seem to be a fact of life in fraternity houses. Yes, students have been known to leave toilets plugged. Yes, there will be the occasional vomit left on a sink, toilet, floor, etc. It is this type of **UNUSUAL** cleaning that is the responsibility of Chi Phi members themselves. If the individual who caused the mess, or the chapter, does not clean these things immediately, we will have our cleaning company do it and the cost is deducted from everyone's security deposit. It is **VERY** expensive to have the cleaning company do these kinds of cleanups. It's also incumbent upon chapter members to cooperate with the janitorial staff when they are trying to clean bathrooms and other areas. In order to effectively clean and disinfect, each bathroom will need to be off-limits to everyone for a few minutes. Your cooperation will be appreciated and the facilities will be cleaner for it.