



On behalf of Housing, Residence Life, and Greek Life, welcome to being a House Manager in Greek Village! Living on campus at Florida Tech is more than just a room in a building; it is a lifestyle full of exciting opportunities, facilities, amenities, and services. This is especially so in Greek Village where Greeks are able to live independently in a house setting, but unified as a Greek System.

This Greek Village Addendum to the Student Handbook will help you to become more familiar with the resources and services available to you as a resident of Greek Village. We encourage you to contact the Director of Greek Life or a Greek Village Resident Assistant if you have any questions.

This Resident Handbook Addendum is also an extension of your housing contract and will help you understand your rights and responsibilities as an on-campus Greek Village resident.

The purpose of the Florida Tech Greek Village Resident Handbook is to provide housing and risk management standards for chapters and councils at a campus level. The policies in this handbook shall be supplementary to state, town, and F

1. The policies outlined in this document are considered official University policies.

Inspections, Fire Drills, and making sure that all facilities and campus services request and handle swiftly and effectively. The Director of Residence Life will ensure that Greek Village provides an environment that is healthy, conducive to learning, and that provides a safe college experience.

Property Manager

The property manager will be responsible for the upkeep and efficiency of Greek Village. This includes but not limited to reporting and recording any housing or maintenance issues, reporting any issues with chapters or students residing in Greek Village, and ensuring that any equipment and the grounds of Greek Village are well kept.

Resident Assistants

Resident Assistants (RAs) are student staff members who live in Greek Village. They provide assistance, information, and support to residential students. RAs are selected for their leadership potential, interpersonal abilities, positive, caring attitudes, and sense of commitment. RAs are students' primary resource for campus information and assistance. The RAs are also responsible for ensuring that all policies are followed and are responsible for reporting any issues between chapters or students. The RAs will also act as a liaison between chapters and the Property manager to report any issues.

House Manager

The House Managers will be selected by his/her own organization and will be responsible for ensuring that the rules of their organization, campus and Greek Life policies are followed. They will work with the Resident Assistants to ensure the running of Greek Village. They will also be responsible for ensuring that their chapter residents are maintaining the state of their rooms by conducting monthly room inspections.

Security Officers

Room changes are not permitted during the first two weeks of classes each semester. The “freeze” period allows time for students who have informed Housing and Residence Life that they will be moving in late to arrive on campus, and for the staff to verify the status of those students who have not yet checked in to their housing. Once the “freeze” period is over, students will be permitted to change rooms but must complete the following steps:

1. Fill out a Request for a Room Change Form at Campus Services

Cable Television Services

Cable service is provided in every bedroom and the chapter room. Please contact

chapter room as long as a Chapter Room Agreement form has been signed and turned into the Director of Greek Life.

The personal security of resident students is a primary concern for Residence Life and Greek Life. We are interested in your security concerns and problems and encourage you to work with us to make this community an enjoyable and safe one. Residents can maximize their personal security by remembering to proceed with caution in and around their living environment.

Availability of Staff Members

Resident Assistants (RAs) provide set duty hours that will be conducted with nightly outdoor inspections to ensure the security of students. Security guards and RAs will be making themselves available as much as possible. The availability of staff members may be limited during break periods and during transitional housing between semesters.

Building Evacuation Procedures

If you discover any situation that requires evacuation, leave the building, and call Police and Public Safety from a safe location. Security can be reached by calling 321-674-8111.

When you call:

1. Speak slowly and clearly so you can be understood
2. Give your name.
3. Give the exact location of the emergency
4. Give any other relevant information (is anyone hurt, etc.)

Campus Security will contact the necessary emergency personnel.

Fire (Safety)

Fire protection equipment (alarm pull stations, fire extinguishers/hoses, etc.) is located in each residential area. If abused, this equipment will not be functional in the event of a fire, thereby endangering the lives of many people.

Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, there are criminal and civil penalties for intentionally setting any fire; for intentionally causing any false fire alarm; and for vandalizing or tampering with any fire alarm or fire protection equipment (including covering smoke/heat detectors). Probable sanctions for these violations are removal from campus housing and/or criminal prosecution. Causing a false fire alarm will result in removal from the residence halls and/or a \$500 charge and/or six months in jail.

Fire, Health and Safety

All chapter houses should meet all local fire and health codes and standards.

All chapters should post emergency numbers for fire, police and ambulance next to common phones and evacuation routes on the back of the door of each sleeping room.

All chapters should comply with engineering recommendations by the insurance company.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden.

