

Office of Residence Life & Housing
Wake Forest University
2017-2018

LEASED LOUNGES AND HOUSING BLOCKS

There are three ways in which student organizations may be allocated residential space on campus:

1. Lounge and Housing Block
 - a. Assigned a leased lounge and a housing block (bed spaces in residence halls).
2. Lounge Only
 - a. Assigned a leased lounge only (no bed spaces allocated).
3. Housing Block Only
 - a. Assigned a housing block only (no leased lounge).

The Student Life Committee (SLC) of the University, with the Office of Residence Life and Housing (RL&H), determines the criteria and process used to allocate lounge space for student organizations.

The SLC conducts triennial reviews of student organizations to determine their fit for maintaining campus residential space. The SLC may review student organizations more often if they determine a need to do so.

The Office of Residence Life and Housing determines the housing blocks and the size (# of beds) to be allocated to any organization.

Periodic inspections of leased lounges and common spaces in residential blocks will be conducted by Residence Life and Housing staff members.

Leased Lounge rent, fines, and other charges will be billed to the student organization's account.

HOUSING BLOCK POLICIES AND PROCEDURES

1. The president and house manager are required to live in the housing block. Additionally, 10% of each housing block must be made up of the organization's leadership. The president and house manager are not considered part of this 10%.
 - a. Due to conflicting roles, no student may serve as a Resident Advisor and also as a President or House Manager for an organization with a housing block.
 - b. When an organization's election cycle results in a change of President and House Manager during the academic year, the organization will work with RL&H to relocate students off the block (as necessary) to allow for the incoming President and/or House Manager to move on the block.
 - c. Presidents may petition to be released from their Housing and Dining agreement at the end of their term as President, and these petitions will be approved by RL&H, provided they have fulfilled the six semester housing requirement and would otherwise be eligible to live off campus at the end of their term.
2. When a vacancy occurs within the housing block, the following steps will be followed:

- a. Once a vacancy has been verified, the organization's president will be notified in writing, acknowledging the vacancy and outlining the steps that should be followed.
 - b. The organization will have seven (7) days from the date of the notification to fill the vacancy with a member of the organization (using the Interfraternity Council, Panhellenic Council, National Panhellenic Council, and the Office of Residence Life and Housing guidelines).
 - c. At the end of the seven-day period, the organization (not those living within the housing block) will be billed a pro-rated amount for the vacancy from the end of the seven-day period until the end of the semester. This space will be locked or set up as a vacant space. It may not be used in any other capacity such as a hotel, study room, guest room, storage room, etc.
3. Each organization is required to provide a wait list of alternate residents at the time of Housing and Dining Selection. This list must contain at least two alternates, plus two additional alternates if the organization has a housing block of 30 beds or more. The Office of Residence Life and Housing will use this list to fill vacancies that may occur in the housing block prior to move-in, and as potential contacts following move-in.
 - a. If a student organization is unable to fill its entire housing block and/or alternate list within the allowed timeframe, the block may be placed on housing block probation or reduced and/or consolidated to a housing block size that the organization can fill.
 - b. If a student organization that has already been placed on housing block probation again fails to fill their entire housing block or alternate list, they may forfeit their entire block.
4. Organizations must renew their housing block requests annually, and can request changes at that time.
 - a. The size of a housing block allocated to an organization will not be increased to exceed 30% of the organization's average membership in the previous three fall semesters.

REQUESTS FOR EXCEPTIONS TO HOUSING BLOCK POLICY

All requests for exceptions to the Housing Block Policy must be written to the Director of Residence Life and the Director of Fraternity and Sorority Life. If violations of these policies occur, the organization may be subject to one or more of the following sanctions, as deemed appropriate to the nature of the violation, the organization's history of compliance, and the results of organizational review processes including the triennial review.

- Written Warning
- Housing Block Probation
- Partial/Entire Loss of Housing Block
- Social Probation
- Fines
- Other sanctions deemed appropriate to the violation of policy

Exceptions may be granted and sanctions may be applied at the discretion of the Director of Residence Life, or their designee.