

University of Pittsburgh

Office of Fraternity and Sorority Life

On-Campus Fraternity and Sorority Life Social Space Policy

Location Space: The first floor social space of Fraternity House #4 and #8

RESERVATION PROCEDURES AND POLICIES

- This is a pilot program for the fraternity and sorority life community, and not demonstrating respect to each other and to the facility will result in dissolving the fraternity and sorority life social space.
- Chapters wishing to host an event will reserve the space directly with the coordinator of fraternity and sorority life via email at least two weeks before the desired date or on a first come, first serve basis. There can only be one event per day in each facility.
- Hosting chapter(s) will provide up to five names of individuals who will receive swipe cards for the space from Panther Central. The coordinator of fraternity and sorority life will verify those members and provide the information to the point of contact at Panther Central.
- Hosting chapter(s) will complete the event registration process and follow all social event policies and procedures as dedicated in the Office of Fraternity and Sorority Life Policies and Procedures.
- The coordinator of fraternity and sorority life will notify Pitt Police that an event will be occurring at the Fraternity Complex.
- During the day of the event, chapter(s) will be able to receive a total of five swipe cards for the house. Each chapter member who receives swipe cards will sign out the swipe cards individually from Panther Central and sign the cards back into Panther Central. Swipe cards can be signed out two hours before the event and signed in two hours after the event. Swipe cards that are not returned will be assessed fees for the individual who signed the swipe card out.
- After the event, hosting chapter(s) will be responsible for cleaning and removing trash from the space and submit a report before and after the event to the coordinator of fraternity and sorority life detailing any behavioral concern or damage to the facilities. Hosting chapter(s) will be financially responsible for any damages or cleaning fees. Please see the cleaning list.

THE SPACE COULD BE RESERVED

Monday-Wednesday:

9 a.m.–11 p.m.

Thursday:

9 a.m.–1 a.m.

Friday:

1 p.m.–2 a.m.

Saturday:

1 p.m.–2 a.m.

Sunday:

1–11 p.m.

RESERVATION PROCEDURES AND POLICIES

- Chapters can reserve additional furniture through Facilities Management. A SORC account number will be need to reserve and pay for additional furniture.
- In accordance with the Office of Fraternity and Sorority Life Policies and Procedures, chapters must provide non-alcoholic beverages and food at events with alcohol. These chapters may provide their own non-alcoholic beverages and food or utilize University catering.
- The University has the right to cancel a reservation at any time without ample notification.
- Chapters may not use or be on the second or third floor. Chapter found to be using or on the second or third floor will have their social space privileges revoked at the discretion of the Office of Fraternity and Sorority Life.
- Chapters who leave an excessive mess or damages may have their social space privileges revoked at the discretion of the Office of Fraternity and Sorority Life and be subjected to fees.

CLEANING LIST

- Immediately walking into the facilities, chapter(s) will electronically complete a pre-event form to document any damages or other concerning issues in the facility. The form will be sent to the chapter at the time of registration.
- The University will provide trash and recycle bins with bins in the facility. Chapters are to remove all trash bags and recycle bags at the end of the night to the closet dumpster (Fraternity Parking Lot).
- Chapter should dry the bar area and tables.
- No glitter, confetti, or sand may be used as decoration in the social space.
- After the event, chapters will conduct a walkthrough of the social space to complete an electronic post-event form to document any damages or concerning behaviors and collect all chapter and personal items. The form will be sent to the chapter at the time of registration.
- All chapter and personal items left behind will be disposed by housekeeping.
- Chapters who leave an excessive mess may have their social space privileges revoked at the discretion of the Office of Fraternity and Sorority Life.
- Panther Central may be contacted during the social events for emergency maintenance or housekeeping needs.

