University Recognized Housing Policy

This policy outlines the expectations and requirements of Housed Greek Organizations ("HGO" or "HGOs") to be designated University Recognized Housing. All HGOs must also abide by the Office of Sorority and Fraternity Life Recognition Policy to be a recognized sorority or fraternity at Indiana University.

1. Definitions

a. Check-listing: When a student does not fulfill payment obligations pertaining to room and board, a hold may be placed on a student's bursar account. Check-listing prevents students from registering for classes.
b. Facility/Chapter Facility: Term used to describe the HGO residential Facility or "house."
c. Fair Labor Standards Act ("FLSA"): Federal Act which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
d. House Corporation: For purposes of this policy, a House Corporation is any entity that owns and/or maintains an HGO Facility, and may be a local alumni house corporation, a national/international fraternity or sorority organization, or other similar legal entity.
e. House Director: Manager of the Facility who supervises Facility employees. The House Director oversees the internal management of the Facility, which may include oversight of food and dining, cleaning, move-in and out processes, etc. This person may live in the Facility.
f. Landlord: A person, Corporation, House Corporation Board of Directors, or Inter/National Sorority/Fraternity Housing Board, that owns a Chapter Facility and leases the Facility & property to a Corporation Board, alumni board and/or individual chapter members who reside in the Facility.
g. Live-in Advisor: Advisor who resides in the Chapter Facility full-time during the academic year and is responsible for providing on-site advising to the HGO. A house director who lives in a Facility may also fulfill this requirement.

II. Benefits of the University Recognized Housing Designation

In addition to receiving advising, programmatic support and resources, HGOs designated as University Recognized Housing receive the following benefits from Indiana University:

a. Sorority and Fraternity Recognition Benefits: The HGO will receive all benefits of recognition as outlined in Section I in the Office of Sorority and Fraternity Life Recognition Policy.
b. Check-listing: The HGO may submit a request to the Office of Sorority and Fraternity Life ("OSFL") to place a hold on a University student's bursar account if that student has not paid room and board charges or any related itemized damages. To receive this benefit, the HGO may be asked to submit housing contracts/leases for residents who live in the Facility to verify credible checklist amounts. The University will not checklist students who do not occupy the Chapter Facility. The deadlines for check-listing requests will be set annually and posted online by August 1 prior to each academic year. The minimum

amount owed by a student to place a checklist hold is set annually and will be shared with the HGO at the start of each academic year.

c. Housing Waivers for First-Year Students: Members of the HGO may receive an exemption to the requirement that first-year undergraduates must reside in the University residence halls, so long as they reside in the official HGO Facility. Any such exemption request must be approved by the Office of Housing Operations and Assignments. University housing fees are not automatically waived if an exemption is approved.

d. Safety and Fire Code Inspections: In accordance with *Title 410-IAC-7-26 Retail Food Establishment Sanitation Requirements* through a partnership agreement with the Indiana Department of Health (IDOH), Indiana University Environmental Health and Safety ("IU EHS") will conduct food establishment inspections at the HGO's Facility at no cost. In addition, IU EHS will serve as a public health resource, which includes serving as a liaison with the Monroe County Public Health Department, to assist in responding to issues of public health. The Bloomington Fire Department or their designee will conduct fire safety inspections and determine capacity for indoor and outdoor spaces at the HGO's Facility at no cost. The IU Office of Insurance Loss Control and Claims (INLOCC) will serve in an advisory capacity for fire code compliance and general safety procedures, including periodic Inspections of platforms, stages and tents for special events. These functions will be provided at no cost.

e. Support Provided to Live-in Advisors/House Directors: The House Director and/or Live-in advisor are eligible to purchase a University ID card as an affiliate of OSFL, may be added to the IU NOTIFY alert system by request, and is expected to participate in Professional Development workshops and trainings sponsored by OSFL. The House Director and/or Live-in advisor will receive individual staff support and assistance from OSFL for housing and chapterrelated matters.

f. Support for Managing Communicable Disease Response: In collaboration with the Monroe County Health Department, the University will provide assistance and support to help manage and mitigate risks associated with the spread of communicable diseases.

III. Housed Greek Organization (HGO) Responsibilities and Regulations for Maintaining a Safe Environment

h. The HGO acknowledges that the Bloomington Fire Department (BFD), IU EHS, and/or INLOCC professional staff or their designee, have the right to enter and inspect relevant parts of the HGO's Facility, including private rooms, if necessary, for the purpose of conducting fire safety and food service inspections without notice. Any evidence observed during such inspections may be used in the university disciplinary process. By operating and maintaining University Recognized Housing, the HGO, the House Corporation, and the Live-In Advisor freely and voluntarily consent to entry by such personnel for fire safety and food service inspections and agrees that it will cooperate by granting access on the terms and conditions described herein.

   i. No private room shall be entered without knocking, and the IU EHS, BFD and/or INLOCC staff will identify themselves and will state why entry is necessary. BFD and/or INLOCC Fire Inspectors will display a department badge during HGO visits.

   ii. If IU EHS, BFD or INLOCC are refused entry by a room occupant, an HGO representative shall use a key to open the door. The IU EHS, BFD or INLOCC staff, upon entering the room, will again state the basis for the inspection.

i. Consistent with the Fourth Amendment to the U.S. Constitution, IU Police Department officers may enter common spaces and private rooms when there is voluntary consent from the occupant(s) or probable cause to believe that violations of law are being committed and that a delay to procure a search warrant would endanger the health and safety of the residents, or result in the probable destruction of evidence. IU Police Department officers are free to seize illegal materials in "plain view," but the extent of the search must be in keeping with the information upon which the probable cause for the search is founded. IU Police Department officers responding to an emergency may enter the HGO's Facility, including private rooms, without notice to protect the health and welfare of residents and/or guests.

j. The HGO shall not use the HGO's Facility or surrounding property in any way which is forbidden by law, ordinance, or governmental regulation. The HGO agrees to keep the exterior of the Facility and the surrounding property clean and orderly, and the HGO will not allow refuse, garbage, or other waste to accumulate in the area surrounding the HGO's house. This includes any property adjacent to the Facility. HGOs must follow IU Facility and property guidelines, as outlined in Appendix A.

k. The HGO must adhere to university guidance and directives related to public health and safety, including, but not limited to, restrictions on events and the number of attendees at any event, etc.

l. Fire Safety and Food Establishment inspections will be conducted by the respective department (BFD, INLOCC or IU EHS) professional staff without prior notice.
    i. Fire safety inspections shall be conducted annually by BFD or INLOCC in place of BFD for compliance with applicable Indiana Fire Code and NFPA standards as adopted by the State of Indiana.
    ii. Food establishment inspections shall be conducted annually at minimum (and more frequently based on risk or non-compliance) by IU EHS or its designee, to ensure the HGO is compliant with *Title 410-IAC-7-26 Retail Food Establishment Sanitation Requirements*. Additionally, the HGO (or their contracted food service company) must register their kitchen annually, which acts as the HGO's license to operate. The registration certificate shall be displayed in the food establishment.
    iii. If the HGO would like to host a food truck at their facility or for chapter events at their facility or on campus, they must use a vendor contracted with IU Dining. Requests for food trucks can be submitted online.

m. The HGO must pass fire safety inspections conducted by BFD or its designee. Failure to pass such inspections may result in closure of the HGO's facility and/or suspension of events hosted at the facility until the issues identified in the inspection are appropriately corrected and the HGO successfully passes the inspection and/or drills.

n. The HGO agrees to have the HGO facility inspected annually, or as otherwise recommended or required by IU EHS, the City of Bloomington, or other regulatory authority, for environmental health and safety concerns, including the following: pest control, mold, sanitation, asbestos, lead paint, hazardous materials, drinking water, ventilation, indoor air quality (including radon), and conditions associated with, or that may lead to, the spread of communicable diseases. The HGO shall have the inspection conducted by a private vendor. Inspections can occur more than once a year.
    i. The HGO agrees to promptly and appropriately address and remediate any issues identified during the inspection and to ensure compliance with any applicable laws, regulations, and health codes.

ii. The HGO agrees to keep all reports on file (digital or paper format) for a minimum of three (3) years and submit them to the University upon request.

o. All security hired to work at organization events that take place at the facility must be on the approved vendor list for Indiana University. If an organization is hiring security to provide oversight and support for their entrances/exits for housing purposes only, they do not need to be on the approved vendor list; however, the organization must provide information regarding Clery reporting expectations as a Campus Security Authority (CSA).

p. If the organization does not inhabit a university-recognized housing facility for the period of one year or more, they are required to provide a Housing Occupation Plan to the Office of Sorority and Fraternity Life at least two months prior to moving into a university-recognized housing facility. An OSFL staff representative will provide them with an outline for the Plan and will meet with them to discuss expectations of HGOs.

IV. House Corporation/Advisory Board/Landlord Responsibilities

q. Primary chapter advisors and House Corporation Board Presidents or landlords may not hold dual appointments as chapter advisor and President for the HGO they advise.

r. The HGO agrees to have a Live-in Advisor live in the HGO's facility.

i. The Live-in Advisor must:

1. Have (1) a bachelor's degree and two years' experience in supervision of residential living environments, or (2) be currently enrolled in a graduate program at IU Bloomington and, as applicable, be at least two years removed as an undergraduate student at any institution and/or undergraduate member of the organization, or (3) be 30 years of age or older and have a minimum of five years of experience in supervision of residential living environments.
2. Work a minimum of 30 hours per week at the HGO's facility, and be available at the chapter facility when events, including all social events, are hosted at the facility, and during large university events such as the weeks of Little 500 and Homecoming.
3. Live in the facility full-time during the academic year and while school is in session.
4. Provide the HGO with onsite advising and support consistent with the (inter)national organization's policies and procedures.
5. Provide support to individual members and chapter leaders, including guiding the HGO on its emergency plans and processes.

ii. The Live-in Advisor may be hired by the HGO, the House Corporation, advisory board, or the HGO's national organization. A background check should be conducted for all employees of the facility by the hiring entity, including any substitute live-in advisors.

iii. The House Director may serve as the Live-in Advisor if they meet the above requirements and their responsibilities extend beyond facility management to include both onsite advising and support.

iv. Any request for an exception to the requirements stated in (b) above must be submitted to the Associate Vice Chancellor for consideration, who will determine whether to approve or deny the request.

s. The House Corporation or whomever employs the House Director and/or Live-in Advisor acknowledges that the House Director(s) and/or Live-in Advisor are expected to be aware of university policies, including OSFL policies, and the expectations of HGOs. The House Corporation acknowledges that the House Director(s) and Live-in Advisor should report any violations of state or local laws, University and OSFL Policies, including specifically but without limitation any incidents of hazing and/or illicit drug use, of which they are aware to the House Corporation and the national organization. The House Corporation understands that it is expected to inform the House Director(s) and Live-in Advisor of their obligation to report any such violations to the House Corporation and the national organization. All House Directors and/or Live-in Advisors are expected to participate in trainings and meetings provided by the Office of Sorority and Fraternity Life or Indiana University.

V. Required Documentation

t. The HGO agrees to submit the following documentation to OSFL. The deadlines will be communicated to the chapter president, advisor and house corporation board president at the beginning of each semester.
    i. Identification and contact information for the House Corporation Board.
    ii. The name(s) and contact information of the House Director(s) and Live-in Advisor(s). This information must be shared each time a new individual is hired into this position.
    iii. The name(s) and IU usernames of residents living in the Facility at the start of each semester.
    iv. Documentation indicating proper completion of fire drills upon request. Organizations must follow Fire Drill guidance provided by the Bloomington Fire Department. Fire drills must be completed at least once a semester and should be organized by the house/facility manager.
    v. Annual documentation on fire code capacity for event spaces (indoor and outdoor) upon request. Organizations should contact BFD or INLOCC to request a review of their facility's capacity. Documentation can be re-used if no changes to the facility, including no change in the area or means of egress, have been made in the past year.
    vi. A Certificate of Insurance for the HGO's General Liability policy for bodily injury and property damage, submitted annually by the deadline posted on the OSFL website. All HGOs shall carry and maintain general liability insurance insuring the GO and naming "The Trustees of Indiana University, its officers, agents, and employees" as an additional insured with minimum limits of $1,000,000 for each occurrence and $2,000,000 in the aggregate. The GO's policy shall be primary and non-contributing with respect to any insurance carried by the University. The HGO may not host social events at the facility until this documentation is submitted to OSFL.
    vii. HGO member fees (room, board, and live out fees) for the academic year. This information can be submitted through the Financial Obligations Survey. Other Documentation
    viii. The HGO must develop and maintain a crisis management plan, including an emergency action plan for preparing and responding to emergencies, and submit

this plan to OSFL or IUPD upon request. Examples of crisis management plan topic areas include the following: accidents resulting in severe or fatal injuries, member attempting or completing suicide, a fire or explosion at the facility, a natural disaster (flood, tornado, etc.), active shooter or bomb threat, responding to aggressive or violent members or guests, and the spread of an infectious disease.

ix. Past and current inspection reports, including those conducted by IU EHS, INLOCC, and Bloomington Fire Department, should be kept on file in paper or digital format at the HGO's facility for a minimum of three years. This includes any inspection reports required by the City of Bloomington and any outside vendor inspections that occur at the chapter facility, including the HGO's insurance carrier's inspections, pest control, etc.

x. Documentation related to communicable disease must be submitted upon request. See the Communicable Disease Addendum for additional information.

VI. Policy Violation

u. Violation of this policy by the HGO, its members, or its guests may subject the HGO to disciplinary action under the University's disciplinary processes. Additionally, such violation could also result in the loss of benefits provided by the University pursuant to the OSFL Recognition Policy, including loss of recognition and restriction of social events. The University reserves the right to investigate and sanction individual members for policy violations by any individual consistent with university policy, and to engage with the HGO for any matters not otherwise addressed by university policy.

v. Appeals or requests for restrictions to be waived should be submitted to the Assistant Dean for Sorority and Fraternity Life.

Communicable Disease Addendum

For the 2025-2026 academic year, all HGOs registered as Self-Governed Student Organizations must adhere to university guidance related to public health and safety directives, including but not limited to all federal, state, and local laws, rules, and regulations, including directives and guidance from the Indiana State Department of Health, the Centers for Disease Control ("CDC"), the Monroe County Health Department, Executive Orders of the Indiana Governor, and the following, in order to help promote campus health and safety.

I. Communication with IU and Submitting Documentation to the Office of Fraternity and Sorority Life (OSFL)

All HGOs must:

b. Provide a final list of students (First name, last name, IU email) living in the Facility for the 2025-2026 academic year to OSFL by August 24, 2025 for the fall semester and by January 13, 2026 for the spring semester. OSFL will communicate the format in which this information needs to be submitted. Any changes to this list should be submitted within one week.
c. Provide contact information for all employees of the Facility to OSFL upon request.
d. Develop and provide the following contingency plans[1] to OSFL upon request:
    - Plans and expectations for member(s) experiencing symptoms of a reportable communicable disease;
    - Plans and expectations for member(s) testing positive or presumed positive for reportable communicable diseases, including plans for self-isolation with a private room and private bath if recommended by the CDC;
    - Plans and expectations regarding quarantining and/or isolation in the Facility should there be concerns of a potential outbreak of any reportable communicable disease;
    - Plans and expectations should the Facility be deemed uninhabitable;
    - Plans if the House Director or other employee(s) are sick and unable to complete their duties;
    - Communication strategy for members, parents, and campus partners regarding reportable communicable disease prevention, risk mitigation, Facility policies, resident expectations, and response.
e. Complete surveys or provide housing information regarding housing places for the 2025-2026 academic year upon request from OSFL.

II. Healthcare Management of Members Living in the Facility

All HGOs must:

[1] Contingency plans should be based on currently available CDC, state, and local guidance, including recommendations and regulations from the Monroe County Health Department and the Indiana Department of Health.

a. Encourage members to be tested for reportable communicable diseases (e.g. Measles, Mumps, and Pox) if they have symptoms.
b. Require members to self-quarantine and self-isolate consistent with the expectations set forth by Indiana University, the Indiana Department of Health, and the CDC regarding reportable communicable disease and develop a plan to implement self-quarantine and self-isolation procedures (potentially for multiple members at the same time).
c. Develop an internal accountability process and Facility health and safety contingency plan for members who don't follow through with the items above.

III. Crisis Management, Contact Tracing, and Testing

All HGOs must:

a. Develop a crisis management plan to manage and mitigate a potential outbreak of a reportable communicable disease in their Facility.
b. Have in place the following if someone tests positive or is presumed positive of a reportable communicable disease:
    - Notification plan to members, including communicating with members regarding health and safety, while maintaining confidentiality and respect for individual health information;
    - Deep clean spaces previously occupied by an individual who has been infected based on CDC guidance pertinent to the communicable disease. This should include any spaces the infected individual used, including high touch and high traffic areas;
    - Require unvaccinated close contacts to quarantine based on CDC guidance and in accordance with Indiana University guidance.
    - Plan for providing food and other necessities to students who self-isolate or self-quarantine in the Facility;
    - Plan to work/communicate with parents/families when a member living in the Facility tests positive.

IV. Events

All HGOs must:

a. Adhere to University guidance, directives, and requirements regarding events, including, but not limited to, hosting events (whether on-campus, off-campus, or in the Facility) and event size.
b. Adhere to city, county, state, and other public health orders.
c. Maintain a guest list for any event hosted by the HGO in order to assist the University or public health officials with contact tracing as necessary.

Appendix A
Indiana University Facility and Property Guidelines

I. Renovations of House and Property:

a. HGOs must seek approval from Indiana University through the Office of the Vice President for Capital Planning and Facilities (VPCPF) for any proposed exterior changes to its house and/or property. This includes, but is not limited to: remodels, additions, permanent fencing, lighting, parking lot changes, color changes, roofing changes, and landscaping. Proposed changes should be submitted to the VPCPF at least nine (9) months in advance of any expected work.

b. HGOs must submit a plan review application and related documents to IU EHS for any kitchen/food service renovation or new construction. Approval must be provided by IU EHS prior to beginning construction. IU EHS shall also conduct a pre-operational inspection following construction or renovation prior to the kitchen serving food to staff or residents.

c. HGOs must obtain any other approval required from the City of Bloomington, Monroe County, and/or the State of Indiana. Each HGO should consult with its own advisors or counsel concerning which approvals may be required.

II. Maintaining Safe Environments:

a. HGOs are expected to create and maintain safe environments for members and guests. As such, the following items are not permitted:
    i. Fire pits and bonfires at the HGO's facility or on chapter property.
    ii. Water pits, slip 'n slides, hot tubs and pools, including but not limited to, inflatable, hard vinyl, or above-ground and in-ground pools. Water pits cannot be dug or constructed.

b. HGO's food service shall immediately suspend operations and notify IU EHS of any imminent health hazards that may exist due to an emergency. This includes, but may not be limited to, conditions where the food service may be impacted by:
    i. Fire,
    ii. Flood,
    iii. An extended interruption of electrical or water service,
    iv. A sewage back-up,
    v. A misuse of poisonous or toxic material,
    vi. An onset of an apparent foodborne illness outbreak,
    vii. A gross insanitary occurrence or condition, or
    viii. Any other circumstance that may endanger public health.

c. HGOs are expected to keep grass cut and snow removed in compliance with the City of Bloomington Health and Sanitation Ordinance.

d. HGOs are expected to follow the City of Bloomington Municipal Code and all laws, rules, and regulations pertaining to animals. Wild and exotic animals are not permitted at social events.
e. Events with Attractions and Amusement Devices (e.g. inflatables, bounce houses, dunk tank, mechanical bull, inflatables, rigging, etc.)
    i. https://inlocc.iu.edu/Policies/Vendors.cfm?what=smThe GO must submit an event request on BeINvolved for any events taking place on-campus or at the HGO with these items. The GO should obtain a current certificate of insurance from the vendor. For events taking place on campus, contact INLOCC regarding certificates of insurance. If the event is taking place at the HGO, the certificate of insurance should list the GO as the certificate holder. (The HGO should contact its Headquarters and review its risk management policy to ensure that this type of event is covered under the GO's general liability insurance.)
    ii. The HGO must obtain consent forms from all participants and monitor the use of such items. All participants must be able to give consent when signing the waiver (e.g. they must consent voluntarily and not be under the influence of alcohol and/or drugs).
f. HGOs must abide by Student Organization Policies, the OSFL Recognition Policy, and the OSFL Social Events Policy.

III. Noise and Sound Policies:

a. HGOs must follow the City of Bloomington Noise Ordinance (which is in effect 24/7) and other applicable City ordinances, and Indiana University policies regarding amplified sound.
    i. All events involving a contracted DJ or band and the use of amplified sound must add a standard clause stipulating the permitted sound hours and giving the HGO the right to request the music provider to reduce the volume output to follow applicable University policies and City of Bloomington Municipal Code.

IV. Sidewalk Painting Guidelines:

a. Indiana University and the City of Bloomington prohibit the painting of streets and sidewalks adjacent to the streets in front of chapter facilities.
b. HGOs may paint the walkways up to the chapter facility leading from the city sidewalk. If the HGO has a no-paint policy about the sidewalk leading up to their chapter facility, it should communicate the policy with members and any other GO/HGO that might intend to paint such space (e.g. a Little 500 pair). Organizations should utilize paints that are safe and approved for outdoor use and should not paint or use near waterways.

V. Temporary Structures:

c. Stages/Platforms/Overhead Rigging: A stage/platform/overhead rigging is not allowed on HGO's property unless approved by the Office of the Vice President of Capital Planning and Facilities. Contact Jason Banach at 812-855-4100 or jbanach@iu.edu for approval. Stages/Platforms/Overhead rigging may be allowed for a maximum of three (3) days and may also be subject to municipal or state approvals. It is the responsibility of the HGO to seek and obtain all required approvals. HGOs can rent or purchase a stage and lights for both indoor and outdoor events. It must include an engineering stamp from a currently licensed professional engineer on it indicating that it is approved for use. Stage/Platforms must comply with INLOCC's inspection expectations. If INLOCC or BFD determines that

the stage/platform does not meet inspection expectations, the event will not be allowed to take place until the stage/platform is removed or compliant.

i. Stages/ platforms/overhead rigging shall be constructed to adequately support the intended load and should comply with leasing agreements and all federal, state, and local laws and regulations, including the City of Bloomington Municipal Code and Indiana State Code requirements for construction and temporary structures.
ii. No stage/platform located inside the facility shall block any:
    1. Fire alarm component
    2. Sprinkler head/fire suppression component, including fire extinguishers
    3. Means of egress/exit from the venue
iii. Stage/platforms/overhead rigging, whether inside or outside the house, must be dismantled and removed from the HGO premises no later than three days after the event ends.
iv. Chapters must notify INLOCC (812-855-6341) that a stage/platform/overhead rigging has been erected and needs to be inspected at least 5 business days in advance of any use of the stage/platform, whether for an event or otherwise.

d. Tents: A tent or canopy is not allowed on HGO's property unless approved by the Office of the Vice President of Capital Planning and Facilities. Contact Jason Banach at 812-855-4100 or jbanach@iu.edu for approval. The maximum length of time a tent may be approved to remain on the property is two consecutive weeks, with a combined annual limit of 30 days total for a period of one year. Tents that are 401 Sq. Ft. or larger must meet the State of Indiana Fire Safety Code and the following requirements, including any requirements for temporary structures that may be contained in the City of Bloomington Municipal Code:
    i. Emergency lighting inside the tent
    ii. Lighted Exit signs inside the tent.
    iii. Tent or canopy must be erected at least 20' from a property line and adjacent buildings
    iv. Open or exposed flame equipment shall not be permitted
        1. The tent or canopy structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
    v. Detailed site and floor plans for tents or canopies on chapter property must be provided to the City of Bloomington Fire Inspector. For tents 401 square feet or larger, BFD must inspect the tent prior to use at any event.
e. Tarps: No tarps may be erected on the HGO's property.

V. Trash

a. Trash must be picked up in and around the HGO's facility and property and placed in a receptacle or dumpster.
b. Per the City of Bloomington Municipal Ordinance, all trash receptacles must be in an enclosed space. Roll-off dumpsters are permitted for three weeks following the end of the semester unless the facility has an active construction project with a permit.

c. HGOs living in facilities adjacent to a wooded area, open grassland, another campus property, or on the north side of David Baker Avenue, are expected to pick up trash in this area as well.
d. HGOs are subject to inspection and/or fines by the City of Bloomington for non-compliance and to accountability measures outlined in Section 6.