The Greek Letter
From the Office of Residential Services

Fraternity & Sorority Housing
2016 Opening Dates & Procedures

Early Arrival Requests

If you are not a participant in a University Sports Pre-Season Camp or a Participant in a University Program or Organization but have extenuating circumstances and need to move into your residential assignment early, you must submit an Early Arrival Request Form no later than August 5th.

No individual arrival will be available prior to Monday, August 22nd.

You can find the Early Arrival Request Form on the housing website go.lehigh.edu/earlyarrival

Upon receipt of the form, the Office of Residential Services will review your request and notify you by e-mail. If your request is approved, you will be informed of the check-in location, date and time for your early arrival ($25 per night until your scheduled arrival date).

We ask for your cooperation with this process so that early arrival is a smooth process for everyone. Untimely communication may result in additional processing fees (i.e. $25 for late sign-up, $25 for no sign up) in addition to the $25 per night early arrival cost.

Key Pick Up Schedule at Sayre Park Lodge

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>Aug 25</td>
<td>12:00 - 4:00pm</td>
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<tr>
<td>Friday</td>
<td>Aug 26</td>
<td>9:00am - 4:00pm</td>
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<tr>
<td>Saturday</td>
<td>Aug 27</td>
<td>9:00am - 4:00pm</td>
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<tr>
<td>Sunday</td>
<td>Aug 28</td>
<td>9:00am - 4:00pm</td>
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Thursday, August 25: On this day, traffic will be extremely congested. There should be no deliveries on this date. Please plan chapter deliveries accordingly.

In order to receive keys to your house in August, a signed room contract must be completed and on record with the Office of Residential Services.

Keys will be distributed according to the rooming lists provided by chapter leadership. Members arriving after Sunday, August 28, must pick up their keys from the Office of Residential Services between the hours of 9:00 a.m. - 4:00 p.m. All keys must be picked up within THREE days of the start of classes, August 29.

A Lehigh or government issued ID will be required in order to pick up your keys.

Early Arrival Information

Please take the time to read through the early arrival information. If you are a participant in a university sports pre-season camp or a participant in a university program or organization you do not need to submit an early arrival request form unless your circumstances fall outside the scheduled arrival date and time.

Information about the early arrival process can be found on the Residential Services website or by going directly to: go.lehigh.edu/earlyarrival
As in past years, we are hopeful that fraternity and sorority members will volunteer to help with first-year student move-in. Nothing gets the semester started better than interacting with our first-year students and their parents and portraying the positive image of fraternity and sorority life that we all work so hard to convey.

First-year students will arrive on Thursday, August 25, from 8:30 a.m. to 1:00 p.m. Fraternity and Sorority houses will re-open on Wednesday, August 24, for all fraternity and sorority members.

All members assisting with the M.O.O.V. will be contacted by the Office of Fraternity & Sorority Affairs regarding placements and T-shirt pick-up.

More details on the check-in process will be given once the Office of Fraternity & Sorority Affairs receives your organization’s list of names.

### Personal Property Insurance

The University does not carry insurance on students’ property and does not compensate students for belongings lost to theft, fire, or other damage. Unfortunately, these events can occur. To help prevent theft, we ask that you do not leave valuables unattended in an unlocked room or vehicle.

Check your parents’ homeowner’s insurance to see if your property is covered while you are a student at Lehigh.

National Student Services, Inc. provides low-cost property insurance for students. Visit [www.nssi.com](http://www.nssi.com) to learn more about insurance options, including purchasing renter’s insurance.

*Please note that the University is merely making this plan available and has no involvement in its operation. The insurance contract will be between you and National Student Services, Inc.*

### Dos & Don’ts for Move-In

**Do:**
- Build loft to stated specifications
- Keep hallways and stairways clear at all times
- Know your room number before picking up your key(s)
- Report work orders online: [go.lehigh.edu/workorder](http://go.lehigh.edu/workorder)
- Carry your ID at all times

**Don’t:**
- Cover smoke detectors
- Overload electrical sockets or run cords under carpeting
- Paint your room
- Pull out door pins or disable door closers
- Block fire exits
- Cut wood inside the house

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**Air Conditioners:** 6 air conditioners were installed by Lehigh University and will remain in the windows for the full academic year. Students are not permitted to install additional A/C units.

**Candles and Incense:** Candles and incense are prohibited in residential buildings.

**Decorations:** Decorations must be removable, nonflammable, and cannot hang from the ceiling or fire-safety equipment. Nails or brackets are not permitted. Any damage to walls and surfaces is the responsibility of the resident.

**Door Closers:** Door closers must remain intact and connected to the doors as it is a life safety violation to tamper with the automatic door closers.

**Lofts:** You may loft your bed according to the guidelines provided at: [go.lehigh.edu/lofts](http://go.lehigh.edu/lofts)

**Over Door Hangers:** Over the door hangers are not permitted because they prevent the doors from closing and latching completely.

**Painting:** Painting individual bedrooms is prohibited. Murals approved by alumni, must be submitted and approved by the Office of Residential Services prior.

**Pets:** A maximum of one cat or dog is allowed in a fraternity or sorority house. The pet must have all the proper paperwork and approved by the Office of Residential Services prior to coming to campus.

**Smoking:** Smoking in any building on campus is prohibited. You are allowed to smoke 15 feet away from any door or window.

**Prohibited Appliances:** Hot plates, coffee maker (Keurigs are acceptable), microwave, halogen lamps, and portable heating units. For complete list, see G.P.O.

If you have any other questions about policies regarding the fraternity and sorority houses please visit the General Provisions for Student Occupancy on the Housing website: [go.lehigh.edu/greekgpo](http://go.lehigh.edu/greekgpo)

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