

**Chattanooga Alumni Chapter  
Of  
Kappa Alpha Psi Fraternity, Inc.**

**FRATERNITY HOUSE RULES**

- I. The Fraternity House door locks and alarm code will be changed annually by the first business meeting in September or when deemed appropriate by the Board of Directors.
  - a. Members must be fully financial on all three levels of the Fraternity (Grand Chapter, Province, Local) in order to receive a key and have use of the Fraternity House.
  - b. Only the Chattanooga Alumni Chapter will be allowed use of the Fraternity House for fund raising purposes. Individual members may not use the Fraternity House for personal financial gain.
  - c. The Fraternity House will not be rented to the general public.
  - d. No member can reserve the Fraternity House for another Brother.
- II. A member seeking use of the Fraternity House with ten (10) or more guests and for two (2) or more hours must contact the Board of Director Designee(s) in order that the date & time be entered on the event calendar.
- III. Whether a scheduled event or just a spontaneous visit to the Fraternity House, the member(s) upon entry must sign the sign-in log and note each guest. The same procedure should be followed upon leaving the Fraternity House.

- IV. A member in good standing with Fraternity on all three levels who wishes to utilize the Fraternity House for an activity must make a maintenance deposit in an amount of \$100(Cash or check) at least forty-eight (48) hours prior to the scheduled event. Prior to usage, members must schedule an appointment with the Board of Directors appointed individual(s) to conduct a pre-use inspection. After usage the Board of Directors appointed individuals(s) will inspect the facility in accordance with the cleaning criteria listed below and the maintenance deposit will be returned based on the inspection. In the event of damages to the Fraternity House or properties therein, the member using the house will be responsible for repair/replacement costs in excess of the \$100 deposit. For example, if damages are \$150, the \$100 deposit will be kept and the Brother will owe the remaining \$50. If no damages, deposit will be returned after the inspection.
- V. Alcoholic beverages shall not be served to guests under the age of 21 years.
- a. All person will be carded to ensure that we do not serve alcoholic beverages to underage patrons who are attending affairs where alcoholic beverages will be served at the house.
  - b. All persons appearing younger than 21 will have to present identification as proof of age.
  - c. Members must monitor guests' behavior during the consumption of alcoholic beverages.

## **House Rules - Cleaning Criteria**

### **KITCHEN**

1. Excess or left over food must be thrown away or carried away from the Fraternity House (Examples of left over food: tossed salad, meats, sandwiches, desserts, open bags of chips) Note: Unopened chips and bread can be left in the kitchen.
2. No food should be left in the refrigerator.  
**Note:** Beer and drinks can be left in the refrigerator
3. All garbage must be properly bagged and left in an appropriate place.  
**Note:** Garbage should be carried to the curb for pick up by Wednesday morning of each week. Members who use the house for a planned event are responsible for disposing trash within twenty-four (24) hours of the event.
4. Dishes, glasses and utensils must be washed and stored
5. Floor will be swept and spot mopped
6. Kitchen table, sink, and stoves will be wiped clean.

### **BAR ROOM**

1. China or plastic glasses, plates, cups, silverware, condiments & tablecloths must be removed and properly disposed (Plastic thrown away, china washed and stored)
2. Alcohol and drinks properly stored
3. Bar and back bar cleaned
4. Floor swept or dust mopped and carpet vacuumed

### **MAIN ROOM**

1. Tables and chairs cleaned (Use proper detergent to clean) and arranged properly
2. Floor swept or dust mopped (Mop when necessary)
3. The thermostat setting must be left in proper mode. (Determine if it should be left at a preset temperature or turned off)

### **FOYER**

1. Vacuum carpet
2. Dust furniture

### **TOILETS (Down stairs-Up stairs)**

1. Clean toilet bowl
2. Clean sink
3. Change towel & paper rolls (If necessary)
4. Empty wastebasket
5. Floors cleaned (Mopped)

**Note:** Violation of the cleaning rules shall result in withholding of a portion or all of the maintenance deposit in accordance with the cleaning rule checklist.

**CHECKLIST IS TO BE COMPLETED BEFORE AND AFTER THE EVENT**

	BEFORE		AFTER			
	Yes	No		Yes	No	Comments
<b>General Cleaning:</b>						
<b>Kitchen:</b>						
Clean sink						
Clean stove						
Ensure no left over food is in the refrigerator						
Scrub kitchen floor, including under the movable appliances						
Clean off all counter tops						
Trash is to be removed from the building prior to leaving the building						
a. All trash is to be removed from the kitchen and placed in the designated area and must be removed from the designated area on Wednesday and taken to the street for garbage pickup						
<b>Carpet</b>						
All carpet is to be vacuumed (including the front entrance to the House and stairs)						
Spot cleand with liquid as needed						
Area carpet is to be vacuumed and spot cleaned						
<b>General Cleaning:</b>	Yes	No		Yes	No	Comments
<b>Outside Activities</b>						
Remove all trash						
Furniture placed in its original position						
Yard cleaned and all added furniture removed (Front and Back)						
Porched cleaned (Front of the House)						
Make sure all BBQ equipment is suitable to be replaced in the storage area (fire hazard concerns)						
<b>General Cleaning:</b>	Yes	No		Yes	No	Comments
<b>Bathroom (Upstairs and Downstairs)</b>						
Empty trash						
Clean sink						
Clean mirrors						
Scrub floor						
Clean inside and outside of toilet						
Clean floor						
<b>General Cleaning:</b>	Yes	No		Yes	No	Comments
<b>Bar Area</b>						
Carpet vacuumed						
Hardwood floors cleaned						
Tables cleaned						
Bar counter cleaned						
Bar stools placed at the bar						
Lights are to be turned off prior to leaving the building						

## Date: \_\_\_\_\_

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