

Delta Zeta

Room Guides + House Rules

Moving Procedures

Beginning on **August 9th, 2008 at 10am** all women living in the Delta Zeta house may begin moving in. Each member will get to park in the Delta Zeta lot for 2 hours and unload their belongings. The elevator will be reserved during these times for those moving in at the assigned time. **Please Check-In with Ms. Ann before you begin unloading.** **Nobody is allowed to park in Ms. Ann's Lot. Please inform your parents so there is no confusion.**

May 3rd, 2009 will be the final moving out day. ONLY Graduating Seniors will be allowed to move out after this date based on individual situations and graduation times as approved by Miss Ann. All members must return their keys prior to leaving and check-out with Miss Ann. Security Deposits will be forfeited if you do not follow the procedures outlined below.

Moving In:

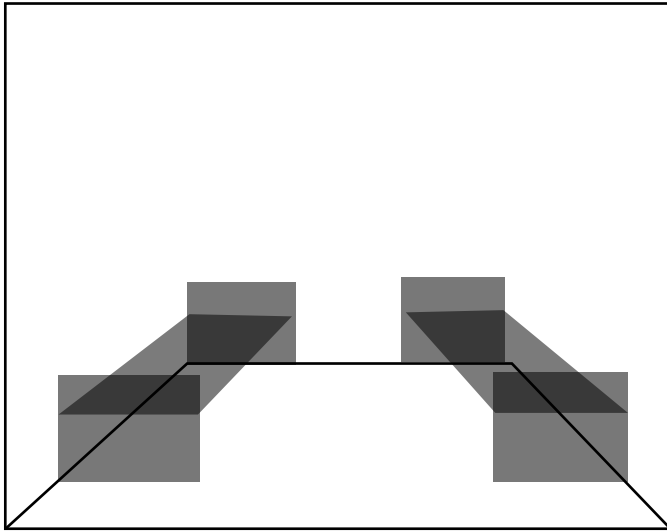
- Every resident must check into her room with the House Director or authorized Delta Zeta National Housing Corporation Representative. The first half of the Room Inventory/Security Deposit Refund Form must be completed and signed by the resident and the House Director and/or authorized Delta Zeta National Housing Corporation Representative. Any resident who has not properly completed this form will not receive her security deposit refund or qualify to have the deposit credit applied to her statement at the time of move out. Resident forfeits her security deposit in the event this form is not properly completed.

Moving Out:

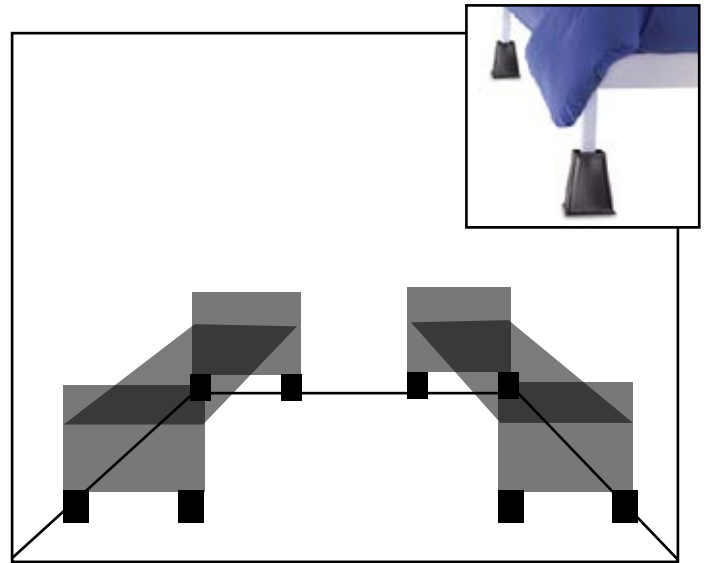
- Every resident must check out of her room with the House Director or authorized Delta Zeta National Housing Corporation Representative. The second half of the Room Inventory/Security Deposit Refund Form must be completed and signed by the resident and the House Director and/or authorized Delta Zeta National Housing Corporation Representative. The white original shall be mailed to NHC and the resident should receive the yellow copy. Residents who have not properly completed this form will not receive their security deposit refund or qualify to have the deposit credit applied to her statement. Resident forfeits her security deposit in the event this form is not properly completed.
- Each resident is responsible for the care and cleanliness of her own room and its furnishings.
- All personal property should be removed from the rooms and/or storage closets at the time of the move-out.
- All trash must be removed from the resident room prior to check out.
- The carpet must be vacuumed.
- Any damage to the room will be assessed at the time of check out and reported. Any damage determined to be more than normal wear and tear will be deducted from the resident's security deposit.
- Bedroom keys must be returned to the House Director and/or authorized Delta Zeta National Housing Corporation Representative.
- Repair and maintenance issues will be addressed over the summer months.
- Please do not lock the bedroom doors once personal belongings have been removed.

Room Layouts

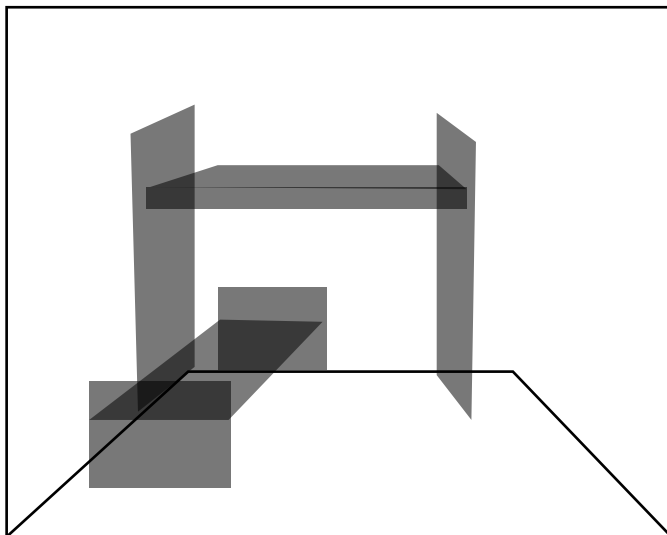
There are a few ways to position your beds in each room. Here are a few suggestions! You can also buy bed risers (bed, bath + beyond) to get a little extra space, and DZ also has wooden extenders that allow you to loft your bed up high.



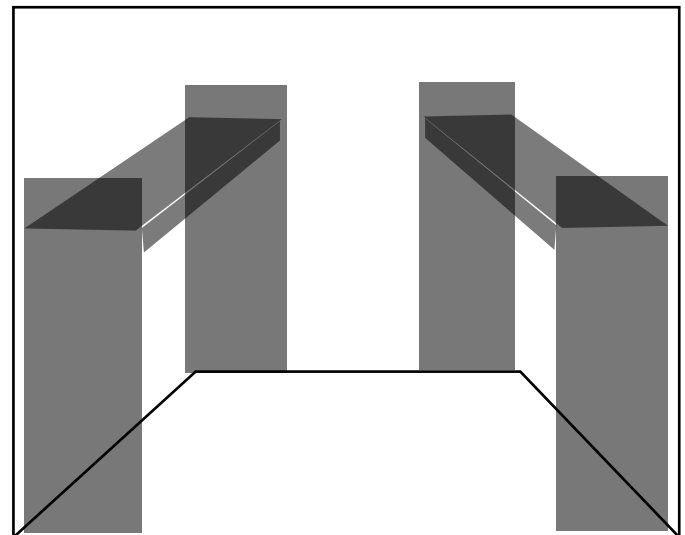
Standard Beds - No extenders, No risers
Your dresser can fit under your bed with very little space between.



Beds with Risers - Your dresser can fit under your bed with enough space to fit a cereal box in between (provides good storage space for food)



“Bunk” Beds - One Extender, One standard bed.
This is great because it saves lots of space. Your dresser or a desk can fit below the lofted bed, and you can store 1-2 drawers under the lower bed.



Lofted Beds - Two Extenders. The ultimate space saver, also provides a great private area under each bed that can fit the dresser, drawer, or desk. Makes a great quiet space for studying too!

Storage Ideas

Here are some really creative ways to fit all of your stuff into your room! Tried and tested, these products have made the cut year after year. Everything listed can be purchased at Bed Bath + Beyond or Linens n' Things.

closet



Skinny Hangers - These hangers are great because they save space, and they are super “thin” so you can fit a lot more of these than you can hangers.



Hanging “drawers” - You can hang these in your closet, or even under your lofted bed. Just buy an extra long shower rod, and you can hang all your extra clothes.



Over the door hangers - These are individually sold and work really well over your closet doors. Great for hanging purses, and even your DZ windbreaker!

room storage



Laundry Hamper- These hampers look great and when it's time to do laundry, just pull out the bag and head down the hall!



Cubes - Good for the essentials like art supplies, books, and anything else that needs to be stored away.



Wooden Cubes - Keeps you and your roommates stuff organized, but still separate!

Storage Ideas

Drawers



Drawer Liners - These liners are great to hold everything in place keeping your drawers clean and organized.



Silverware Organizer- You can use this organizer to help de-clutter your drawers. Perfect for bras, socks, and those itty-bitty undies of yours.

desk



Desk Drawer Organizer- Great for your desk drawer to keep all the essentials handy and out of sight!



Desk Lamp - Don't forget this essential! The rooms can be pretty dark even during the day, so a desk lamp is necessary.

Storage Ideas

shower room



Storage Tower- You and your suitemates can keep your towels and shower stuff separate yet completely accessible. Priced at \$19.99 you can't beat it!



Shower Curtain - This is the best way to give some character to your bathroom and don't forget matching hand towels for the sinks!



Shower Pole Caddy - Perfect for the corner of the shower. Keeps everything off the shower floor and accessible.

bathroom



Shower Pole Caddy - Not just great for the shower, but also works really well extended from the sinktop to the ceiling. Perfect for makeup, blowdryers, and facewash!



Fabric Storage Containers - Perfect size for your cubby in the bathroom and keeps all your stuff organized under the sink!



Over the Door Hanger - Hangs really well over the doors in the bathroom. Great for towels, robes, and even handbag storage!

The Check-List

Bed:

- Extra long twin sheets
- Extra long twin mattress pad
- Matching Comforters
- Pillow
- Pillow cases

Laundry:

- Laundry hamper
- Laundry detergent
- Laundry dyer sheets
- Quarters for the Machines

Desk:

- Desk Lamp
- Mousepad
- Plastic Organizers (for the drawer)

Drawers:

- Roll of Drawer Liner
- Drawer Organizers (silverware drawer organizers work great for bras, socks, and undies)

Closet:

- Hangers
- Hanging Storage
- Extra long Rod for hanging clothes under lofted bed
- Over the Door Hangers
- Plastic Storage Bins

Bathroom:

- Cubby Container
- Under the Sink Container
- Decorative Shower Curtain
- Towels
- Shower Pole Rack
- Decorative Sink Stuff
- Bath Rugs

Decor:

- Curtain hangers for window
- Window Curtain
- Picture Board
- Ribbon for the cork strips around the perimeter of the room (approx. 16 yards of 1-1.5 inch Ribbon)
- Decorative Flowers + Plants
- Staple Gun to affix ribbon to cork strips

Walls:

- Removeable adhesive
- Flat Tacks to hang stuff on the cork strips
- Framed Photos

Just for Fun:

- Photos of you and your roommate together for your door photoboard
- Board Games
- DZ Magnets for your fridge
- Signs and Memorabilia to hang

pink items = required

Things you **SHOULD NOT** bring:



Plastic Light Fixtures- So these plastic lights come at a great price and give a lot of light, but unfortunately they have been ruled a “fire hazard” by the University Housing Department and are banned from all on-campus housing facilities.



Alcohol- Yep, even if you are of legal drinking age, there is no alcohol allowed at the DZ House. No worries, midtown is only a short walk up the road :)



Candles- They smell nice and are great for decor, but they are not allowed at DZ. Nope, not even for decorative use, sorry!



Extension Cords + Additional Plugs- DZ will provide you with up to 2 approved extension cords. These provided cords are the **ONLY** thing allowed to be plugged in the wall.

Your Room During Recruitment :

During Recruitment we invite PNM's into our bedrooms for rounds 2-Prefs, so it is important that everyone has a neat, attractive, and fun room to display. Before recruitment begins, we have room checks where someone will go around to each room to ensure that it is ready to be presented during recruitment. Below are the guidelines for your room during Recruitment. Remember, after Recruitment is over, these guidelines no longer apply.

Room Check Wednesday, August 13th at Noon

The following items must be visible:

1. Your paddle / Turtle / or Family Tree
2. Your Picture board / A Board to post photos
3. Floor lamp that provides additional light for your room and is up to code (no plastic)
4. A composite / Bid Day photo (FRAMED)
5. Matching ribbon to cover tack strip around perimeter of room
6. Doorstops provided by Delta Zeta

The following is not permitted:

1. Unframed pictures or posters on the walls, doors, etc.
2. Alcohol related items, photos with alcohol, or paraphernalia of any sort.
3. Cluttering of the room in any spot! (i.e. you must have only your essentials out on your desk, dresser, and bathroom area)
4. More than 8-10 photos on your photo board (based on size of photo board)
5. More than 6 photos on your photo board on the outside of your door
6. Any additional furniture other than what Delta Zeta provides
7. Any visible plastic stacking containers

You MUST have:

1. **An approved theme for your room (Exclusive approval by Taylor McGrath and Rachel Damond, email rdamond@ufl.edu by AUGUST 1st)**
2. Matching bedroom sets which includes coordinating bedspreads, decorative pillows, and shams. (if your sheets or pillowcases don't match, just make sure they are not visible.)
3. Matching bathroom sets per room. The curtain and floor mats must pull both styles together (i.e. floor mat, shower curtain, soap/tissue containers)

Room Rules + Fire Inspections

Room Restrictions:

The following items are not permitted in the rooms at any time:

(according to the Delta Zeta National Housing Corporation Contract)

1. Extension Cords (except those issued by DZ)
 2. Candles or any other flammable object
 3. Alcohol
 4. Any personal furniture or fixtures including but not limited to desks, dressers, and bedroom furniture. (at the discretion of the house manager)
 5. Illegal drugs
 6. Firearms, or any other weapons
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UF Housing Dept. Fire Inspections:

Inspections occur twice a year during the Fall and Summer months (and during the Spring if we aren't granted exemption). The UF Representative for Housing Safety will check every room in our house for code violations. Please be aware that if we do not meet certain fire safety standards, we could potentially be fined or even evicted from the property!

Make sure your room does NOT have ANY of the following EVER:

No candles

No personal extension cords, adapters, or outlet additions

No flammable objects including lamps with plastic materials

No un-approved light fixtures

No items may be more than 12 inches away from the sprinklers on the ceiling

No RACKS on the doors that block it from being opened ALL THE WAY

No items or furniture behind the door that blocks it from being opened ALL THE WAY

House Rules:

OBLIGATIONS FOR THE DURATION OF YOUR CONTRACT

Please remember that the good of the group comes before the benefit of the individual. Courtesy, consideration and respect for others comes before your personal objectives. These rules will help us live well together and respect one another, as well as keep the house clean and keep problems down to a minimum.

Standards of Behavior

1. Alcohol, illegal drugs and firearms are prohibited on the property of Delta Zeta.
2. The chapter house and the surrounding area of sorority row is non-smoking.
3. Male guests are not permitted on the 2nd and 3rd floors, except when moving in or out of the room. In such an instance, a warning must be made, such as "Man On Floor."
4. No pets are allowed in the house.
5. No lying out on the front lawn.
6. Please be respectful of everyone; any problems should be taken to the House Manager, House Mom or Chapter President.
7. Anyone who does not follow the rules will receive a warning, after that a letter to Judicial Board may be written. If certain rules are consistently not followed, a fining system may be implemented.
8. If a woman becomes suspended or has a recommendation for dismissal made to national Council, she must vacate the premises.

Keys

1. Keys will be issued to initiated sisters only. If this key is lost, a fine of \$60 will be issued.
2. Key chains with Delta Zeta ID of any kind are prohibited. We do not want anyone to be able to have access to our house if keys are left anywhere.

Fire Prevention

1. No candles are allowed in the house. The exception to this rule is during recruitment and ritual.
2. No extension cords, rope lights or non-switch multiple outlets are allowed in the house. The use of Fire Shield Power Strips are mandatory in every room and will be issued by the House Mom.
3. Nothing can be stored underneath the stairwell.
4. One fire drill will happen each semester, along with a room check. Violators of policies may be subjected to fines.

Security Precautions

1. The front doors have a slide key which is given to initiated sisters only. If any woman is found giving her key to a non-Delta Zeta member, she will be subject to a Judicial Board hearing and may be fined as specified in the "Keys" section. Lending keys to others is a threat to the safety and security of chapter members.
2. Do not leave any doors propped open, because it is a threat to every member's safety and security.
3. Side entries may be used until 11 pm. After that time, only the front door may be used. The alarm will be set on the side doors at 11 pm until 7 am.
4. The house will be closed and locked up during holidays such as Thanksgiving, Christmas, Spring Break and summer. If there is an emergency, contact the House Mom, House Manager or Chapter President.
5. The emergency contact is the CCD.

Announcements

1. Announcements may be posted in the mailroom or the board in the foyer. This room and board should be checked periodically so everyone knows what is going on.
2. Announcements may also be made at dinner each evening.

Answering the Door

1. Be polite when answering the door, introduce yourself and ask who the guest is looking for. It is your responsibility to see that the guest meets who they are there to see.
2. Never leave a visitor unattended.

Male Guests

1. The house is open to male guests during the following hours: 10 am – 2 am seven days a week.
2. Male guests are permitted ONLY in the 1st floor foyer, library, dining room and TV lounge.

Common Areas

1. Pick up your trash.
2. If you move furniture, move it back as you found it when you are finished.
3. No shoes on the furniture.
4. Do not leave anything in the living room, study room or dining room.
5. The 3rd floor study room will be a 24 hour quiet room.
6. The last person leaving any common room is responsible for turning of the lights.
7. There are to be no bare feet in the first floor public areas.
8. Guests will be coming and going from the common areas during the day; try to look presentable during busy daytime hours; you never know who will be coming to the house.

Mealtimes

1. Do not take china, glassware, silverware, or water pitchers from the dining room.
2. Introduce guests at dinner to the house director, and be a good hostess to your guests.
3. No guests may be brought to breakfast, no exceptions.
4. The House Mom's should be the first to sit and her table should be the first table sat.
5. Early and late plates are allowed for mealtime conflicts with classes, sports activities, study sessions, exams, meetings or work. A sign up sheet for late plates will be posted by the kitchen. Deadline to sign up is by 2 pm each day. You must have Tupperware in the cabinet to receive a late plate. A three strike policy will be used in the case that late plates are not picked up.
6. There will be a sign up sheet for guests on the board next to the kitchen. If you do not sign your guest up you will be charged double if the House Mom or House Manager have to sign you up.
7. No works-out clothes, pajamas, sweats, scrubs or bare feet are allowed during dinner. Sisters are to look presentable.
8. The DZ Grace song is sung before everyone sits for dinner at every meal that is sit-down.

Laundry Room

1. The laundry rooms are ONLY for members living in the house.
2. Please be considerate and take your laundry out in a timely manner. Please do not touch others laundry in the machines.
3. 1st floor laundry room is 24 hours, and 2nd and 3rd floor laundry rooms are from 8 am to 11 pm.

Rules for your Room

1. No toaster ovens, hot plates or other kitchen items are allowed in the bedrooms. Refrigerators are allowed in bedrooms, but you are responsible for any damage incurred because of the unit (Headquarters suggests renter's insurance).
2. Unplug your hair dryer, curling iron, straightener, etc. when you are finished with them. Failing to do so puts you and others at risk.
3. You may NOT put any nails, tape, or tacks in/on the walls. Any damage found will result in a partial/complete loss of your security deposit. Please use the tack strip on the perimeter of the room.
4. You may not remove Delta Zeta Furniture or move any furniture from room to room.
5. Keep the furniture in good condition; you will be fined if too much damage is done. Report any problems to the House Manager.
6. Rooms will be inspected before moving out to assess possible damages.

Rules for Kitchen Area

1. Please do dishes after use, do not let the sink get full of dirty dishes.
2. Clean counter and sink area after use.

Rules for the Parking Lot

1. We have enlisted the services of Superior Towing!!! If you do not have the Superior Towing decal, you are GOING to be towed at your own expense.
2. As well as Superior Towing, Delta Zeta will be ticketing, so be careful!!!
3. The parking lot is reserved for those contractually obligated to live in the house and staff. Any remaining spots will be allocated to office-holding seniors with the most number of credits.
4. Nobody may not park AT ANY TIME for ANY PERIOD OF TIME in Ms. Ann's lot on 9th Ave without prior permission.

The House Mom (House Director)

1. The House Mom oversees the general management of the house, as well as planning meals and ordering food accordingly.
2. She enforces house rules with the support of the House Manager and makes sure that the house is being kept up and the house stays in good condition.
3. Everyone should be respectful of the House Mom.
4. The House Mom will be informed of and invited to all Delta Zeta functions. We need to make sure that she has a ride to all Delta Zeta events and campus functions that she wants to attend.
5. Guests should be introduced to the House Mom.