



## **ALPHA DELTA CHI HOUSE GUIDELINES AND RULES**

### **1. BIKE STORAGE**

1. Bikes and mopeds should be kept in the bike shed; they are not permitted anywhere else in the house or yard.

### **2. CHORES**

1. Each person will be responsible for a weekly house chore, a weekly bathroom chore, and a weekly kitchen chore. A fine of \$10.00 will be added to your house bill each time your chore is not done by midnight on Sunday.
2. Notify the House Manager 24 hours in advance if you cannot complete any chore on time. You may switch chores with prior consent of House Manager.

### **3. CONTRIBUTION OF PERSONAL APPLIANCES**

1. If you choose to contribute a personal appliance or utensils for use while you are living at ADX House, make sure that everyone in the house knows how to use your appliance properly. When you are using an appliance someone has contributed, take extra care of this appliance. Such objects have been offered for use by the generosity of the contributor and these items should be in good condition when they are returned to the owner.

### **4. DISHES**

1. Please reserve ADX dishes and silverware for meeting use only. If you must use the dinner dishes or other utensils, please make sure they are returned to the dinner cabinet after use.
2. Do not leave dirty dishes around the house or in the kitchen. Also, do not allow dirty dishes to pile up in your kitchen. Kitchens are known as common areas as indicated in the lease agreement. If messes in the kitchen become a problem, you will be fined \$10.00 on your first offense with additional \$5.00 fines on further offenses.

### **5. FOOD STORAGE**

1. Place food on labeled shelved or make sure the food is labeled. All unlabeled food and spoiled food will be discarded at the end of each week.

## 6. GARBAGE

1. The garbage pick-up day is Monday. Those designated to clean up Sunday nights must wheel the trashcans to the curb Sunday night. Those designated to clean up Monday night must wheel the cans into the backyard. If there is someone assigned to take out the trash, she is responsible to wheel the trashcans in and out, not those designated to clean on Sunday or Monday nights.
2. Do not keep bags of trash in the house or around the yard; place them in the garbage cans outside the house.
3. Fit all trash into the cans. The garbage collectors will only take trash that is in the cans.

## 7. GUESTS

1. A guest is defined as anyone who is not in ADX (i.e. as an active, inactive, pledge, alumna, associate member, graduate affiliate or honorary member), not a tenant, or not a mother (or legal female guardian) of a tenant. The common areas are the main kitchen, downstairs front house dining room, downstairs front house bathrooms, downstairs front house living room, and beau room.
2. Guests who are not in common areas must be accompanied by their hosts at all times except when the guests are in the bathrooms. The backhouse kitchen is a common area for the backhouse tenants only – that is, backhouse tenants may entertain their guests in all the other common areas as well as their kitchen.
3. Female guests are allowed in non-common areas between 8:00 AM and 11:00 PM. Any female who is not a tenant may sleep over in a bedroom with approval of roommates and House Manager at least 24 in advance.
4. Male guests are allowed *only* in common areas. No male guests are permitted in rooms under any circumstances.
5. If a male guest must sleep over, he may sleep in living room with permission of the House Manager at least 24 hours in advance. Noticeable written warning to tenants is required. Tenants may not remain overnight in common area with male guests.

## 8. HOUSE BILLS

1. House bills are issued and are due on the first day of each month. (i.e. chore fee, late rent fee, etc.).
2. The tenant is responsible for making sure the House Manager receives all payments.
3. A \$10.00 fine shall be assessed for each returned check and \$15.00 shall be charged for late payments.

## 9. HOUSE MEETINGS

1. All tenants are required to attend each of the monthly house meetings. Thereafter, the meetings are after the ADX sorority meeting (approximately 9:00 PM) on the first Monday of each month.
2. The meetings are to discuss any concerns regarding the house. The House Manager will post a reminder for each house meeting.
3. Attendance is mandatory. If you will be absent, notify the House Manager in advance. Fines of \$10.00 will be issued for unexcused absences, frequent absences, or frequent tardiness.
4. The House Manager may call emergency house meetings.

## 10. LAUNDRY ROOM

1. Please handle the washer and dryer with care.
2. Remove all clothing promptly. No storing of personal clothing is allowed in the laundry room.
3. Conserve water by combining with others to make full loads.
4. You may leave your detergent (labeled with your name) on indicated shelf in the laundry room.
5. Empty the lint-screen after each time you use the dryer.
6. Use caution around the water heater. Fumes and flames are combustible. **Never** wash any clothing doused in gasoline, paint, or other flammable materials.
7. Do not wash heavy rugs or bath mats with rubber bottoms as this damages the machines.

## 11. LIVING ROOM

1. Please be very careful when eating in the living room as spilled food and drinks will damage the furniture and floors.
2. Please be considerate when watching TV in the living room.
3. Never leave personal items in living room.

## 12. MESSAGE BOXES

1. Each tenant will be assigned a message box for mail and messages only. Keep boxes neat and check contents daily.
2. If the House Manager feels that your box is too full, she may remove the contents and put them in your room.

## 13. NOISE

1. Quiet hours are 11:00 PM to 8:00 AM. Keep noise to a minimum.
2. Use common courtesy regarding noise: do not talk excessively loud, play musical instruments, sing, etc. when it bothers others.
3. Playing musical instruments after 7:00 PM requires approval from other house members.

## 14. PAINTING

1. Any painting, or changes to the room, including picturing hanging, must be approved **before** the work is begun. To obtain approval, you must file an Alterations Form available from the House Manager.

## 15. PARKING

1. Six people may park on the premises of ADX House. The parking fee is \$40.00 a month. The House Manager determines who is permitted to park in the driveway.
2. If you are parked blocking another car you must leave your keys in your message box. If you fail to leave your keys, your car may be towed away at your expense.
3. If you must park on the street for more than 2 hours, the city of Berkeley requires that you purchase a resident permit sticker for your car. We are in D zone; however, note that the other side of Dwight is a different zone and even with a D sticker, you may only park across the street (or any other zone in Berkeley) for less than 2 hours.

## 16. PORCH AND YARD

1. Keep porch and yard clean and uncluttered and free of bikes. Bring in newspapers daily.

**17. SECURITY**

1. All doors and windows must be locked when not in use.
2. Fire doors must be closed at all times, but they need not be locked.
3. You are responsible to safeguard your own valuables and possessions in the house. ADX is not liable for any lost, stolen, or damaged items in the house.

**18. SMOKING / DRUGS / ALCOHOL**

1. Smoking is prohibited in the house, outside the house, or anywhere that is on the property of ADX House.
2. Consumption of alcohol is prohibited in the house, outside the house, or anywhere that is on the property of ADX House. Tenant may neither store nor consume alcohol on or in the vicinity of ADX premises.
3. The storing of illegal drugs and the consumption of illegal drugs is prohibited in the house, outside the house, or anywhere in the vicinity of ADX House.

**19. TELEPHONE**

1. The House phone is reserved for ADX Sorority business calls. Emergency 911 is the only exception.
2. Phones in the bedrooms are personal property and it is the option / financial responsibility of the tenants to pay any and all phone set-up, maintenance, repairs and charges incurred.

I, \_\_\_\_\_ (Tenant), have read and agree to this agreement, the  
ALPHA DELTA CHI HOUSE RULES.

Signature: \_\_\_\_\_

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

**Tenant Copy**

I, \_\_\_\_\_ (Tenant), have read and agree to this agreement, the  
ALPHA DELTA CHI HOUSE RULES.

Signature: \_\_\_\_\_

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

**ADX House Manager Copy**

**Please submit this page, signed and dated, along with your signed and dated ALPHA  
DELTA CHI HOUSE RENTAL AGREEMENT AND DEPOSIT RECEIPT to the  
ADX House Manager.**

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