



# Sigma Chi House Corporation of Springfield, Missouri

## Addendum A Rules and Regulations - 832 S. Kimbrough Ave.

Eta Kappa Chapter • Missouri State University  
P.O. Box 7291, Overland Park, KS 66207 • cchampion@kalo.com

This Addendum is an important part of the Lease Agreement between the Sigma Chi House Corporation of Springfield, MO and \_\_\_\_\_.  
(Resident's Name)

A violation of these Rules and Regulations herein is a material breach of the Lease Agreement that this Addendum A is an important part.

### 1. State of Missouri/Missouri State University Laws, Rules and Regulations.

1.1 All laws, rules and regulations of the State of Missouri and of Missouri State University, City and County, shall be observed and obeyed, including without limitation those pertaining to Chapter By-Laws, Sigma Chi Risk Management Foundation Policies and University policies and procedures including Missouri State University Code of Student Rights and Responsibilities.

### 2. Respect of Chapter House and Contents.

2.1. DESTRUCTION OF THE FRATERNITY PROPERTY OR OF THE PROPERTY OF ITS MEMBERS WILL NOT BE TOLERATED.

2.2. All fraternity property shall be treated as for the benefit of all, not for the consumption of one, and shall be maintained with care for the future as well as present generations of Eta Kappa Sigma Chi members and pledges.

2.3. Damage to Chapter House and grounds will be repaired professionally and charged to Resident if Resident, guests or invitees of Resident are found to have caused said damage. Invoice for repair is due and payable upon demand as administered by Property Manager, or as a deduction from responsible Resident's security deposit.

2.4. No furniture shall be moved within or from the common areas, except as necessary to properly clean such common areas. At no time shall interior common area furniture be used outdoors.

2.5. All trophies, plaques, composite pictures and other valuable possessions of the Chapter shall be properly secured and protected.

### 3. Cleanliness of Property.

3.1. The Chapter House shall be kept and maintained in a clean, orderly, sanitary and habitable condition at all times.

3.2. The common areas and rest rooms shall be inspected for cleanliness by the House Manager at reasonable intervals not to exceed two weeks.

3.3. Individual and apartment living quarters shall be maintained in a reasonably clean condition at all times.

3.4. All halls and other common areas, including stairwell towers, shall be kept reasonably free of debris, inappropriate furniture, bicycles, exercise equipment and other personal items.

3.5. No wood piles, garbage, rubbish, junk or other materials shall be stored or permitted to accumulate outside the Chapter House.

3.6. No parade, float or university or Chapter sponsored event decorations, lumber, construction materials or finished structures are permitted to be built or stored on Premises at any time.

### 4. Alterations to Property.

4.1. The Chapter House shall not be structurally altered in any way.

4.2. There shall be no permanent alteration or removal of any interior, exterior, permanent or decorative fixtures or equipment, including without limitation, any plumbing, heating, water or electrical fixtures, fire alarm equipment, fire extinguishers, security cameras, theft deterrent systems, furniture or decorations.

4.3. There shall be no permanent alteration, including painting of any part of the exterior or the interior of the Chapter House or of its common areas.

4.4. No interior or exterior painting is allowed.

4.5. No temporary pools, ponds, bridges, slides or other inherently dangerous structures shall be constructed or brought within or outside the Chapter House Premises at any time.

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**5. Gathering/Safety.**

5.1. No person shall be permitted upon any part of the roof (including covered patio roof) of the Chapter House, at any time, for any reason.

5.2. No barbecue grills or outdoor cooking equipment of any type are permitted on the grounds, Premises or surrounding sidewalks or onto the covered porch areas. A designated area of the grounds will be set aside for a House Corporation provided barbecue grill.

**6. Property Parking.**

6.1. Parking in the lot attached to the Chapter House shall be only for the benefit of Residents of the Chapter House. Other Active Members and Pledges, guests, invitees are prohibited from parking vehicles or motorcycles at the Chapter House parking lot unless attending a Chapter sponsored function. Chapter House Parking lot is intended for the routine use of Residents only. No daily parking by non-Residents for class attendance will be allowed.

6.2. All Resident vehicles and/or motorcycles parked in the lot must be in good repair and in regular use.

**7. House Manager.**

7.1. A Sigma Chi Active Member and Resident shall be voted by the Active Chapter to serve as resident House Manager of Chapter House. House Manager will be first point of contact among Residents regarding house conditions and operations. House Manager will work closely with House Corporation officers, Property Manager and its authorized agents. The House Manager will communicate with Chapter Consul to ensure that operation of the Chapter House complies with Lease Agreement terms the (Addendum A) Rules and Regulations noted herein. The House Manager position, while being as an elected Chapter Officer, will also be a compensated position in the form of a monthly Lease Fee stipend to compensate for the House Manager's time and work requirements to manage various responsibilities relating to the Chapter House. The House Corporation and House Manager will sign a letter of understanding prior to the beginning of each Academic year to confirm the responsibilities required of the House Manager and to outline commensurate monthly lease fee stipend to serve as compensation.

7.2. Managing Trash. Each Resident must put forth their best effort to manage trash for individual apartments. All Residents, guests and non-resident members shall assist with collecting and disposing of trash by using available containers in shared areas and for outer grounds, covered porch, parking area and Premises. Each Resident agrees to regularly manage all waste by securing in plastic trash bags that are properly tied and either placed in apartment floor stairwell container that is provided, or transported to the portable outdoor trash bins. The House Manager will set a schedule that all apartment Residents will honor for having secured trash bags at the floor stairwell container or directly to outdoor receptacles. Trash containers with lids will be provided for each apartment and for selected shared areas. Each Resident must use plastic liner bags at all times and place them in the trash containers within the apartments for subsequent transport to stairwell or outside receptacles. House Manager will see to it that all Residents are complying with requirements to effectively manage trash removal for apartments and common use area.

**8. Fire Hazards.**

8.1. All rules and regulations of the County, State and City Fire Marshall and other governmental entities having jurisdiction over the Chapter House shall be obeyed.

8.2. No overloading of electrical outlets or use of major appliances, including hot plates, standard sized refrigerators and air conditioning units shall be permitted within individual living quarters.

8.3. No candle burning, open flame lamps or fuel burning heaters are allowed in the Chapter House or on the premises with no exceptions.

8.4. Residents and guests are not permitted to bring onto Premises or into shared area or individual apartments: cooking appliances, toaster ovens, microwaves, refrigerators, heaters or heating units, incense, lava lights, fireworks or any open flame heaters or lamps.

**9. Firearms.**

9.1. No firearms, no explosives nor otherwise legal or illegal weapons such as: hunting knives, hunting bows, archery equipment, are permitted into the shared area of Chapter House, individual apartments, Premises, parking areas or grounds of property.

**10. Alcohol/Smoking/Controlled Substances.**

10.1. Chapter House is considered to be a "dry house." No alcohol is to be used or kept on the premises.

**Commitment to Alcohol/Substance-Free Housing.** Safety and risk management analysis shows that the absence of alcohol considerably reduces the likelihood and severity of potential injury or loss. Insurance premium rates for property/casualty and liability coverage paid by the House Corporation are predicated on operating an alcohol and controlled substance-free Chapter House. The House Corporation is dedicated to aligning our Lease Agreement and Rules and Regulations in keeping with the Missouri State University Code of Student Rights and Responsibilities as well as other state and local laws and rules regarding the possession or use of alcoholic beverages or controlled substances. Both the House Corporation and the active chapter membership have signed written commitments to Sigma Chi Headquarters confirming that the Kimbrough Ave. Chapter House will be operated as a "dry house."

10.2. There shall be no smoking of cigarettes, electronic cigarettes, vaping or use of any vapor device, cigars, pipes, chewing of tobacco or the dipping of snuff on the premises or inside anywhere in the Chapter House including the covered porch area, enclosed stair towers, individual apartments, hallways, lounge and common use areas. A designated smoking area will be identified on the southeast boundary of property.

10.3. No narcotic drugs or other controlled substances including without limitation, marijuana, shall be possessed or harbored within or about the Chapter House or otherwise upon the property, unless such drugs shall have been prescribed to a Resident, Chapter Member, guest or invitee by a physician.

**11. Pets/Animals.**

11.1. No animals of any kind shall be kept in or on the grounds of the Chapter House for any reason, except animals which may be required to assist the visually impaired or those with other disabilities.

**12. Commercial Enterprise.**

12.1. No commercial enterprise for the benefit of the general public shall be operated from the Chapter House.

**13. Renter's Insurance.**

13.1. Residents are strongly encouraged to obtain individual renter's insurance coverage for personal property kept on premises as the House Corporation will maintain insurance coverage for common area furnishings and personal property of the Chapter only.

**14. Resident Check-In/Check-Out Requirements/Procedures.**

14.1. **Check-In Procedure:** Prior to allowing move-in, and before Residents receive access codes for outer doors and apartment doors, a scheduled Check-In Procedure must be completed at the assigned apartment unit where each Resident must agree to participate in person. Property Manager or their authorized agent will complete a written form and take photos of apartment to serve as record of inventory and condition of furnishings and cleanliness and working condition of leased apartment appliances, plumbing fixtures, lighting, HVAC, condition of walls, ceiling and floors. This check-in report will remain on file with Resident and copied for Property Manager during Resident's lease term. At least once each semester or in the event of an emergency or concern for the operation of the apartment, House Corporation officers, or the Property Manager or authorized agent reserve the right to conduct an inspection of an apartment after providing Residents reasonable advance notice, so Resident(s) will be available to grant access and be present for inspection. The condition of apartment will be assessed, and any missing furnishings or excessive wear and tear or lack of cleanliness will be noted with photos or videos taken for record. It will be Resident(s) responsibility to return or pay to replace missing furnishings and arrange for cleaning the apartment to bring its appearance to a mutually agreed upon level. Failure to comply with this requirement will result in forfeit of all or a portion the Resident's security deposit. All other Resident lease agreement obligations remain in place during and subsequent to completion of periodic inspections.

14.2. **Check-Out Procedure:** At the end of the Lease term or other occurrence causing termination of Lease, Residents agree to participate with an in-person check-out inspection with Property Manager or authorized agent to compare with the earlier check-in and interim inspection report thereby confirming condition of the apartment, furnishings, appliances and general appearance and cleanliness of the apartment. A written and signed check out report with photos will serve as basis for determining refund status of security deposit.

**15. Resident Profile Document.**

15.1. Each Resident must complete a personal profile document that provides House Corporation and Property Manager with permanent mailing address, emergency contact information, requested roommate assignment. This profile document is an important part of the Lease agreement file will be kept for communication that may be required during university breaks and in the event of an emergency.

**Resident Signature:** \_\_\_\_\_

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

This Addendum is an important part of the Lease Agreement between  
The Sigma Chi House Corporation of Springfield and the Resident of the 832 Kimbrough Street Multi-Resident Property.