
The Village

Community Living and Application Guide

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About This Guide

In order to provide an appropriate living environment for all Student Members selected to reside in The Village, the following policies and procedures must be followed. All residents residing within The Village are responsible for understanding the policies set forth in the Housing and Residence Life Community Living Guide and The Village Community Living Guide.

This guide is provided by the Department of Housing and Residence Life at the University of West Georgia. If you have any questions about the application process, contact the Manager of Residence Life for The Village at thevillage@westga.edu. We look forward to building an inclusive community that supports the University of West Georgia’s mission of aspiring to be the best comprehensive university in America – sought after as the best place to work, learn, and succeed!

About The Village

Housing and Residence Life offers 16 residential houses that are open for application to all University Recognized Student Organizations and Learning Communities (referred to as an “Organization” throughout this guide). In order for Student Members to be eligible for residency at The Village, the Organization must be recognized by the University as a Registered Student Organization (RSO). The RSO must use the enclosed organization application to sign up their individual members to fill all bed spaces in hopes of being assigned to a House. Student Members residing in a House in The Village must also sign an individual Residence Hall Contract for the Fiscal Academic Year (July -June) with the University. Individual housing will be rented to Student Members on a contract basis for the full Fiscal Academic Year (July – June). The University Residence Hall Contract governs the tenancy of each individual student, all activities and events in The Village, and dictates all policies and procedures to be followed within the Village.

The Village Housing Options

The Village Total Capacity: 262

# Houses	House Size
8	20 Bed Houses
3	16 Beds

# Houses	House Size
3	10 Beds
2	6-beds per side

General Information

Amenities

Individual Room Amenities	House Amenities
<p>Individual residents are assigned:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 bed <input type="checkbox"/> 1 desk <input type="checkbox"/> 1 dresser <input type="checkbox"/> Access to 1 bathroom (shared with at least 1 other House resident) <input type="checkbox"/> Ethernet, Wi-Fi and cable television access in each room 	<p>Each House is equipped with amenities such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Refrigerator <input type="checkbox"/> Stove and oven <input type="checkbox"/> Microwave <input type="checkbox"/> Laundry Room: Washing machine and dryer

It is the Organization's responsibility to treat these amenities with care. The University, when deemed appropriate, will replace equipment. Damages outside of normal wear and tear will be billed to the membership of the Organization.

The Village Community Center

All residents in The Village have Wolf Card access to The Village Community Center. This is a public space that can be reserved for usage. It contains a space conference room meeting spaces, a kitchen, and restroom. The Service Desk and Residence Life Coordinator are also located in the Community Center.

The Village Comprehensive Fee

This fee will be charged to any non-residential student member who is listed on the active membership roster of any Organization with a House in The Village. All non-residential members of the Organization will be responsible for a \$300 Comprehensive Fee that will be applied to their student account. For Student Members who reside/live in The Village, their Comprehensive Fee is part of the Housing Rental Rate and not charged separately to the resident. The Village Comprehensive Fee is part of the financial model and assists in the payments of both the house and amenities in The Village. It is the responsibility of the Organization to inform members and potential members of the responsibility to pay the Comprehensive Fee.

Early Check in

The Village residents have the option to check in early for the upcoming Fall semester beginning August 1st with official written approval from Housing and Residence Life.

Occupancy

Housing and Residence Life will review an Organization whose Chapter Membership size drops below four (4) times its House size and a decision will be made whether a smaller house, if available, is more appropriate for the financial health of the Organization.

Each Organization will maintain membership and require Student Members to reside in the House in The Village in order to achieve 100% occupancy during Fall and Spring terms. Organizations will have a five (5) business day grace period to fill all vacancies.

The Organization's contact person and/or executive officers will be sent a formal email notification regarding any vacancies. A grace period will be designated to allow the Organization to find interested members to replace any outgoing resident without penalty in loss of points. If a vacant bed space remains open after the grace period, the Organization will lose points based on the grading deductions specified in this Community Living Guide every business day the space remains vacant throughout the academic year.

If the occupancy falls below the required occupancy percentage levels, the University will charge each Student Member of the Organization an equal split of the outstanding charges created by the vacant rooms ("Vacancy Fees"). This will be assessed 2 times per year, following the add/drop date posted on the Bursar's website for Fall and Spring. The Organization should inform each Student Member that his or her account will be charged or drafted and that he or she is responsible for paying the Vacancy Fees regardless of actual physical residence.

During the Fall term of each year, Organization that continue to accrue debt or desire a house change, must follow the guidelines as outlined in the House Renewal/Request Policy. Organization house assignment renewals will be reviewed by a **Committee that will consist of at least one full-time employee from the Department of Housing and Residence Life and one full-time employee from the Center for Student Involvement.** See [Attachment C - House Renewal/Request Policy](#) at the end of this guide.

Unless specifically approved in writing by the Department of Housing and Residence Life, all persons living in The Village will be enrolled University of West Georgia students, who are members in good standing of the contracting Organization, and enrolled in class(es). Any student not enrolled in classes requires an exception from the Department of Housing and Residence Life.

On-campus student residents may fill vacancies through the room change request procedures as determined by the Department of Housing and Residence Life. First-year students who have not resided on campus for one term or earned 12 credits at the University of West Georgia are not eligible to live in The Village. Transfer and Commuter students who have earned at least 12 credits are eligible to reside in The Village without having to reside on campus for one term.

Application and Renewal Process

Renewal Process

During the Spring term of each academic year, each Organization must renew their House assignment within The Village. Renewal information will be reviewed by a **Committee that will consist of (at minimum): up to 3 student representatives, a Manager of Residence Life, and a professional staff member from the Center for Student Involvement.** The Committee will make a recommendation to the Director of Housing and Residence Life regarding the Organization's desire to renew their House assignment.

Each application supplied to the Committee by the requesting Chapter should include:

- A Standards of Excellence Packet via the Center for Student Involvement
- A Renewal of Space/Request for move form, with advisor's signature
- Statement of Community Involvement
- Chapter Occupancy Plan and Member List (Ex. Membership Statistics)
- Organization Constitution and By-laws regarding housing requirements and expectations
- Any additional information deemed necessary by the Chapter, Housing and Residence Life or the Center for Student Involvement

Additional information will be supplied to the Committee from Housing and Residence Life, the Center for Student Involvement and the Vice President for Student Affairs and Enrollment Management offices including but not limited to: GPA information, housing paperwork timeliness, outstanding debt, vandalism report summaries, disciplinary status (Organization) and general facility maintenance reports.

Upon approval, House assignments will be confirmed with the Organization's Contact Person and/or Executive Officers and Student Members of the Organization will be required to sign individual Residence Hall Contracts (timeline established by Housing and Residence Life).

Should a Chapter's House renewal not be approved, the Organization's officers may arrange a meeting with the Committee to hear the reasoning behind the decision, and may appeal the Committee's decision to the Director of Housing and Residence Life and the Director of Center for Student Involvement.

Exemptions

By January 15th, Housing and Residence Life will notify Organization leadership and advisors that they are eligible for exemption.

Organizations that meet **all** of the following criteria will be exempt from the annual renewal process:

1. Attaining 100% occupancy at the start of the academic year.
 2. Have no instances of significant vandalism or disciplinary action.
 3. Accrued no greater than 5% of total semester house rent during the previous semester
-

Village Housing Point System

Earned Credit Hours (per resident)

Credits	Total
12-14	
15-19	
20-24	
25-29	
30-34	
35-39	
40-44	
45-49	

Credits	Total
50-54	
55-59	
60-64	
65-69	
70-74	
75-79	
80-84	
85-89	

Earned Grade Point Average (per resident)

3.751+ = 10 pts	2.501 – 2.750 = 3 pts
3.501 – 3.750 = 9 pts	2.251 – 2.500 = 2 pts
3.251 – 3.500 = 8 pts	2.000 – 2.250 = 1 pt
3.001 – 3.250 = 7 pts	Below 2.000 = 0 pts
2.751 – 3.000 = 6 pts	

Semesters Living in On Campus Housing (per resident)

Total semester living on campus (non village) x 2 = total points assigned

Semesters Living in Village Housing (per resident)

Total semester living in The Village house x 5 = total points assigned

Guidelines for Deduction of Points

Please be aware that Recognized Student Organizations will lose points during the year they live in The Village for any of the following violations:

- Inability to maintain occupancy throughout the year
 - ◆ -0.2 points per bed space, per day that a bed space remains vacant beyond the grace period
- Any Recognized Student Organization violations pertaining to the Student Code of Conduct or Residential Living Policies
 - ◆ Minor Policy Violations: -2 points per resident and/or organization per incident
 - ◆ Major Policy Violations: -10 points per resident and/or organization per incident
- Any unauthorized changes or vandalism to the actual building
 - ◆ Minor Facilities Violations (damages totaling \$50 or less): -5 points per resident and/or organization per incident
 - ◆ Major Facilities Violations (damages totaling over \$50): -10 points per resident and/or organization per incident

The loss of points accrued by a Recognized Student Organization or Learning Community through the 2019-2020 academic year, will be accounted for during the 2020-2021 Village application process.

In the event that a Recognized Student Organization or Learning Community loses recognition as a recognized entity on campus, Housing and Residence Life reserves the right to immediately remove the group from The Village. If this happens, Housing and Residence Life will provide a housing assignment in a different University of West Georgia residence hall for each resident residing in The Village house.

Important Notes

- Students must be members with a Recognized Student Organization or Learning Community to live in the House. Learning Communities must be sponsored by a University department.
 - An Organization that plans to host any event that has the potential to exceed the active membership must carry and maintain, at the Organization's expense, a comprehensive general liability insurance policy for at least \$1,000,000.00 covering the House and its tenants in The Village. Such insurance will include host liquor liability coverage in the amount specified for bodily injury. The University, its employees, officers, agents, trustees, and directors shall be named as additional insured under the policy. Proof of such insurance shall be provided on an annual basis to the Department of Housing and Residence Life at the beginning of the Agreement.
 - Organizations and Student Members agree to hold the University and its employees harmless for any liability from any claims actions, causes of action, suits or proceedings, together with any and all losses, costs, attorney's fees or related expenses asserted by any person or persons for bodily injury, death, or property damage resulting from the Organization's occupation or use of a portion of the House in The Village, or that arise out of any negligent or intentional act or omission by the Organization, one of its Student Members, or guests. This clause does not cover University employees who are working in the scope of their position.
 - The University is not responsible for insuring any personal and organization property.
 - The Organization must maintain affiliation with the University as a Registered Student Organization.
 - Student Members and Organizations must abide by all policies set forth in the Student Handbook, Residence Life Handbook, Student Organization Handbook, Social Event Registration Policies and Procedures, and any governing handbooks as deemed necessary by the University of West Georgia at all times during terms of the Agreement and each occupancy term.
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Facilities Policies and Procedures

Each Recognized Student Organization or Learning Community is required to identify a House Manager and submit their name to the Manager of Residence Life (thevillage@westga.edu). The House Manager will work closely with Housing and Residence Life on all requests that extend beyond standard maintenance requests. The House Manager shall be a current (elected or appointed) officer of the Organization, and may be changed during the term of this contact only after notice to Housing and Residence Life. This House Manager will be responsible for working with Housing and Residence Life by submitting room assignments, comprehensive fee alterations, door access additions and removals, and other tasks throughout the academic year, including attending monthly Village House Managers Meetings as needed. This is not a paid position but rather a leadership position working with Housing and Residence Life.

No upgrades, alterations, additions, fixtures (painting walls, etc.), modifications or changes to landscaping wiring, heating, plumbing, ventilation systems, or cabling should be made to a House in The Village without the prior written consent of the University. Contact the Manager of Residence Life for The Village at thevillage@westga.edu

If a request is made that is not covered by the expectations below, Housing and Residence Life will review the request to make a determination on whether or not it will be accommodated.

Housekeeping

Housekeeping and cleanliness of the House will be the responsibility of the Organization and its Student Members. The University will offer contract cleaning service to all Organizations for a predetermined fee.

General Maintenance

The University will provide routine maintenance of the facilities, including structural, electrical, plumbing, water, landscaping and maintenance of the exterior surroundings of the facilities, parking and security, and all the utilities of the facility.

UWG Facilities will complete general maintenance received through the WIC system. Some examples are listed below:

- HVAC issues
- Common plumbing issues
- Replacement of lightbulbs
- Common Pest Control issues

The Organization and its Student Members shall keep their House in The Village clean and in a sanitary condition and shall not permit any person to destroy, deface, or remove any part of the House. Organizations are responsible for the removal of their own trash. The Organization and its Student Members shall advise the University immediately of any situation or condition that requires repair or maintenance. Failure to notify University officials (Facilities or ResSTAR) of any situation or condition which requires repair or maintenance, within 24 hours will result in the Student Members being charged for the damages associated with that issue.

Housing and Residence Life will conduct monthly inspections of each House to ensure compliance to health and safety regulations, in compliance with all applicable health and safety rules including University and local fire rules and regulations. Failure to meet standards will result in charges billed to the individual.

Organizations should not block any egress, stairwell landings or exits, any maintenance or data doors. Organizations may not store any flammable chemicals in the house, and must not remove any doors or mullions.

Utilities

If an Organization is found to be at an unacceptable level of utility usage, the University will inform them of this in writing. The written notice will include the cost of their usage compared to an average use amongst all houses of the same size. If the difference is not modified within a 60-day utility billing period, the Student Members of the Organization will be responsible for overages .

Painting

The cost associated with painting will be the responsibility of the Student Members unless the University decides otherwise. The timeline for painting will be determined by the University. The labor cost will be invoiced by University Facilities or an accepted contractor, and this cost will be billed back to the Student Members in the Organization.

The Organization must work with the University to determine the placement of wall hangings. Labor will be provided by University Facilities. Student Members are responsible for submitting a Work Information Center (WIC) request to start this process. Failure to comply will be construed or interpreted by the University as the Organization's acceptance of and agreement to pay for any costs required to return the house to its original condition before the work occurred. Organizations are not permitted to hang combustible wall hangings in stairwells.

Furniture

The University expects that all furniture provided remains in the house/room in which it was originally issued. Periodically, Housing and Residence Life will conduct an inventory of all furniture in each House and will charge Student Members accordingly for missing items. Student Members may have the opportunity to have unwanted furniture removed from their House and stored by the University at a cost to the Student Member by making a request for removal/storage. Contact Housing and Residence Life for current removal and storage rates as approved by the Board of Regents.

Furnishings, flooring, paint, etc., will be replaced or renewed when deemed appropriate by the University within a reasonable maintenance timeframe. Within an expense allowance established by the University and within the guidelines for purchasing set by the University, the Organization is responsible for co-selecting, alongside Housing and Residence Life, furnishings, flooring, paint, etc., for the Chapter Room, Foyer, and Office. Any accessories and upgrades to the standard décor (floorings, wall, ceiling, foyer lighting, etc.) or cost greater than the expense allowance will be paid for by the Organization. All modifications are subject to the University's written approval. Once made, such modifications/purchases, become the property of the University unless a prior agreement to the contrary has been reached.

To receive permission, the House Manager must submit a "The Village House - Alteration Request Form" which is located on the Housing and Residence Life website.

Exterior House Policies

The concrete back patio area of all houses will be considered an extension of the Organization's chapter room with respect to housekeeping and tenant responsibilities.

The consumption of any liquid from a glass bottle is prohibited outside of any house in The Village. This includes the extension of the Organization's chapter room which resides outside.

All outside furniture, appliances, and displays, including Letters and Signs are the responsibility of the Organization. Student Members are prohibited from using or storing any grill, fire pit, patio heater, or other outdoor furniture or equipment inside the House. Contact the Manager of Residence Life at thevillage@westga.edu for permission and location to store grills, fire pits, etc.

The University will display the organizational name that is necessary to identify the Organization on the exterior surface of the House in The Village.

Access and Parking

Access to the outside door of all buildings shall be via the Student ID, which will be programmed to unlock the doors. All Comprehensive Fee paying Student Members of an Organization will have their IDs programmed to allow them access to the House. A student who loses his/her ID should immediately notify the Wolf Card Office during business hours and University Police after hours and on weekends so that it can be removed from the access system. It is a violation of University policy to loan a student ID to anyone else.

Recognized Advisors listed with the Center for Student Involvement may be granted access to the Chapter's designated housing space under the Chapter Advisor Access Policy. Please refer to [Attachment A - Chapter Advisor Access Policy](#) at the end of this guide for further information.

Door Entry Release Cards may be used anytime by Housing and Residence Life at the Organization's request to unlock rear exterior doors for events/functions or daily use. The Organization takes full responsibility during the time the doors are unlocked and the unlocked doors must be monitored at all times. The doors will be re-locked upon request from the Organization or automatically re-locked later.

Organizations are given two (2) Village Parking Lot Guest Passes for distribution to Guest Members or Advisors only and not used for commercial activity. These passes will be issued on a yearly basis.

Termination of Use

Housing and Residence Life may terminate the Agreement under the following circumstances:

- Access to use a House in The Village may terminate within 30 days or by the end of the term, whichever occurs first, and the Organization will be responsible for all remaining Vacancy Fees for the remainder of the term, outstanding debt and final move-out inspection related costs.
- The Organization fails to charge or draft its Student Members and pay the University any monetary amounts by the due date in accordance with the terms of this Agreement.
- The Organization either fails to maintain Student Member occupancy or to charge or draft its Student Members and pay the occupancy related Vacancy Fees for failing to maintain occupancy as set forth by this Agreement.

Immediate Termination

Access to use a House in The Village may terminate immediately, and the Organization will be responsible for all remaining Vacancy Fees for the remainder of the term, outstanding debt and final move-out inspection related costs, if:

- The Organization is unable to obtain and/or maintain insurance as required by this Agreement.
- The Organization violates any provision of this Agreement, any policy of the University or Board of Regents, or any applicable law.
- If the Organization loses University recognition.

Notice to Vacate

The University will send written notice to the Organization and its Student Members to vacate the House in a reasonable period, not to exceed 45 days from the date of the notice. Any belongings found in the House after the vacate date will be considered abandoned property.

Organization Application for The Village

PART I: Formal Application

Date _____

Memorandum

**TO: Stephen Whitlock, Director of Housing and Residence Life
Chris Geiger, Director of the Center for Student Involvement**

On behalf of the _____, we are pleased to submit this application for assignment to a House in The Village at the University of West Georgia. We understand the conditions under which such will be offered, and we are willing to accept these conditions if offered such an assignment.

Our first preference is for the following size house (circle one):

6 10 16 20

Our second preference is for the following size house (circle one):

6 10 16 20

How many members of your student organization are interested in living in The Village?

This information will assist us in determining the size of a house an RSO is awarded, if awarded.

Signatures:

President of the Organization

Advisor(s) or University Sponsor

Organization Application for The Village

PART II: Membership Information

Please provide the numbers of active members during each of the academic semesters noted (see the Center for Student Involvement for assistance):

Fall 2016	
Fall 2017	
Fall 2018	

Please provide the numbers of active members for Spring 2019:

Freshmen (Less than 30 credit hours completed)	
Sophomores (30-59 credit hours completed)	
Juniors (60-89 credit hours completed)	
Seniors (90 credit hours or more)	
Total initiated, active membership	
Number of potential new members	
Total active members for Spring 2019	

PART III: ACADEMIC STANDING

For the terms listed below, please report your organization's semesterly GPA (see Student Activities office for assistance):

Semester	Semester GPA (Actives)
Fall 2016	
Spring 2017	
Fall 2017	
Spring 2018	
Fall 2018	

Organization Application for The Village

PART IV: Supporting Information

Please respond to each of the following statements in 500 words or less. Your responses should be typed and double-spaced. As a heading to your response, please re-type the question to which you are responding and begin your response underneath. You may submit your organizations last annual report in lieu of these questions.

1. Describe the growth and development of your organization since its founding at the University of West Georgia. Your response should include the date of first recognized by the University of West Georgia and a description of the organization as personified by its members both in the past and present.
 2. Describe the major programs, activities, and service projects of your organization. Include in your description the contributions which these make to the University and the community.
 3. Over the past 5 year, list any national, regional, or local awards, recognition, or nominations for any award which your organization has received.
 4. Please list (by member's name and date) significant academic and leadership awards and positions held by members of your organization beginning with Fall 2016 and continuing through the present.
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Organization Application for The Village

PART V: Financial/Membership Planning Information

Please submit a 1-page statement describing preliminary plans as to how the Chapter will meet the occupancy requirement (100% of the rooms fall and spring terms) to live in The Village. The statement should be typed and double-spaced.

PART VI: The Village Participation

Please submit a 1-page statement answering some or all of the following questions. The statement should be typed and double-spaced.

1. What will The Village do for UWG and your Organization?
 2. What new initiatives or programs might living in The Village allow your Chapter to undertake?
 3. What does your organization plan to do to promote living in "The Village"?
 4. What will having a house in the village do for your organization?
 5. What activities, initiatives, or programs will your Organization develop and market to promote living in The Village?
 6. How will having a house in The Village benefit your Organization?
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Organization Application for The Village

Applicant Information

	Full Name	917	Contact number	Earned GPA Fall 18	Earned Credit Hrs Fall 18	Semesters lived on campus	Semester in The Village
1.							
2.							
3.							
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