The University has determined that student organizations and activities are an important aspect of campus life. Through a partnership with the UWG Foundation, the Greek Village was constructed with the following goals:

- To further enhance student life on the campus of the University of West Georgia.
- To provide improved housing options for Panhellenic Council, Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council organizations.
- To strengthen the Social Greek System.

Furthermore, the University of West Georgia supports the Model Collegiate Greek Community Standards put forth by the Franklin Square Group in 2003:

- Positively affect intellectual development.
- Instill the values of their organization and their host institution.
- Develop leadership skills and abilities.
- Develop positive relationships (brotherhood/sisterhood).
- Develop citizenship through service and outreach.

The University therefore provides this Greek Village Housing Student Member Use Agreement. In order for Student Members to be eligible for residency at the Greek Village, the Organization must be recognized by the University and by its National Headquarters.

Individual housing will be made available (rented) to Student Members on a contract basis for the full University Fiscal Year (July – June) year. In order to provide an appropriate living environment for all Student Members selected to reside in the Greek Village, the following terms and conditions will prevail. When this agreement is signed and returned to the University of West Georgia, it becomes a binding agreement between the Organization and the University, and will be enforced for the full period of the contract.

**TERMS AND CONDITIONS**

**SECTION 1. DEFINITIONS**

1.1 The term “Student Member” shall be defined as an active participant of an Organization who has been accepted into the Organization as an official Member and is a student actively enrolled at the University.

1.2 The term “Organization” shall be defined as any Social Greek Organization in good standing with the University executing this contract for purposes of residing in the Greek Village.

1.3 The term “House in the Greek Village” or “House” shall be defined as a designated facility which students of the Organization will occupy under this agreement, and shall include but not be limited to, a shared residential kitchen, chapter room, hallways, furnished bedrooms, laundry facilities, and patio area. Houses sleep a range of 6 to 20 residents.

1.4 The term “Chapter Room” shall be defined as the large common space on the first floor of each building.

1.5 The term “Common Space(s)” shall be defined as any space in the House in the Greek Village not occupied by individual bedrooms.
SECTION 2. OCCUPANCY

2.1 Each Organization will maintain membership and require Student Members to reside in the House in the Greek Village in order to achieve 100% occupancy during fall and spring terms and 50% occupancy during the summer terms. Organizations will have a five (5) business day grace period to fill all vacancies.

2.2 If the occupancy falls below the required occupancy percentage levels, the Organization will charge or draft the account of each Student Member of the Organization in order to pay the vacancy loss. Organizations whose total chapter membership falls below the number of student members required to maintain the occupancy requirements may be relocated to an appropriately-sized house upon written request and evidence demonstrating the loss in membership to the Department of Housing and Residence Life. Until such time as the request is granted and the relocation occurs, the Organization will collect from each Student Member of the Organization in order to pay the vacancy loss. The University reserves the right to fill any unoccupied beds, at its convenience, in order to offset any vacancy loss when the organization fails to pay for a vacancy older than 60 days. Each Student Member should be informed that his or her account will be charged or drafted and that he or she is responsible for paying the vacancy loss regardless of actual physical residence.

2.3 Unless specifically approved in writing by the Department of Housing and Residence Life, all persons living in the facility 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.

2.4 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 Greek Village. Transfer and Commuter students who have earned at least 12 credits are eligible to reside in the Greek Village without having to reside on campus for one term.

2.5 The University reserves the sole right to grant occupancy, assign or reassign any student to a housing unit, and grant occupancy to any students or other Organizations when an organization is not in good standing. The University reserves the sole right to revise housing regulations and policies in its sole discretion.

2.6 The Organization has no authority to sublet the House in the Greek Village or any room in the House in the Greek Village to another group or individual.

2.7 The schedule of occupancy for the House in the Greek Village follows the schedule set forth by the University. These dates will be published on the University of West Georgia’s Housing and Residence Life website.

2.8 It is understood that every Organization has a designated student House Manager that resides within the house during the term of this contract. This house manager will be responsible for working with Housing and Residence Life by submitting room assignments, comprehensive fee alterations, and other tasks throughout the academic year, including attending monthly Greek Village House Managers Meeting as needed. This is not a paid position but rather a leadership position working with Housing and Residence Life.

2.9 During the Fall term of each year, each Organization that has accrued a debt or desires an assigned 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 & Residence Life and one full-time employee from the Center for Student Involvement. Please refer to Attachment C for the complete policy.

2.10 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 size, if available, is more appropriate for the financial future health of the Organization.

2.11 Organizational debt over 5% of total rent of the house each semester may result in social suspension or other action to be taken by the University.
2.12 At least 25% of House capacity must be elected officers (as approved by the Center for Student Involvement) at the beginning of each Fall Semester. If elections occur mid-year and an Organization desires to move in their new officers and requests contract cancellation of their outgoing officers, their contract cancellation will be approved unless the overall House occupancy drops below the required percentage.

SECTION 3. ORGANIZATION RESPONSIBILITIES

3.1 Insurance and Charter. Before Members are allowed access to a House in the Greek Village, the following additional criteria must be satisfied by the Organization:

a) Carry and maintain at the Organization’s expense, a comprehensive general liability insurance policy for at least $1,000,000.00 covering the House in the Greek Village. Such insurance will include host liquor liability coverage in the amount specified for bodily injury. The Organization’s Student Members and Officers shall be insured under such policy. 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.

b) The University is not responsible for insuring any personal and chapter property.

c) The Organization’s Charter must be granted by its Inter/National Headquarters, and must maintain affiliation with the University and International and/or National Headquarters.

d) The Organization must be a registered student organization with the Center for Student Involvement and be a Social Greek Organization.

3.2 House Policies


b) 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 Greek Village without the prior written consent of the University. Such modifications shall become the property of the University unless a prior agreement to the contrary has been reached with the University Housing Staff. Furthermore, any costs associated with any repair requested by the organization and not deemed normal wear-and-tear because of alterations, modifications, or damage, shall be the responsibility of the Organization. To receive permission, a “Greek Organization House - Alteration Request Form” must be submitted and can be located on the Housing and Residence Life website.

c) 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. To receive permission, a “Greek Organization House - Alteration Request Form” must be submitted and can be located on the Housing and Residence Life website.

d) 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 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.

e) The University expects that all furniture provided remains in the house/room in which it was originally issued. Periodically, Housing Staff will conduct 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 making the request for removal/storage. Contact Housing Staff for current removal and storage rates as approved by the Board of Regents.

f) Furnishings, flooring, carpet, 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 University Housing Staff, the furnishings, carpet, 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.

g) Each House will be equipped with certain amenities such as a refrigerator, washing machine, dryer, oven, and stovetop. The University when deemed appropriate will replace the equipment. It is the Organization’s responsibility to treat these amenities with care. Damages outside of normal wear and tear will be billed to the Organization.

h) The Organization and its Student Members shall keep the House in the Greek Village clean and in sanitary condition and shall not permit any person to destroy, deface, or remove any part of the House in the Greek Village. 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.

i) The Organization and its Student Members shall keep the House in the Greek Village in compliance with all applicable health and safety rules, including University and local fire rules and regulations (i.e. blocking fire escapes or fire escape routes, etc.). These regulations may be found in the Student Handbook and the University’s website. As a minimum standard, the Organization will not:

1. Remove any stairwell door.
2. Block any stairwell landing or exit discharge.
3. Store any flammable chemicals in the House.

j) The Organization, its Student Members, and guests shall abide by the University’s Alcohol Policy, federal, state, and local laws, statutes, ordinances, and regulations regarding the possession and consumption of alcohol as outlined in Social Event Registration Policies and Procedures Handbook.

3.3 Exterior House Policies

a) The concreted back patio of all houses will be considered an extension of the Organization’s chapter room with respect to housekeeping and tenant responsibilities.

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

c) All outside furniture, appliances, and displays, including Greek Letters 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. Student Members are also prohibited from storing bicycles or motorcycles inside.

d) The University will display Greek letters that are necessary to identify the Organization on the exterior surface of the House in the Greek Village.
SECTION 4. HOUSEKEEPING

4.1 Housekeeping and cleanliness of the House will be the responsibility of the Organization and its Student Members.

4.2 The University will offer contract cleaning service to all Organizations for a predetermined fee.

4.3 No pets are permitted within any of the Greek Village houses unless approved by the University as a Service or Companion Animal.

SECTION 5. COMPREHENSIVE FEES AND HOUSING RATES

5.1 A Greek Village Comprehensive Fee will be charged to any undergraduate student who is a member of any Greek Organization with a house in the village. For Student Members who reside/live in the Greek Village, their Comprehensive Fee is part of the Housing Rental Rate and not charged separately to the resident. The Greek Village Comprehensive Fee is part of the financial model and assists in the payments of both the houses and amenities in the village. See Attachment B.

5.2 Both Comprehensive Fee & Rental Rates are set each Fall term and posted the following Spring term for the following academic year. Organizations are required to pay for any occupancy loss below the term requirement. Future years will be posted on the Housing and Residence Life website during each Spring term for the following academic year. See Attachment B.

5.3 By signing this agreement, the Organization agrees to inform Student Members and new Members of Comprehensive Fees and Housing Rates, as well as the individual’s obligations and responsibilities under this Agreement. The University will also make every attempt to notify Student Members via appropriate communication. See Attachment B.

SECTION 6. RIGHT OF ENTRY; INSPECTIONS

6.1 The University staff has the right to possess card/key access to all locks on all doors in all Houses in the Greek Village and to use those cards/keys to allow for the performance of maintenance or repairs of any type, to conduct routine and periodic health and safety inspections, to respond to emergencies and concerns, and/or to assure compliance with applicable laws and University policy.

6.2 The Department of Housing & Residence Life will conduct monthly walkthroughs of all houses to inspect areas for health & safety violations. Chapter Presidents and House Manager will be invited to join these walkthroughs, as they will be documented to ensure a healthy living environment. If any house fails two (2) consecutive organizational monthly walkthroughs, the University cleaning service will be called, and the Organization will be billed accordingly. Failures will be documented in writing to the Organization.

SECTION 7. DAMAGES & UTILITIES

7.1 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 utilities of the facility. Damages to living areas are the responsibility of each Student Member. Damages beyond reasonable wear and tear to common areas are the financial responsibility of the Organization, and charges will be assessed accordingly. Any individual may take responsibility for a damage and make a payment towards any organizational balance. Any damages not attributed to a specific individual will be the financial responsibility of ALL of the Student Members of the Organization.

7.2 Each Student Member shall be responsible for damage done in or to their bedroom, except normal wear and tear as determined by the University staff. All of the Student Members shall be liable for any damage done to the remainder of the House or any common area of the Greek Village that arises from the actions of the Organization, its Student Members, and guests, except normal wear and tear.
7.3 If at any time during the term of this Agreement, the House in the Greek Village shall be totally or partially destroyed by flood, fire, earthquake, or other calamity, the University shall have the option to rebuild or repair the same. Written notice of such intent to rebuild or repair shall be sent to the Organization, and the University shall notify the Organization of such intent. If the University elects not to rebuild or repair said House in the Greek Village, the University shall so notify the Organization by written notice and thereupon this Agreement shall terminate. In the event of termination of this Agreement under this clause, the Organization shall have a reasonable timeframe to vacate the House in the Greek Village if it is safe to do so.

7.4 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 the University has detailed and outlined in a notice to the Organization 30 days prior to being billed.

SECTION 8. ACCESS AND PARKING

8.1 Each Student Member will be issued a key to his/her room, as described in the student contract.

8.2 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 report that to the One 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.

8.3 Recognized Chapter Advisors 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” to this Agreement for further information.

8.4 Door Entry Release Card may be used anytime by a Housing and Residence Life Staff Member 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.

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

SECTION 9. TERMINATION OF AGREEMENT

This Agreement is not cancelable except as provided in this section. The University and Housing and Residence Life may terminate the Agreement under the following circumstances:

9.1 Termination by End of Term. Access to use in a House in the Greek 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 loss for the remainder of the term, outstanding debt and final move-out inspection related costs, if:
   a) 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; or
   b) The Organization either fails to maintain Student Member occupancy or to charge or draft its Student Members and pay the occupancy related vacancy loss for failing to maintain occupancy as set forth by this Agreement.

9.2 Immediate Termination. Access to use in a House in the Greek Village may terminate immediately, and the Organization be responsible for all remaining vacancy loss for the remainder of the term, outstanding debt and final move-out inspection related costs, if:
   a) The Organization is unable to obtain and/or maintain insurance as required by this Agreement.
b) The Organization violates any provision of this Agreement, any policy of the University or Board of Regents, or any applicable law.

c) If the Organization loses University recognition, or the Organization’s Charter is revoked by their Inter/National Headquarters

SECTION 10. LIMITATION OF ACCESS
The University reserves the right to deny the Organization’s request to occupy a House in the Greek Village in the event of property loss of a House in the Greek Village, which renders occupation of the premises unsafe. Residents will be reassigned to other University residence halls upon the occurrence of any such events.

SECTION 11. NOTICE TO VACATE
Based upon the occurrence of any event in this Section 7.3 and Section 9, 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. See Section 12 Abandoned Property.

SECTION 12. ABANDONED PROPERTY
In the event that personal property of the Organization or its Student Members remains in the common spaces not designated as summer storage or in Student Member bedrooms after the right of occupancy has expired, the University reserves the right to treat the property as abandoned property. Please refer to the Housing & Residence Life Handbook.

SECTION 13. SEMESTER BREAK PERIODS AND SUMMER
Student Members may reside in their House during fall, spring, and other recess/break periods during the academic year at no additional charge to the Student Member. Student-Members may also contract to live on campus during the summer period, regardless of whether or not they are enrolled in summer courses, as long as they are either graduating at the end of the summer term, enrolled in courses for the fall semester, or with the permission of University’s Director of Housing and Residence or his/her designee. All policies of the academic year Residence Hall Contract and Greek Village Student Member Use Agreement, including termination and forfeiture policies, apply to the summer housing agreement. Services provided by the staff may be at a reduced level during recess/break and summer periods.

SECTION 14. INDEMNIFICATION
Organization 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 Organization’s occupation of use of a portion of the House in the Greek Village, or that arise out of any negligent or intentional act or omission of Organization or one of its Student Member or guests. This clause does not cover University employees who are working in the scope of their position.

SECTION 15. ATTACHMENTS AND ADDENDA
The Parties agree that Attachments A through D are additional terms and conditions of this Agreement. The Parties also acknowledge that each Chapter President, upon election, must sign and date an Addendum that acknowledges that he/she has read and agrees to the terms and conditions of this Agreement and such Addendum shall automatically be made a part of this Agreement. All other modifications and addenda to this Agreement must be agreed to by all Parties in writing.

SECTION 16. GOVERNING LAW; FORUM
This Agreement shall be governed by and constructed under the laws of the State of Georgia, which shall be the forum for any lawsuit arising from or incident to this Agreement.

SECTION 17. SIGNATURE IN COUNTERPARTS
This Agreement may be signed in counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument.
FOR THE ORGANIZATION:

__________________________________
(Print or Type Full Name of Organization)

__________________________________
(Print or Type Mailing Address of Organization)

By signing below, the undersigned agrees that he/she has authority on behalf of the stated entity to enter into this Agreement, and that he/she agrees with the terms and conditions of this Agreement:

Chapter President (Print or Type Name) ______________________________________________

Chapter President (Signature): ___________________________________________ Date: ________________

Chapter Treasurer (Print or Type Name) __________________________________________

Chapter Treasurer (Signature): ___________________________________________ Date: ________________

Chapter Advisor (Print or Type Name) __________________________________________

Chapter Advisor (Signature): ___________________________________________ Date: ________________

Local/National House Corporation Officer (Print or Type Name) __________________________

Local/National House Corporation Officer (Signature): ___________________________ Date: ________________

House Representative (Print or Type Name) _________________________________________

House Representative (Signature): ___________________________________________ Date: ________________

FOR THE UNIVERSITY OF WEST GEORGIA:

__________________________________ Date: ________________

Mr. Stephen Whitlock
Director of Housing and Residence Life

__________________________________ Date: ________________

Dr. Scot Lingrell
Vice President of Student Affairs and Enrollment Services
ADDENDUM FOR CHAPTER PRESIDENTS: To be signed upon the changing of President leadership after each election.

I am the newly elected President of ____________________________________________, an Organization that resides in the Greek Village. I have read and am aware of all the terms of the University of West Georgia Greek Village Student Member Use - Agreement.

Chapter President (Print or Type Name) ____________________________________________

Chapter President (Signature): ____________________________________________ Date: ________________________________

I am the newly elected President of ____________________________________________, an Organization that resides in the Greek Village. I have read and am aware of all the terms of the University of West Georgia Greek Village Student Member Use - Agreement.

Chapter President (Print or Type Name) ____________________________________________

Chapter President (Signature): ____________________________________________ Date: ________________________________

I am the newly elected President of ____________________________________________, an Organization that resides in the Greek Village. I have read and am aware of all the terms of the University of West Georgia Greek Village Student Member Use - Agreement.

Chapter President (Print or Type Name) ____________________________________________

Chapter President (Signature): ____________________________________________ Date: ________________________________

I am the newly elected President of ____________________________________________, an Organization that resides in the Greek Village. I have read and am aware of all the terms of the University of West Georgia Greek Village Student Member Use - Agreement.

Chapter President (Print or Type Name) ____________________________________________

Chapter President (Signature): ____________________________________________ Date: ________________________________

I am the newly elected President of ____________________________________________, an Organization that resides in the Greek Village. I have read and am aware of all the terms of the University of West Georgia Greek Village Student Member Use - Agreement.

Chapter President (Print or Type Name) ____________________________________________

Chapter President (Signature): ____________________________________________ Date: ________________________________
Chapter Advisor Access Policy

Recognized Chapter Advisors may request access to the Chapter's designated housing space under the following conditions:

1) The Advisor making the request must be a currently recognized Advisor in good standing with the (Inter)National Headquarters of a Chapter residing in designated Chapter space and recognized by the Center for Student Involvement, Fraternity and Sorority Life Office.

2) The Chapter President must provide his or her acknowledgement of the advisor's status and give permission that the Advisor be granted access. A Chapter President has the responsibility to advise Housing and Residence Life if the Advisor is no longer serving in his or her role and also has the right at any time to revoke permission of an Advisor by notifying Housing and Residence Life in writing.

3) Access will be given only to the Chapter's designated space when the organization is in good standing.

4) Access will be granted on a yearly basis. Approval given is only for the current academic year; Advisors must reapply at the beginning of each year for continued access. (Advisors who obtain access mid-year will still reapply at the beginning of the next academic year.)

5) Any Advisor seeking access must undergo the required background checks outlined in the University of West Georgia policy as found on the Human Resources website. Advisors are included in Human Resource policy under the category of “volunteers,” defined as those individuals who routinely interact with employees or students in a non-public setting and/or enter non-public areas of the University of West Georgia facilities unsupervised or after normal working hours. The background check addresses both criminal and the sex offender registry. While a background check may not be required during subsequent years, all Advisors with access will be run annually through the sex offender database. (This verification is completed annually for all on-campus residents.)

6) The cost to the University, approximately $50, must be paid by the Organization or its Advisor to the University of West Georgia in order to complete the background check and processing fees related to card access. Background check forms can be obtained and payment can be made by contacting the Housing and Residence Life office.

7) Once approved, Housing and Residence Life will issue an access card to the Advisor. Housing and Residence Life will notify Advisors of a pick-up time and location, which will likely occur at the first Chapter President's meeting held in August prior to the start of the academic year. This may also be at an as-scheduled time if an Advisor requests access mid-year. The card must be returned to Housing and Residence Life at the end of the academic year; any card that is missing or stolen must be reported immediately. Contact Housing and Residence Life at 678-839-4718 or UPD at 678-839-6000. A replacement charge may be assessed. Replacement cards can be obtained through Housing and Residence Life.

8) Advisors must acknowledge, sign, and then follow outlined expectations. This will be done at the time that the access card is received. Access will be revoked if an authorized Advisor fails to adhere to outlined expectations and that Chapter Advisor will not be allowed to reapply. The Department of Housing & Residence Life has the option to revoke Advisor card access at any time.
Attachment B

**Greek Village Comprehensive Fee Procedure**

Within each Greek Organization contract agreement, the Student members have agreed to pay a Greek Village Fee. A Greek Village Fee is charged to all Student Members of a Social Greek Organization who maintain a House in the Greek Village. For those who reside/live in the Greek Village, their fee is part of the Housing Rental Rate and not charged separately to the resident. The Greek Village fee is part of the financial model and assists in the payments of both the Houses and Amenities in the village.

During both the October & March Presidents Council meetings, each Organization will be required to report changes to their membership roster.

During the first weeks of both December and May, the Department of Housing & Residence Life will run a Banner report from the Center for Student Involvement listing all individuals affiliated with a Greek Organization. At that time, Housing and Residence Life will post the Greek Village Comprehensive Fee to all individuals on the Banner report.

Individuals who claim to have been billed erroneously may contact the Center for Student Involvement. Center for Student Involvement will notify Housing and Residence if an adjustment is needed.

The Comprehensive Fee approved for Fall 2017 and Spring 2018 are as follows. Future years will be posted on the Housing and Residence Life website during each Spring term for the following academic year.

<table>
<thead>
<tr>
<th>Member Status</th>
<th>Comprehensive Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents of Greek Village</td>
<td>$0</td>
</tr>
<tr>
<td>Non-Residents of Greek Village</td>
<td>$225</td>
</tr>
</tbody>
</table>

Rental rates are set each Fall term and posted the following Spring term for the following academic year. Organizations are required to pay for any unfilled beds below the term requirement. Future years will be posted on the Housing and Residence Life website during each Spring term for the following academic year. Rates for the Fall 2017 and Spring 2018 academic year are as follows:

<table>
<thead>
<tr>
<th>Room Size</th>
<th>Semester Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Bedroom</td>
<td>$2,975</td>
</tr>
<tr>
<td>Small Single</td>
<td>$3,225</td>
</tr>
<tr>
<td>Large Single</td>
<td>$3,300</td>
</tr>
</tbody>
</table>
Attachment C

House Renewal/Request Policy

Procedure
Organizations with outstanding debt totaling more than 5% of the total semester house rent will adhere to the following procedures in order to renew their house assignment within the Greek Village. Should Organizations fail to renew their house assignment within the Greek Village, Housing and Residence Life may reassign the house to another Organization or contract holders. The House Renewal/Request policy does not supersede the Greek Village Student Member Use Agreement.

Renewal Process
1) During the Fall term of each year, each Organization must renew their house assignment within the Greek Village. Renewal information will be reviewed by a Committee that will consist of (at minimum): a representative from each council, the Greek Village Manager, and the Assistant Director of Greek Life. The Committee will make a recommendation to the Director of Housing and Residence Life regarding the Organizations desire to renew their House assignment.

2) Information supplied to the Committee by the requesting Chapter should include:
   a) A Chapter of Excellence Packet via the Center for Student Involvement
   b) A Renewal of Space/Request for move form, with adviser’s signature
   c) Statement of Community Involvement
   d) Chapter Occupancy Plan and Member List (Ex. Membership Statistics)
   e) Chapter By-laws regarding housing requirements and expectations
   f) Any additional information deemed necessary by the chapter, Housing and Residence Life or Greek Life

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

4) Upon approval, House assignments will be confirmed with the Chapter President and Student Members of the Organization will be required to sign individual Residence Hall contracts (timeline established by Housing and Residence Life).

5) Should a Chapter’s House renewal not be approved, the Chapter 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.

Criteria 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 and;

2) Have no instances of significant vandalism or disciplinary action and;

3) Carry a total financial debt (with Housing and Residence Life) no greater than 5% of total semester house rent.
Attachment D

**Summer Incentive Policy for the Greek Village**

This attachment is to provide the procedures and expectations for accruing and utilizing incentives earned by an Organization housed within the Greek Village. This policy encourages Student Members of Greek Organizations to occupy their House during the summer beyond the required levels for fundraising opportunities.

**Policy**

The Department of Housing and Residence Life is responsible for the management of the facilities located within Greek Village on behalf of the University. Organizations understand that:

1) According to the Student Member Use Agreement, Organizations are required to maintain 100% occupancy in the Fall and Spring terms and 50% occupancy in the Summer terms;

2) Chapters will receive a monthly Organizational Balance Invoice which provides an overview of the debt the Organization is accruing as a result of any Student Member vacancies within the house, monies owed as a result of damage(s) within the house, requested improvements made to the house or its community spaces, repairs or improvements made within the village as a result of community damage, or work completed in accordance with the Department of Housing and Residence Life's expectations and;

3) Organizations who have more than 50% occupancy during the Summer term earn accrual dollars (as defined below) which can be used to offset debt due from Student Members to vacancies for their respective House or to request improvements or upgrades within the House. **For example:** an Organization in a 10-bed House is required to have 5 Members reside in the house over the summer. If the Organization has 8 Members reside in the house during June and July, then the Organization would earn the value of the rent minus $100 (operating costs) per month per resident.

4) The accrual rate will equal the monthly rate for occupancy above the minimum requirements, minus $100 per month for operating costs.

**Dollars Earned as a Result of Occupancy:**

1) Dollars are defined as: Monies that can be applied, as outlined below, as a result of Organizations that manage their occupancy efficiently.

2) The use of dollars accrued during a summer term must be requested by March 1st each year.

3) Dollars accrued will automatically be applied to past or current debt (Ex: bed vacancy debt, damages, etc.) for those Organizations that have outstanding debt.

4) Organizations who earn dollars may request the ability to have
   a) Facility Improvements, to include but not limited to: painting of community spaces or student rooms (when not occupied) within the house, custodial work of community spaces, upgrades to community spaces (i.e. adding chair rails in the chapter rooms, replacing carpet with hardwood floors), etc.
   
   b) Exterior Improvements, to include but not limited to: extending patio areas, landscape improvements, etc.

   k) Requests for Facility and Exterior Improvements must be done in conjunction with University departments and its contractors. To receive permission, a “Greek Organization House - Alteration Request Form” must be submitted and can be located on the Housing and Residence Life website (westga.edu/housing).