House Renewal/Request Policy

Purpose
To provide procedures and expectations for the renewal of house assignments or a desire to change house assignments by an organization within the Greek Village.

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:

• Each chapter must sign an organizational contract which specifically outlines the terms and conditions regarding the assigned house in order to reside in the Greek Village;
• Annually, chapters will be required to go through a renewal process to confirm house assignments and;
• Chapters who meet certain minimal criteria will be exempt from the renewal process (via written notification); and/or
• Should a chapter not meet the minimal criteria they will be expected to go through the renewal process to confirm their house assignment within the Greek Village according to the process outlined below.

Procedure
Effective immediately, Organizations 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 Organizational Contract.

Renewal Process
1. During the fall semester 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 Area Coordinator and the Assistant Director of Greek Life. The committee will make a recommendation to the Director of Housing and Residence Life and the Director of Student Involvement, regarding the organizations desire to renew their house assignment.
2. Information supplied to the committee by the requesting chapter should include:
   a. A Chapter Review Form
   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
   e. Membership Statistics
   f. Chapter By-laws regarding housing requirements and expectations
   g. 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. The committee prior to November 1, if feasible, will review each group’s materials.
5. Upon approval, house assignments will be confirmed with the chapter president and individual members of the organization will be required to sign individual housing contracts (timeline established by Housing and Residence Life).

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 $1000.00.

Review
The Assistant Director for Administrative Operations is responsible for the review of this operating policy by May 31 of each year, or as requested by another department within Student Affairs and Enrollment Management.