

Greek Village Key Request Form



Information

Name of Person Requesting Access Last First M.I.

Position Chapter President Community Manager House Corporation Other

Chapter

GVA - House 1 GVB - House 2 GVC - House 3 GVD House 4 GVE - House 5

GVF - House 6 GVG - House 7 GVH - House 8 GVI House 9 GVJ House 10

GVK - House 11 GVL- House 12 GVM - House 13 GVN - House 14

Local Address

City State Zipcode

Permanent Address

City State Zipcode

Anticipated Term End Date Email

University ID - Mobile Phone - -

I am requesting the following keys (check all that apply)

Chapter Room Chapter Room Storage (Room # _____)

House Storage (Room # ___) Study Room (Room # _____)

* Back door Key (Community Managers only) other

GUIDELINES FOR USE OF GREEK VILLAGE KEYS

- In the event that a key is lost or stolen, the Greek Village Residence Life Coordinator should be notified immediately.
- The individual to whom the key(s) is issued assumes all responsibility for the key(s), including financial responsibility for re-keying the door(s) in the event that the key is lost or stolen.
- Keys may not be transferred to other officers or house corporation members. Keys must be returned and re-issued whenever there is a change in personnel and/or at the end of each contract term (August 14). Keys not returned will result in a lock change.
- Keys may not be duplicated.
- Information on key policies and procedures are outlined in the Greek Village Standard Operating Guide.

I have read and understand the guidelines for using keys in Greek Village.

Signature: _____ Date: _____

VERIFICATION FROM RESIDENCE LIFE COORDINATOR

The individual requesting access is the House Corporation or Chapter President or is employed as a Community Manager in Greek Village.

Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Received by: _____

Action Taken: _____ Notes (Key Number): _____

House Number: GV _____