



UNIVERSITY of  
**SOUTH FLORIDA**  
Housing & Residential Education



# **GREEK VILLAGE**

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**STANDARD  
OPERATING  
GUIDE**

# Table of Contents

<b>FROM THE RESIDENCE LIFE COORDINATOR.....</b>	<b>4</b>
Demographic Information .....	5
History of the Greek Village .....	5
Greek Village Office.....	6
House Designations .....	7
House Corporations .....	8
<b>GREEK VILLAGE STAFFING STRUCTURE .....</b>	<b>9</b>
Community Managers.....	9
Community Manager Selection.....	9
Residence Life Coordinator .....	9
Assistant Residence Life Coordinator.....	10
<b>INFORMATION FOR HOUSE CORPORATIONS .....</b>	<b>10</b>
House Corporation Responsibilities .....	10
Managing the Lease.....	10
Set Rates.....	11
Manage Occupancy.....	11
Create Standards .....	12
Communicate .....	12
Visit the House .....	13
Card Access .....	13
Key Access.....	13
Projects & Procurement.....	14
<b>INFORMATION FOR PRESIDENTS AND HOUSE MANAGERS .....</b>	<b>14</b>
Chapter President Responsibilities .....	14
Key Access.....	14
Communicate .....	14
House Manager Responsibilities .....	14
<b>INFORMATION FOR STUDENTS.....</b>	<b>15</b>
Student Responsibilities.....	15
Apply for Housing.....	15
Know your Agreement.....	16
House Access.....	17
Check In.....	17
Room Changes .....	19
Canceling Agreements .....	19
Transfer Agreement .....	20
Release Email to House Corporations .....	21
Spring Graduates.....	21
Subleasing.....	21
Checking Out.....	22
Get Involved .....	22
Know the Rules .....	22
<b>THINGS TO KNOW.....</b>	<b>22</b>
Holly M Desk .....	23
Housekeeping .....	24

Facilities & Maintenance .....	25
Furnishings .....	25
Damage Billing .....	25
Enhancements .....	26
Quiet Hours .....	26
Trash .....	27
Outside Care .....	27
Power .....	27
Parking.....	27
Visitor Parking .....	27
Banners, Signs, and Letters .....	28
Painting.....	28
Fire, Health & Safety.....	28
Inspections.....	29
Violations.....	30
Beds .....	31
Bed Height .....	31
Foyers and Composites.....	31
Elevator Lobbies .....	31
Propped Doors .....	32
House Checks .....	32
Evacuation Drills .....	32
Student and Organizational Conduct .....	32
Standards Board.....	32
Referrals.....	32
Registered Socials .....	33
Alcohol.....	34
CM on Duty .....	34
<b>GLOSSARY.....</b>	<b>35</b>
<b>IMPORTANT CONTACTS.....</b>	<b>41</b>

## FROM THE RESIDENCE LIFE COORDINATOR

Dear Greek Village Residents, House Corporation Representatives and Advisors:

Welcome to the Greek Village! It is our hope, in Housing and Residential Education, that this document is both informative and used as a tool for the stakeholders of Greek Village. I encourage students, specifically, to read this document and familiarize themselves with Greek Village policies and procedures, as it is you who live and learn in Greek Village. I implore Chapter Presidents and Community Managers to make both resident members and out-of-house members aware of this community resource.

The Department of Housing and Residential Education is continuing with our Residential Curriculum, a curricular-based focus to learning in all our residential facilities, including the Greek Village. The best part about this is that Greek organizations are naturally a curriculum-based learning organization, from the leadership development of members, the service learning and philanthropic endeavors, to the development of brotherhood and sisterhood. Curriculum based learning outside the classroom is becoming the norm for colleges and universities and thus Greek organizations. Our Community Managers will be working with each chapter in the Greek Village to assist with this intentional approach to learning and to ensure our residents have the best experience at USF.

We continue in the partnership between USF Housing & Residential Education, Local House Corporations, Inter/National Organizations, and the Undergraduate Greek Chapters to make the USF Greek Village as successful as we can. We hope that through the resources in this document we are able to best support the Greek Village. If you are a member of a local House Corporation we encourage you to visit your House in Greek Village often, build relationships with all the members (not just the executive members), and make it a norm for the students to expect you and keep their House ready for viewing by Alumni.

I continue to be excited for a new year and new opportunities within the Greek Village. Our community is unique, vibrant, and dynamic, and I hope that we can work together to capitalize on these traits and make the Greek Village a wonderful place to live and learn. Become invested in what our community has to offer, and make your experience in Greek Village a time to remember.

Should you ever need any assistance, please do not hesitate to contact my office. Additionally, if you have any suggestions for items to put in the guide, please let me know. We hope this serves as an excellent resource for you!

Fraternally,

Your Greek Village Residence Life Coordinator  
Residential Education

## ABOUT THE GREEK VILLAGE

The University of South Florida houses 12 national fraternities and sororities in the Greek Village. Greek housing is open to individuals who are active members of these Greek organizations. Each organization resides in a two- or three-story villa with double bedrooms, a community kitchen, common restrooms, and a living room. Residents are required to sign a Greek Housing agreement provided by Housing & Residential Education and any additional agreements pertaining to individual organizational membership.

### Demographic Information

- Capacity: 340 beds
- Double bedrooms
- 2-story and 3-story model villas
- Furniture includes: built-in closet, bed, desk, chair and dresser per student. Living rooms and kitchen on the first floor of each villa.
- Wireless Internet Connections
- Washers and dryers in each house provided by individual organization.



### History of the Greek Village

In 1986, USF identified the property on the corner of 50th Street and Fowler Avenue as the new Greek Park. The property would be subdivided into approximately 14 one-acre lots. Each lot would be subleased by a long-term lease agreement to a fraternity or sorority House Corporation. The University agreed to develop the infrastructure of the property (i.e. roads, utility lines, etc.) pursuant to a separate land development agreement, whereas each organization would pay \$20,000 towards the infrastructure development.

In January of 1990, a Greek housing lottery was held, and the following year, a signing function was arranged for the signing of the leases and presentation of the \$20,000 checks to the University. However, the deadline for organizations to submit deposits was extended through 1993, and any contributions made after January 1, 1994 would increase to \$25,000. While the USF Greek Park Groundbreaking Ceremony was held in October of 1993 to begin work on the infrastructure, the building of the housing units failed to begin. Obtaining a loan to build on land that would never be owned by the organization proved too difficult, and national offices were unwilling to co-sign for the local chapters. Most organizations had the plans, but not the financing, to build.

By the end of 1999, the University of South Florida had a new vision of a Greek Community in

another location on campus at the corner of Maple Drive and Holly Drive. This land was occupied by popular upperclassmen housing known as the Village Apartments. The new concept would address the needs of both the University and the fraternities and sororities, and in the spring of 2000, USF Greek Community workgroups were established to generate ideas for the new housing concept. Throughout 2001 and 2002, funding was developed for the project and USF hired design/build teams. In May of 2002, USF broke ground on the new community, and the Greek Village opened in August of 2003. Since 2003, the Greek Village has remained a vibrant area on campus, and many of the House Corporations that were involved in the original planning of the Greek Village are still invested in the success of the community today.

If you have the opportunity, please speak to alumni from your local chapter to learn more about the history of your house and to hear what it was like to live in the Greek Village when the community first opened its doors. You may find many similarities and many differences in your experiences. The opening of the Greek Village is a major milestone in the history of your local chapter.

### **Greek Village Office**

The Greek Village Office is the hub of Greek Village. It is the location of the RLC and the ARLC Offices and the information hub for Greek Village. While the office has no set times, appointments can be made by contacting either the RLC or the ARLC. Please see below for information about Mail, Packages, and Card Access.

### **Card Access System**

All Greek Village residents must visit the Holly M Service Desk for any card access issues.

Out-of-house members needing access to the house should NOT visit Holly M. Please see page 38 for the out- of-house member access form.

Specific alumni, Chapter Advisors, and House Corporation Members must submit the Out-of-House Card Access form to the Greek Village Residence Life Coordinator via email. The Out-of-House Member Card Access form can be found on the Greek Village Website. Advisors and specific alumni members must be verified by the Director of the Center for Student Involvement. House Corporation Members must be verified by the Residence Life Coordinator of the Greek Village.

### **Mail**

Mail is delivered Monday through Saturday to the North Campus Mail Center for all residents of Greek Village. When a package or United State Postal Service delivers mail, the resident will receive a text message and/or an email stating that new mail has arrived. Mailing addresses can be found by visiting the [mail services website](#).

Should you move off-campus, it is your responsibility to complete a “Change of Address” form, which can be found in the Housing Portal under the Forms section.

### **Packages**

UPS, Fed Ex, and the Postal Service deliver all packages to the North Campus Mail Center in Holly H. Notifications are delivered by email and/or text.

Sometimes, and for various reasons, packages are delivered to the USF Post Office, and not Holly H. For these packages, you will receive a notification slip from the North Campus Mail Center but then you must visit the USF Post Office to retrieve your delivery.

## House Designations

Facilities/Maintenance refers to the Greek houses by numbers, while Assignments, University Police, and Security Officers refer to the Greek houses by a string of three letters (see list below).

House Designations			
1	GVA	Alpha Delta Pi	ΑΔΠ
2	GVB	Gamma Phi Beta	ΓΦΒ
3	GVC	Sigma Delta Tau	ΣΔΤ
4	GVD	Zeta Tau Alpha	ZΤΑ
6	GVF	Sigma Kappa	ΣΚ
7	GVG	Delta Gamma	ΔΓ
8	GVH	Delta Delta Delta	ΔΔΔ
9	GVI	Sigma Nu	ΣΝ
11	GVK	Chi Omega	ΧΩ
13	GVM	Kappa Delta	ΚΔ
14	GVN	Alpha Omicron Pi	ΑΟΠ

Peripheral buildings, such as chapter rooms, also have special designations that differ from the designations above. Please consult the chart below for reference:

Peripheral Building Designations	
GKA	Alpha Delta Pi Chapter Room
GKH	Delta Delta Delta Chapter Room
GKI	Sigma Nu Chapter Room
GKM	Kappa Delta Chapter Room
GKN	Alpha Omicron Pi Chapter Room
GKX	Maintenance Shop (University staff only)
GKY	Greek Village Community Office

## Map of Greek Village



## House Corporations

Each fraternity and sorority is represented by a House Corporation. House Corporations are comprised of alumni members, either from the local chapter or another chapter of the fraternity or sorority, and are legally incorporated and registered with the Florida Secretary of State's Office. House Corporations often, but not always, work closely with the House/Property Manager, who may have obligations to the House Corporation. Community Managers, who are University officials and are under the supervision of the Residence Life Coordinator, are expected to regularly communicate University policies and procedures to their House Corporation representative(s).

The Greek Housing Master Lease signed by each House Corporation is a type of landlord-tenant relationship, whereas the University of South Florida serves as the "landlord" and the House Corporation serves as the "tenant." The University of South Florida owns the individual properties in Greek Village and leases these properties to the individual House Corporations. House Corporations set the student room rates for each agreement period, and become responsible to the University for meeting the financial obligations of the lease agreement.

House Corporations are also able to work with chapter members and other alumni to fund enhancements projects within the house. House Corporations can coordinate the furnishings and decorations of common areas, such as the living room, kitchen, laundry room, and chapter room (if applicable). All enhancements must be approved by Housing & Residential Education. More information on enhancement projects and property modifications can be found elsewhere in this manual.

Each chapter is encouraged to develop a strong relationship with the members of the House

Corporation. Upon request, contact information for your House Corporation members can be obtained from your Community Manager or the Residence Life Coordinator. This information will not be made public through this guide. Residents should take the time to understand the structure of their House Corporation and the expectations their House Corporation has of the chapter, as these may vary among organizations.

**University of South Florida Greek Housing Association (USF GHA)**

USF GHA is an organization created and run by House Corporation representatives from various houses across the Greek Village. USF GHA meets on the second Tuesday of every other month to discuss issues pertinent to Greek housing. University officials, including Housing & Residential Education and the Center for Student Involvement, are invited to the meetings to provide reports on important University business.

All House Corporations are highly encouraged to be involved in USF GHA so that information and concerns is shared freely between alumni and the University. If your House Corporation would like to be more fully involved in USF GHA, please contact Jane Siling, the current USF GHA President (jsiling@aol.com).

**GREEK VILLAGE STAFFING STRUCTURE**

**Community Managers**

Community Managers (CMs) are members of their organization who serve as liaisons between their chapter, House Corporation, Housing & Residential Education, and the Center for Student Involvement. CMs receive extensive training in the fall to prepare for their position, and will also take part in on-going training sessions throughout the year.

Each House has one Community Manager. They are directly supervised by the Residence Life Coordinator and the Assistant Residence Life Coordinator for Greek Housing. The full position description for CMs can be found on the Greek Village Housing Website. For those chapters whose CM does not serve as the House Manager, please be advised that any duplication between the CM and the House Manager should be removed. Additionally, House Corporations should not request Community Managers to assume responsibilities that would contradict the roles laid out in their position description.

**Community Manager Selection**

Community Manager Selection is done as a part of our student staff selection process and will take place in the middle of the fall each year. Notification about when this process is open for application will be communicated to Greek Village residents, House Corporation, and the Center for Student Involvement.

**Residence Life Coordinator**

A Residence Life Coordinator (RLC) is a full-time staff member within the Department of Residential Education. Each community on campus is managed by a RLC, who holds a Master’s degree in Higher Education Administration, or other comparable field. In addition to supervising the Community Managers and Graduate Assistant, the Greek Village RLC works closely with the Center for Student Involvement and serves as a liaison between the House Corporations and Housing & Residential Education. The RLC maintains the programming budget for Greek Village, and works closely with the Greek Village Council and other programmatic initiatives within Housing & Residential Education and the Center for Student Involvement. In addition to Greek Village

responsibilities, the RLC also serves on departmental and University-wide committees, and is a part of the campus-wide on-duty rotation, responding to various facility and crisis management concerns across campus.

### **Assistant Residence Life Coordinator**

The Assistant Residence Life Coordinator (ARLC) for Greek Village assists the RLC in supervising the Community Managers. Additionally, the ARLC works closely with the RLC to manage Community Manager selection and training and serves on departmental-wide committees. The ARLC is also a part of the campus-wide on-duty rotation, responding to various facility and crisis-management concerns across campus.

## **INFORMATION FOR HOUSE CORPORATIONS**

House Corporations play a vital role in the success of chapters housed in the Greek Village community. House Corporations are encouraged to:

- Communicate regularly with the Residence Life Coordinator and the Center for Student Involvement regarding concerns, issues, and questions.
- Have a presence in the house and build solid relationships with resident members.
- Attend USF GHA and utilize the USF GHA listserv for communication purposes. To be added to the listserv, House Corporation representatives can contact Jane Siling (jsiling@aol.com).
- Know the roles of the Chapter President, House Manager (if applicable), and Community Manager.
- Read the Greek Village Standard Operating Guide in its entirety for familiarity of policies and procedures.

It is understood that a position on your chapter’s House Corporation Board is a volunteer position, and that many representatives have busy lives outside of the role. This section will provide House Corporations with the necessary information they need to succeed in their positions and work effectively with their chapter and Housing & Residential Education.

### **House Corporation Responsibilities**

The following is a list of responsibilities that House Corporations should assume for their chapter. Many of the tasks can only be performed by House Corporation members and not students or Community Managers. If you have any questions about your responsibilities, do not hesitate to contact the Residence Life Coordinator.

### **Managing the Lease**

Each House Corporation representative will receive a letter (via email) from Housing & Residential Education outlining the lease amounts for each house for the upcoming agreement period. Lease amounts are typically not distributed until housing rates have been approved by the Board of Trustees’ Finance and Audit Committee. House Corporations are responsible for meeting this lease obligation within 30 days of invoice notification. Checks can be mailed to the USF Housing Payment Center at:

Remit To: University of South Florida  
USF Business Payments  
PO BOX 947568  
Atlanta, GA 30394-7568

Checks should include the name of the organization and indicate the word “Lease.”

Oftentimes, organizations may accrue a credit with the University. This credit can be used to pay for any outstanding financial obligations to the University. In order to access a credit, a House Corporation should contact the Director for Housing Operations and Outreach with their request.

If a House Corporation has a question about making payments for organizational invoices, please [visit the University Controller's Office](#). Any questions regarding occupancy of the house, in regards to student agreements, should be sent to the Residence Life Coordinator.

**Set Rates**

Using the lease amount for the agreement period, House Corporations should set student room rates. Once rates have been determined, they should be sent to both the Director for Operations & Outreach, Andy Johnson (ajohnson15@usf.edu), and the Residence Life Coordinator. While rates are typically due by March 1, the Director for Operations & Outreach or the Residence Life Coordinator will contact all House Corporations when rates are to be due for the upcoming agreement period. Any resident rates that are not received by the due date will be determined by the Director for Operations & Outreach. If the Director for Operations & Outreach determines the annual rate, it shall be sufficient to cover the upcoming annual lease amounts as well as any outstanding balances. As rates are received by Housing, they will be posted to the [Housing Rates webpage](#).

House Corporations should use their own discretion when determining rate amounts. Many factors should be taken into account, given the unique configuration of each house and how organizational fees can be used to finance housing. Please note that the Department of Housing & Residential Education will be compensating the cost of residence for the Community Manager assigned to the house for the agreement year. The compensation will be in the form of a discount on an organization's lease amount. This discount will be reflected in the final billing statement for the lease amount.

**Manage Occupancy**

Occupancy in Greek Housing can often change. Students may choose, for various reasons, to cancel their agreement. They may be removed from campus housing if they are not in good standing with the University. Other students may require room changes. It is the responsibility of the House Corporation to remain aware of all changes in occupancy and to communicate occupancy changes to the Residence Life Coordinator in a timely manner.

Student may not move into the house until a completed agreement is on file with Housing & Residential Education. Housing & Residential Education cannot assess student rental fees until the representative approves of the student occupying the space, a completed application is processed, and the student is assigned to the space. When students occupy the space without an agreement, the consequence is lost revenue for the House Corporation. House Corporation representatives should review the monthly occupancy report for accuracy and financial impact to the house.

Whenever a student wants to move out of the Greek Village, they must receive written permission from their House Corporation Representative. Typically, a student will not be released from their Greek Village obligation unless the House Corporation has emailed the Residence Life Coordinator with permission for the student to do so (a date of cancellation must be stated in the communication). The House Corporation representative has 10 business days to respond to a resident's request to cancel once the representative is notified by the Residence Life Coordinator.

If the House Corporation representative does not respond within 10 business days, the resident’s request will be approved. A sample “release email” is shown below:

*Dear <insert RLC’s name>,*

*This email is to inform you that the <insert name of fraternity or sorority> House Corporation Board approves the release of <insert name of student being released> in <insert room number> from their agreement, effective at close of business on <insert date>.*

*The following student will be signing a new agreement for the room, effective <insert date>: (insert name of new student moving in).*

*Please let me know if you have any questions.  
<your name, title, contact information>*

Please note that there are certain circumstances in which Housing & Residential Education can require a student to vacate their campus housing assignment without the University requiring written permission from the House Corporation. Some of these reasons may be:

- If a student is dismissed from the community or University because of conduct or mental health reasons.
- If Housing & Residential Education confirms that a student is no longer an active member of their organization.
- If Housing & Residential Education confirms that a student is no longer enrolled at the University (with the exception of the Summer term).

Depending on the circumstance, the University may not be able to reveal to the House Corporation the reason for which a student is removed from Housing. The Family Educational Rights and Privacy Act of 1974, FERPA, require that the University of South Florida maintain confidentiality of student records. In such cases where University officials administratively cancel a student’s housing agreement, the University is not able to release or discuss a student’s record with a House Corporation, unless a student chooses to sign a FERPA Waiver form. House Corporations can contact the Residence Life Coordinator with any questions governing this process.

**Create Standards**

Some House Corporations require their resident members to sign an agreement that is in addition to the required Housing agreement each resident completes with the University. If there is a situation where a student is released from their campus housing without consultation from the House Corporation, the University is not able to hold the student responsible for any further rent. However, organizations can create agreements that continue to hold students financially responsible for Greek housing obligations.

**Communicate**

In order to best serve resident members, House Corporations should remain in contact with the University (the Residence Life Coordinator, Director of of Center for Student Involvement, etc.). Contact information for all House Corporations should remain updated at all times, as the University will sometimes send important information via email or US mail. To update your contact information, please contact the Residence Life Coordinator.

House Corporations are encouraged to respond to all requests from the department as quickly as they are able to do so. Effective communication helps keep our processes and procedures running smoothly.

### **Visit the House**

Having a regular presence in the house sends a message to your brothers/sisters that you want to be actively involved in their community. Having access to the house is easy. Please see the information below for card access and key procedures:

### **Card Access**

House Corporation Board members are issued Temporary Access Cards (commonly referred to as “temp cards”), unless they are a current faculty/staff member at the University of South Florida and have already been issued a USF ID Card. Regardless of if an individual has a card issue by the University of South Florida or need a temp card the procedures are the same.

The following procedures should be followed in order to obtain house access:

1. Complete an “Advisor/House Corp Card Access Request” form. This form can be found at the [Greek Village webpage](#).
2. The form should be submitted to the Residence Life Coordinator.
3. Once the form is received, allow several days for processing. The Residence Life Coordinator will contact the House Corporation Board member when the card is available and will negotiate how to distribute the temp card if needed.

Each year, at the end of annual lease year, all access is removed from Greek Village facilities. The Greek Village RLC will work to renew cards of House Corporation members returning for the next academic year.

Should a House Corporation Board member lose or misplace an access card, they should contact the Residence Life Coordinator immediately.

As of 2015, the University has required that card access points have cameras installed. The camera position is focused on recording the individual who swipes their card and opens the door.

### **Key Access**

House Corporation Representatives are able to obtain a chapter room key, chapter storage key, in-house storage room key, and/or study room key. To do so, please complete the “Greek Village Key Request Form” by obtaining the form from the [Greek Village webpage](#). The form must be signed by the Greek Village Residence Life Coordinator then taken to Holly M Service Desk during business hours to receive the approved keys. Please note that in some cases a key may not be readily available, and therefore require reservation or advanced notice of use.

All keys issued to House Corporation Representatives must be returned to the Holly M Service Desk at the completion of the individual’s term or position. Keys should never be passed off to another individual.

## **Projects & Procurement**

House Corporation Representatives are able to request upgrades, replacements, or other facilities-related projects by completing an Alterations to Building or Property Request Form. Appendix A outlines the process for requesting a project or the procurement of goods or services.

## **INFORMATION FOR PRESIDENTS AND HOUSE MANAGERS**

Helping the Greek Village thrive is a collective effort between many entities, including the University, House Corporations, Community Managers, House/Property Managers, the Chapter President, and all members of our residential community.

The following sections outline certain responsibilities/expectations that Housing & Residential Education has of Chapter Presidents and House/Property Managers.

### **Chapter President Responsibilities**

The Chapter President holds the highest officer position within their organization, and is a leader, mentor, planner, mediator and facilitator of chapter-related business. Chapter Presidents are encouraged to be actively involved in the Greek Village community as a whole.

### **Key Access**

Chapter Presidents are able to obtain a chapter room key, chapter storage key, in-house storage room key, and/or study room key. To do so, please complete the “Greek Village Key Request Form” by obtaining the form from the [Greek Village webpage](#). The form must be signed by the Greek Village Residence Life Coordinator then taken to Holly M Service Desk during business hours to receive the approved keys. Please note that in some cases a key may not be readily available, and so certain time may be required to issue one.

All keys issued to Chapter Presidents must be returned to the Holly M Service Desk at the completion of the individual’s term or position. Keys should never be passed off to another individual.

### **Communicate**

Chapter Presidents should take the opportunity to meet regularly with the Residence Life Coordinator to develop a strong working-relationship. Typically, the Residence Life Coordinator will include Chapter Presidents on important matters pertaining to their Chapter (including conduct matters, damages and billing, on-going Housing issues, etc.). Communication between the Chapter President and Residential Education is vital to a successful housing operation and developing a sense of community within Greek Village.

### **House Manager Responsibilities**

House Managers serve many different roles in their organization, and these roles are dependent upon the individual needs of the fraternity or sorority. Not all houses have a position of this nature, and some houses choose to delegate House Manager responsibilities to the Community Manager. Historically, House Managers have overseen occupancy, overall maintenance and upkeep of the facility, chores and housekeeping responsibilities, and frequent communication with the House Corporation. The House Manager is a vital role to many organizations.

Please note that chapters should create a clear distinction between House Manager roles and the roles played by Community Managers. Organizations should consult the Community Manager position

description, on the Greek Village Housing Website, and remove any role from the House Manager that is duplicated by the Community Manager. Additionally, it is important for Community Managers to educate, enforce, and manage University and Housing-related matters. Remember, the Community Manager is hired as a University employee and, as such, is trained to effectively educate and manage Housing operations. They should be seen as a strong resource for your chapter.

Important: House Managers should work in consultation with the House Corporation (if applicable). Community Managers report directly to the Residence Life Coordinator, and serve as a **resource** and **liaison** between House Corporations, House/Property Managers, and Housing & Residential Education. House Corporations should not be requesting Community Managers to assume responsibilities that would contradict the roles laid out in their position description.

House Managers are encouraged to contact their Community Manager to communicate roles and expectations, and are also encouraged to meet with the Residence Life Coordinator to develop a strong working-relationship.

## INFORMATION FOR STUDENTS

Students on the USF campus, both inside and outside of the Greek Village, are responsible for understanding and adhering to many policies and procedures. Any questions about University-related or Housing-related policies and processes should be directed to the Community Manager.

### Student Responsibilities

Below are some procedures that students should understand as a part of membership in our community. Non-residential students are still held to the Student Code of Conduct and Housing and Residential Education policies. Non-USF Students and affiliates are held to the USF Guest Policy (which states that the individual they are a guest of is responsible for their actions).

### Apply for Housing

In order to live in the Greek Village, students must complete a housing application. This includes: completing an online application, paying a housing application fee and submitting immunization records. Because Greek Village residents are assigned to their individual rooms by their organization, the Housing Application Process differs in some ways from the non-Greek application. Below is a summary of how to apply for housing.

- Using an internet browser log onto [housing.usf.edu](http://housing.usf.edu).
- Access the Housing Portal from the Housing website.
- Log on with your USF Net ID credentials.
- Next click on Greek Village Section
- Next click on Greek Village Applications
- Then select the correct application year (eg. 20xx-xx Housing Applications and Forms)
- Select the Fall 20xx through Summer 20xx Greek Village Housing link
  - If you do not have access to the applications at this point, please email [Housing@usf.edu](mailto:Housing@usf.edu) from your official USF email address with your full name, USF ID#, and which organization you are a member of.
- From the next page you will select the link for 20xx-20xx Greek Village Housing Application
- Read through the application, the terms and conditions, and sign the agreement at the end.
  - Don't forget to do the following things after submitting your application. You will be

assigned only after completing the following steps: <https://www.usf.edu/housing/resources/payment-information.aspx>

- Pay \$50 Application fee If you are a current resident living in non-Greek housing, you may be eligible to complete the deferment form. This form is located in the housing portal by going to the Greek Village Portal, then go to Greek Village Payment/Deferments/Refunds, then click on the appropriate Application Fee Deferment request form for the term in which you are applying.
  - If you are not a current resident, you may qualify for the deferment. If you do not qualify for the deferment, you may go [here](#) for further instructions on how to pay the application fee.
- Students living on campus are required to submit proof that they have received the Meningitis vaccination, by either declining the shot or submitting your shot records to Student Health Services, as well as proof or declination of the Hepatitis B vaccination. Please download the immunization form and submit it to Student Health Services: <https://www.usf.edu/student-affairs/student-health-services/immunizations/index.aspx>
- If you are a current resident living in non-Greek housing, you must also cancel your non-Greek housing agreement. Below is a summary of how to cancel your non-Greek housing application
  - Using an internet browser, log onto [housing.usf.edu](http://housing.usf.edu)
  - Access the Housing Portal from the Housing Website
  - Log on with your USF Net ID credentials
  - Next select Housing Applications
  - Next select Application Cancellations
  - Then select the appropriate period to cancel.

Your cancellation will not be processed until your Room Change into Greek Village is approved. Once you are approved, you have three days to move into Greek Village and to completely check out of your non-Greek housing assignment (including checking out with your previous RA and turning in the non-Greek room key).

- If you would like to purchase a meal plan for the school year, you can do so by [clicking here](#):
  - If you have earned more than 30 credit hours, you are not required to purchase a plan.

### **Know your Agreement**

Take the time to read the terms, conditions, and responsibilities of your agreement, which are found on the Greek Village Housing Website.

Be aware that whenever a student cancels their agreement, they may face certain fees, including cancellation fees. The information below is a summary of fees, as laid out in the terms and agreements of your housing agreement, and is not intended to supplement or alter the terms of your agreement. Please refer to your agreement for the official terms and agreements. Please note, too, that the fees listed below are fees that Housing charges. Your House Corporation may charge additional fees. The fees that a House Corporation charges are between the student and the House Corporation. Any fee that Housing assesses is charged to the student's OASIS account. All fees assessed by Housing (application fee, rent, cancellation fee, etc.) must be paid directly to Housing and not to your House Corporation. You are ultimately responsible for the fees on your student account with the University.

### **Cancellation Fees**

A cancellation fee is a charge that may be assessed to a student’s account when they cancel their agreement. The fee structure is dependent on the time the cancellation occurs. All cancellations must be submitted in writing using the form available on the housing portal.

Cancellations prior to the start date of the agreement the fee is a flat rate based on the date of cancellation. Please consult the [terms and agreements of your agreement](#) for information on deadlines and fees pertaining to canceling your agreement. Cancellations after the start of the agreement amount to one half the remaining charge for the agreement.

For all cancellation charges, you may submit an appeal if you feel the charge should be modified or waived due to the circumstance of your appeal. The appeal form can be found on the [housing portal](#).

### **Canceling (your Housing agreement)**

When a student chooses to move to an off-campus residence and no longer hold on-campus residency, they must follow the proper procedures, outlined here, to cancel their agreement.

### **House Access**

The University expects that all residents have card access to their house in addition to obtaining their room key from the Holly M Service Desk . Key audits are regularly conducted to see who has keys and who does not. Additionally, all Out- Of-House members are able to get card access by logging on to the Greek Village Portal and filling out an “Out-of-House Card Access” Form. Once your name is verified against your chapter roster, your card will be activated as quickly as possible. Please note that at the beginning of each semester the office is inundated with these requests so it may take longer than normal to process.

### **Check In**

Please follow the instructions of your Community Manager in regards to checking-in to your room if you are new to Greek Village or remaining in the house (same room or different room) for the upcoming agreement period. Due to significant safety and security risks, each resident must accept a room key and sign a Keycard upon receipt. Failure to accept a key may result in a referral to Student Conduct and Ethical Development, fees being assessed to secure the House, etc.

### **Completing Room Condition Reports**

A Room Condition Report (RCR) is a form that each resident must complete within their first week of living in their on-campus room. The form is an opportunity for each student to indicate to Housing the condition of their room upon move-in. When a student checks out of their room, the form is completed by the Community Manager, and any damages to the room that were not indicated on the form at check-in will be assessed by the RLC or ARLC as a charge to the resident. RCRs should not be taken lightly. Please take the time to thoroughly complete the form. Every detail counts! The RCR is good practice for when you move into an off-campus rental, where you may also be asked to complete a similar form.

Please see your Community Manager for a copy of the RCR.

### **New Greek Village Residents Moving From Off-Campus (during academic term)**

In order to live in the Greek Village, students must complete a Greek Village Housing Application.

This includes: completing an online application, paying a housing application fee, and submitting immunization records. Because Greek Village residents are assigned to their individual rooms by their organization, the Housing Application Process differs in some ways from the non-Greek Housing application. Below is a summary of how to apply for Greek housing.

- Once approved by the House Corporation to move into the house, the student must follow the steps below:

Log onto [housing.usf.edu](http://housing.usf.edu)

- On the middle bar of the website, click “Housing Portal” and log in with your NetID
- Select the Greek Village Portal Select Greek Village Application
- Select the Application Period you wish to complete
- Check that your name, cell phone and email address are correct. Indicate a Self-Reported Gender, Emergency/Missing Student contact information, and contact preferences.
- You do not need to add building, room, or roommate preferences, because your House Corporation for your house will be assigning you to your rooms and buildings. Press the “Continue” button and continue to the next page.
- Read the terms and conditions and click “Finish”
  - Don’t forget to pay the \$50 application fee via your OASIS Account (indicated Housing Application Fee in the Memo line) and submit your required immunization records. For more information, please visit the [Student Health Services’ website](#).
  - For step-by-step instructions on how to pay your application fee, please see our “[How to Apply for Housing](#)” video.

Some organizations use a 12-month agreement, while others use a 9-month agreement. Be sure to communicate with your current Community Manager and House Corporation for details. Greek Village does not allow subleasing. When students move out they are sometimes asked to find a replacement, this is based on individual student agreements. Be sure to read your agreement fully.

### **New Greek Village Residents Moving From Another On-Campus Room (during academic term)**

In order to move into the Greek Village from another USF Residence Hall, students must complete a Greek Village Housing Application, and other supplemental forms before canceling their Regular Non-Greek Village Housing Application. This includes: completing an online application, complete a Greek Village deferment form, Greek Village Room Change Request, and cancel your regular non-Greek Village Housing Agreement. Because Greek Village residents are assigned to their individual rooms by their organization, the Housing Application Process differs in some ways from the non-Greek Housing application. You will not have to pay any fees to transfer into the Greek Village and your future rent payments will transfer from other USF Residence Halls.

Below is a summary of how to apply for Greek Housing when living on campus.

- Log onto the [Housing & Residential Education](#) website
- On the middle bar of the website, click “Housing Portal” and log in with your NetID
- Select the Greek Village Portal
- Select the Application Period you wish to complete
- Check that your name, cell phone and email address are correct. Indicate a Self-Reported Gender, Emergency/Missing Student contact information, and contact preferences.
- You do not need to add building, room, or roommate preferences, because your House Corporation for your house will be assigning you to your rooms and buildings. Press the “Continue” button and continue to the next page.
- Read the terms and conditions and click “Finish”

- Complete an Application Fee Deferment form under Greek Village Payments/Deferments/ Refunds in the Greek Village Portal
- Complete a Greek Village Room Change Request form under Greek Village Forms in the Greek Village Portal
- Cancel your Regular Non-Greek housing agreement in the main Housing Portal

### Room Changes

For various reasons, students may choose to change rooms within the house. Please follow the procedures listed below:

1. Speak with your Community Manager to receive approval for a room change.
2. The Community Manager should notify the Residence Life Coordinator, via email, of the room change. The email should include: (1) the name(s) of the student(s) changing rooms and (2) the old room number(s) and new room number(s) of the move.
3. The student should fill out a “Room Change Request” form online in the [Greek Village Housing Portal](#).
4. The student will receive an email from the Greek Village Residence Life Coordinator indicating the request has been received and what the next steps will be. The student will then receive an approval email including the steps to complete with moving within the Greek Village. Once your request is processed and approved, if you are moving to a new room that is currently unoccupied, you may go to the Holly M Service Desk to pick up the key to your new room after you receive an approval email. A student may only simultaneously have the key to their new room and the key to their old room for up to 2 days. If you are switching rooms with another student simultaneously, please work together to coordinate your move, and then proceed to step 5.
5. The student(s) should move their items from their old room(s) to their new room(s), complete a check-out of their old room(s) with the Community Manager, and take the yellow and pink copies of the check-out form (known as the Room Condition Report), along with the old room key(s), to the Holly M Service Desk.
6. Contact your Community Manager to complete a Room Condition Report for your new room.

Please note some important guidelines regarding room changes:

- If you are switching rooms with another student, all of the room change steps listed above should be completed together, and a Room Swap Request will be used instead. The two students who are switching rooms should go to Holly M together to switch keys.
- Never pass your key off to another student. Doing so may result in disciplinary action. All key transactions must take place in Holly M.

### Canceling Agreements

In order to cancel your agreement, you must complete the following steps. Please see your Community Manager with any questions:

1. Contact your House Corporation Representative to receive permission to be released from your Greek Village housing obligations. An example email requesting a release is shown below in this manual.
2. If your House Corporation approves your release, they should email the Greek Village Residence Life Coordinator to approve the release. The email must include: (1) the name of the student being released, (2) the room number of the student in the house, (3) the effective date of release (when the student will no longer be billed for the room), and (4) the name of the student

who will be moving into the room and the effective start date for rent for the new student (if applicable).

3. Once the RLC receives the email notification, you can fill out a Cancellation Request on the [Housing Portal](#).
4. Upon approval, the resident can schedule a time with their Community Manager to check out of their room and check-out using a Room Condition Report. Take the completed Room Condition Report, along with your room key, to the Holly M Desk.

Please note some important guidelines regarding agreement cancellations:

- You are ultimately responsible for the correspondence and decisions made between your House Corporation and your space in Greek Village.
- You are responsible for completing agreement deadlines and fulfilling financial obligations, as outlined in the Housing agreement with the University.
- Signing a Housing agreement in college is often a student’s first experience with legally binding agreements. It is imperative that you take the time to understand the terms and conditions of the housing agreement that you sign when you apply for your housing. Many students are often surprised by the financial obligations they must continue to meet when they cancel their agreement. A student who cancels their agreement may be subject to cancellation fees, which are discussed elsewhere in this manual. Additionally, individual House Corporations, through their own agreements, may impose other fees when a student chooses to cancel their agreement. Have a thorough understanding of the stipulations of your agreements! Please see The Greek Village Housing Website for the terms, conditions, and responsibilities of your housing agreement.

### **Transfer Agreement**

Transferring an agreement refers to when a student wishes to move out of Greek Village and be placed into another on-campus room. The steps to transferring your agreement are similar to canceling your agreement:

1. Contact your House Corporation Representative to receive permission to be released from your Greek Village housing obligations. An example email requesting a release is shown below in this manual.
2. If your House Corporation approves your release, they should email the Greek Village Residence Life Coordinator to approve the release. The email must include: (1) the name of the student being released, (2) the room number of the student in the house, (3) the effective date of release (when the student will no longer be billed for the room), and (4) the name of the student who will be moving into the room and the effective start date for rent for the new student (if applicable).
3. Once the RLC receives the email notification, you can fill out a “Room Change Request” form online in the Housing Portal.
4. The student will receive an email from the Greek Village Residence Life Coordinator indicating the request has been received and what the next steps will be. After receiving the email, the student should either apply for non-Greek housing through the housing portal (and complete the appropriate agreement completion steps listed elsewhere in this manual) or if you have previously completed a non-Greek housing application for the appropriate term, you must email [housing@usf.edu](mailto:housing@usf.edu) and request your agreement to be reinstated so that the Assignments office can assign you to your new assignment on campus. You will then be able to pick up the key to your new room so you can begin the moving process. A student may only simultaneously have

the key to their new room and the key to their old room for up to 3 days.

5. Once you have completely moved out of your Greek Village room, you should complete a check-out of your room with your Community Manager. Take the completed Room Condition Report, along with the key to your Greek Village room, to the Holly M Desk.

### Release Email to House Corporations

Should you need to cancel or transfer your agreement, Housing must receive written permission from your House Corporation to release you from your Greek Village housing obligations. You will want to contact your House Corporation Representative and include your Community Manager on any request (see example below). Please note that many House Corporations typically ask for students to find a “replacement” for their room. Additionally, House Corporations are not obligated to accept your request; however, House Corporations are required to respond within 10 business days.

*Dear (insert Housing Corp. contact name),*

*I live in (insert house and room number) and would like to be released from my Greek Village agreement obligations before it ends. While I understand our organization loses money for each day we have open beds in the house, I have good reason(s) to make this request.*

*I (insert reasons—examples include graduation, financial hardships, unexpected life changes, academics, etc.)*

*Thank you for taking the time to consider my request. I look forward to hearing from you. If you need additional information, please contact me at (insert contact information).*

*If you release me, please email the Greek Village Residence Life Coordinator directly and copy me.*

*Sincerely,  
(your name)*

### Spring Graduates

Students who graduate at the end of the spring semester are still responsible for the summer portion of their agreement, unless they follow all of the cancellation procedures (listed elsewhere). Spring graduation does not exempt a student from fulfilling the last portion of the 12-month agreement they sign upon moving into the house. Please speak with your House Corporation, well in advance of your graduation, to begin conversations about the status of your summer agreement after graduation. Cancellation fees may apply (see deadlines for canceling your agreement in the terms and conditions).

### Subleasing

Subleasing is a term that organizations are encouraged to remove from their chapter’s vocabulary. Subleasing has not, and will continue to not, exist in the Greek Village. At no time should a student allow another student to live in their room to fulfill the financial obligations of their agreement. Each student has an individual housing agreement, and is placed in their assigned room on housing’s master roster. Should a student be found living in a room when they are not assigned to the room, all students involved may face disciplinary action through a Student Conduct and Ethical Development Referral.

If a student is unable to fulfill their agreemental obligations, they should make all attempts to follow the proper procedures for canceling their housing agreement (listed elsewhere).

### Checking Out

In order to check out of your room, you must follow the procedures listed below. Please see your Community Manager for further information or if you have any questions:

- Schedule a time with your Community Manger to check out of your room.
- Return your key to the Holly M Service Desk.
- Make sure you complete a “Change of Address” form, which can be located in the Housing Portal under the Forms section.

Failure to complete the full check-out process (listed above) will result in an improper check-out charge, in addition to a re- key charge if you fail to return your room key.

Never give your room key to your Community Manager or to another resident. You are responsible for turning in your key and checking out of your room appropriately.

For your convenience, at the conclusion of Summer B, a location will be set-up in Greek Village Office between 10:00am and 5:00pm so you can return your key to this location, instead of Holly M.

### Get Involved

Living in the Greek Village is a unique experience and there are many ways to get involved in both your chapter and the community-at-large. One way to get involved in Greek Village is through the Greek Village Council, also known as the GVC. The GVC is a residence hall council for the Greek Village and it serves under the direction of the Residence Hall Association (see: <https://www.usf.edu/housing/residential-experience/residence-hall-association/index.aspx>) and the Greek Programming Board, and is advised by the Residence Life Coordinator for the Greek Village. The RLC for Greek Housing will work closely Center for Student Involvement to fulfill the mission and goals of the Council. The GVC is comprised of residents from the Greek Village, and the main responsibility is to provide social and educational programming for all residents. Funding for the GVC comes from student housing fees.

Any Greek Village resident can be involved in the Greek Village Council. At the beginning of the fall semester, information will be provided to all residents on how to get involved in the Greek Village Council. An election will be held for executive board positions, but all residents can be members. If you want to be a part of a new programming endeavor and help plan and organize events for Greek Village residents, or if you want to advocate for changes within our community, please consider being a part of this organization.

### Know the Rules

Students are expected to understand the rules, regulations, and procedures of the University and Housing community. Please see the next section for a compilation of rules, policies, and guidelines of which all students should be aware.

## THINGS TO KNOW

Each resident of the Greek Village should be keenly aware of community regulations, guidelines, and resources. Remember that residents can always consult their Community Manager for

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On-campus residents should visit Holly M for all issues related to keys and swipe card access. Out-of-house members should not utilize Holly M for their card access activation, as all requests for card access must instead go through the Greek Village Residence Life Coordinator (see information on this located under Card Access)

Should you need to contact the Holly M, please call 813-974-7000.

### **Housekeeping**

The Greek Village housekeeping staff works to clean the common areas of the Greek Village facilities on a daily basis. Housekeeping staff is not responsible for general cleaning that occurs within student rooms. This is the responsibility of the individual residents. Take the time to get to know the housekeepers assigned to your house. The staff is very dedicated to making sure that your experience in Greek Village is as comfortable as possible.

#### **Housekeeping's Cleaning Responsibilities**

- Clean the pool house bathrooms
- Exterior: Clean windows, clean yellow call box outside front doors
- Living Rooms: Sweep, vacuum or mop
- Elevator Lobbies: Sweep and mop
- Kitchens: Sweep, mop, remove trash
- Bathrooms: Sweeping, clean sinks, wash showers (shower curtains, shower walls, towel bars), sanitize and clean toilets, refill toilet paper dispensers, remove trash, dust vents
- Hallways: Dust vents, sanitize door knobs and hand rails, and clean walls and baseboards
- Chapter Rooms: vacuum and sweep or mop

#### **Cleaning Schedule**

Mondays and Fridays: Trash pick-up, Bathroom touch-up

Tuesdays, Wednesdays, and Thursdays: General cleaning, with special attention given to the walls, windows, doors, and baseboards of common areas

#### **Professional Contractors**

Each year, and given budgetary resources, Housing & Residential Education contracts a professional cleaning service to perform a deep-cleaning of Greek Village facilities. After consultation with the USF Greek Housing Association, Housing & Residential Education traditionally schedules the professional contractor to visit Greek Village in December.

#### **Floor Cleaning**

Students can submit a work order to have their carpets shampooed or floors cleaned (whichever is applicable), which is a service provided during the year by our Housekeeping staff. Once you submit the work order, the Housekeeping Supervisor will contact you with general dates of cleaning. Students must remove as many items as possible off the ground so that Housekeeping can effectively clean. This is generally completed once per academic year (usually in the summer or winter break periods).

#### **Kitchen Pantry/Storage**

Most houses are equipped with a storage closet near the kitchen, which contains a sink. This sink is used by housekeeping staff to access water for mopping. All chapters should make sure that the

storage/pantry is kept clear so housekeeping can access the sink.

The need for excessive cleaning in common areas is the financial responsibility of the organization and charges will be assessed accordingly. Excessive cleaning is defined as any cleaning beyond the normal operation of the housekeeping staff.

Any housekeeping concerns should be sent to the Greek Village Residence Life Coordinator.

## Facilities & Maintenance

### **Work Orders**

If an item is broken or requires attention in your room or building, please submit a work order via the Asset Essentials. You can submit a work order by visiting the [Housing website](#) and clicking on “**Submit Work Request.**” Make sure to save it in your “Favorites” folder on your internet browser so that you can easily access it. All students are encouraged to become familiar with the work order system. Your Community Manager can educate you on how to access the system and submit work orders. Community Managers should be consulted about work orders within the common areas of the house.

In the event of a facilities emergency, students may call the Facilities and Maintenance Office to report work orders at: 813- 974-3446 during regular business hours. The Community Manager on Duty can assist with emergency after-hours facility needs by calling 813-380-6875.

### **Organizational Maintenance Responsibilities**

Students are encouraged to become familiar with the items in their house that are University-owned and the items that are owned by the organization. Over the years, many organizations have been approved to install their own appliances, such as refrigerators, dishwashers, washers and dryers, etc. Once an organization removes a University-installed item and replaces it with another product, USF is no longer responsible for the maintenance of the item. However, USF will work to maintain electrical power and water lines to appliances, but will not maintain items that are internal to the product. Work orders should not be submitted for organizationally-owned items.

In regards to **dryers**, USF is only responsible for the solid lint exhaust tubes near the ceiling of the laundry room. House Corporations must maintain the flexible tubes that extend from the dryer unit to the solid exhaust tubes. The lint trap and flexible tube should be cleaned on a regular basis.

### **Furnishings**

Each student room in the Greek Village was originally furnished with two beds (including 2 bed frames, 1 bedspring, and 1 mattress per bed), two dressers, two desks, and two chairs. It is the responsibility of each student (and organization, as a whole) to ensure that furnishings remain in the rooms to which they were originally issued. Moving of room furniture is prohibited.

House Corporations are allowed to purchase furniture for the common areas, and are responsible for the upkeep of the furniture.

### **Damage Billing**

At the end of every agreement period, Housing & Residential Education inspects student rooms and common areas for damages. The Student Housing Agreement you signed holds you and those you live with financially responsible for damages done to your room and community. This may include

your bedroom, common rooms, hallways, study rooms, elevators, stairwells and other spaces accessible only to individuals with card access to the facility. Housing staff will assess damages that occur to living spaces and common areas, and charge repair costs to the student.

Additionally, it is not uncommon for damages to occur within common areas that require community billing and organizational conduct referrals. Should any vandalism occur to the inside and/or outside of a house, the organization becomes responsible for repair costs. Common area repair costs are assessed by Housing and billed to organizations. When common area damages occur, all efforts will be made to notify residents of the damage and request information concerning the individual(s) who may have caused the damage. Should no information come forward to the Greek Village Residence Life Coordinator within five business days, the organization shall be invoiced for the damages. Vandalism can also result in an organizational referral to the Center for Student Involvement. And/or Student Conduct and Ethical Development.

### Enhancements

Each fraternity and sorority is allowed (and encouraged) to make their house a comfortable place to live. House Corporations must obtain written approval for any additions, changes, alterations, or improvements to the premises, including but not limited to any patios, porches, landscaping and ground work, fencing, paint, concrete work, etc. Any unapproved alterations shall be immediately removed, and the premises returned to its prior condition at the sole cost and expense of the organization.

Many House Corporations have chosen to modify the house in various ways through: painting, installation of card reader systems on rear entryways, installation of kitchen and laundry appliances, new flooring, etc. Any alteration to the building or property must be approved by Housing & Residential Education in advance.

To request an alteration to the building or property, House Corporations should complete a “Request for Alteration to Buildings or Property” form. This form can be obtained from the [Greek Village website](#). Only House Corporation Board members can submit the form. Contact information for submission is included on the form. Any drawings or sketches, outlining the project, should be included when the form is submitted. Please make sure to submit forms as early as possible to allow ample time for the approval process.

Once the form is submitted, the House Corporation contact person will receive further information and instructions from a representative of Housing & Residential Education’s Facilities team. Housing & Residential Education will work directly with House Corporations to ensure that approved projects are executed successfully. Any questions about alterations to buildings or property should be emailed to the Residence Life Coordinator. Please see [Appendix A](#) for additional details.

### Quiet Hours

Greek Village residents must respect quiet hours, which are: Sunday – Thursday from 10:00pm until 10:00am; and Friday- Saturday from 12:00am until 12:00pm. During these hours residents are expected to refrain from excessive noise and other disruptive activities. Non-designated quiet times are considered “courtesy hours.” Courtesy hours are in effect 24 hours a day. During these times, residents are expected to maintain reasonable volume levels including conversations in stairwells, slamming doors, and stereo volume. Students are expected to comply when a request is made by a fellow resident or staff members regarding noise. During finals week 24-hour quiet hours

are enforced through the end of the finals period.

### **Trash**

Several dumpster stations are located throughout the Greek Village grounds. All students are responsible for taking their trash to the dumpsters. No furniture or other large items should be placed in the dumpster, or else Greek Village will be assessed a hauling fee. Furthermore, hazardous materials, including refrigerators with Freon, should not be placed in the dumpsters.

All Greek Village residents should be mindful of trash in the hallways and common areas of their house. Housekeeping will not empty trashcans that have excessive personal items and trash should never be left in the hallways.

### **Outside Care**

Each fraternity and sorority that resides in the Greek Village is expected to maintain the premises in good, clean, and sanitary condition. This includes outdoor spaces, such as patios, decks, and front/back yards. Storage of permanent items (such as grills) are typically allowable, although at the discretion of Housing & Residential Education. Outdoor space is not to be used as additional storage.

Organizations are expected to comply with Housing's requests to keep outdoor spaces orderly and clean. Failure to follow these requests will result in items being hauled away (at the cost of the organization), and may result in an organizational judicial referral to Student Conduct and Ethical Development.

### **Water**

Each house is equipped with multiple exterior outlets for water. These outlets are kept locked at all times, and are not to be used for personal means. Any request for water access must be approved by the Greek Village Residence Life Coordinator well in advance of required use. The Greek Village Residence Life Coordinator has the authority to deny requests. Exceptions are for approved contractor use or certain University-registered events.

### **Power**

Each house is equipped with multiple exterior outlets for electrical power. These outlets are not to be utilized for permanent use. Use of the outlet should not exceed the electrical capabilities of the outlet.

### **Parking**

At no time is parking allowable on grassy areas of the Greek Village. Cars found parked in non-authorized areas may be ticketed or towed, at the expense of the owner. Further, individuals and/or chapters may face a judicial referral or damage fees being assessed to the organization.

All parking spots in Greek Village are for resident parking only. However, an additional parking lot has been built to accommodate general student parking (S permit required). Out-of-house members should park in the S-lot when visiting the house to keep resident spaces available for residents. Lots 25 and 35 also have additional S permit parking.

### **Visitor Parking**

For any visitors to the Greek Village, including House Corporation members, you will need to purchase a visitor's parking permit from [USF Parking & Transportation Services](#).

Short term visitation (hours – 1 day) will require a Daily Visitor pass that can be purchased online within 14 days of your visit with the link above, using a guest account. The visitor pass will allow you to park in any designated “D” lot on campus, and will also give you a free Bull Runner pass to use any transportation on campus.

For visitors who plan on coming more frequently, a Friends of USF permit can be purchased using the same link. This pass will allow visitors to park in any designated “D” lot on campus. The “D” lots closest to Greek Village are located in lots 25 and 52T. Other lots in the area are the Marshall Student Center, Crescent Hill Parking Garage and Lot 18B.

More information about parking on USF’s Campus can be found by [clicking here](#).

### **Banners, Signs, and Letters**

Each house is allowed to have their letters affixed to the exterior wall by the University. Any additional signage or emblems must be approved by Housing & Residential Education by following the Enhancements/Alteration to Building or Property procedures and will be at the organization’s expense.

Housing and Residential Education is unable to approve an organization’s request to hang a banner in the Greek Village. This is due to accommodation requests, structural impacts, and the demand for space use.

We hope you chose to utilize the other opportunities available to students to advertise in our residential communities, including the Greek Village. This includes the Flyer Approval Process and the University Signage Approval Process.

For Signage, including A-Frames and other lawn signs, all approvals are made through the Center for Leadership and Civic Engagement. Please submit a request via Bulls Connect under the Student Organization Tab and under Forms.

The Greek Village Residence Life Coordinator will review each request and respond either approving or denying the request. Housing staff reserves the right to enforce the hanging of signs and banners at its discretion. Failure to gain pre-approval or to follow instructions may result in the signage or banner being removed and privileges lost to hang banners/signs in the future.

### **Painting**

A common myth in the Greek Village is that students have the opportunity to personalize their student rooms by painting. This is **false**. Painting of student rooms began many years ago and, without proper enforcement, has mistakenly been seen as acceptable for decorating purposes. While students are highly encouraged to personalize their room through decorations, painting of individual rooms is strictly prohibited.

Students should not paint their rooms. Students who are found to have painted their rooms will be documented and may face disciplinary action. Additionally, the student will become responsible for the cost of painting the room back to USF’s standard colors. When you complete your Room Condition Report, make sure to document any painting that may have occurred in your room previous to your occupancy.

### **Fire, Health & Safety**

All residents of Greek Village are required to follow the fire and safety regulations agreed upon when they signed their USF Housing Agreement. Here you will find information pertaining to some of USF’s requirements to ensure Greek Village’s facilities comply with all fire, health, and safety codes.

**Inspections**

Room inspections occur at different times of the year to ensure that residents are complying with University policies related to fire, health, and safety. Below is a general schedule for three types of inspections that occur each academic year.

**General Fire, Health, & Safety Inspections**

These occur two times a year, once in early fall and again in early spring. Your Community Manager will conduct these inspections, and will be provided with a check-list of items to examine in your room. The purpose of these inspections is to educate residents on proper adherence to fire safety guidelines. Students will be required to complete their form with their Community Manager, and will be given no more than 72 hours to comply with any violation(s). Failure to comply will result in a judicial referral. Your Community Manager will provide you with notice of these inspections, and at least one resident of each room should be present while inspections occur. Failure to sign-up with your Community Manager may result in the room being inspected by staff without a resident of the room present.

**Environmental Health & Safety Inspections**

These occur up to two times a year, usually following the general fire, health, and safety inspections conducted by the Community Manager. Community Managers will notify residents in advance of these inspections. Inspections will be conducted by members of the USF Environmental Health & Safety team and the Greek Village Residence Life Coordinator. At least one representative from each organization is allowed to attend the inspection, if requested. The inspection team may enter student rooms and common areas in each Greek Village facility, and will document any violation(s) of USF fire regulations. Student presence in the room is not required for inspection team entry.

After the second violation from these inspections will be documented through the Student Conduct and Ethical Development Referral process.

When a violation is documented, responsibility may fall on the student, the chapter, or the University.

- Student violations: If students are present during the inspection, the inspection team may ask the student to resolve the violation(s) immediately. Otherwise, the student is given no more than 72 hours to resolve the violation(s). Failure to comply will result in a judicial referral.
- Chapter violations: If violations are found in common areas or chapter rooms, the chapter will be required to resolve the violation(s) within the given deadline on the Fire Improvement Plan. The House Corporation will be notified of the violation(s), and Housing will make every effort to partner with the House Corporation to correct the situation(s). Failure to comply will result in an organizational judicial referral to Student Conduct and Ethical Development (SCED). Depending on the severity and/or frequency of the violation(s), the chapter may not be allowed back into the house until the violation(s) is corrected.
- University violations: The University is only found responsible if the violation is structurally related. If the University is found responsible, an improvement plan is completed on-site.

## **State Fire Marshal Inspections**

These inspections typically occur once a year, usually in the spring semester. The State Fire Marshal is required by law to inspect USF facilities on an annual basis. The procedures for State Fire Marshal Inspections are similar to those for the Environmental Health & Safety Inspections. Please note that students may receive little to no advance warning of these inspections. Inspections by the State Fire Marshal are considered high priority, and a timely resolution of any violation(s) is required.

### **Violations**

The following is a list of common violations found in past inspections with Environmental Health & Safety and the State Fire Marshal. This list is not intended to be all-inclusive list of violations. Please refer to Housing policies for information on other restrictions and policies of which you should be aware.

The following items are ***strictly prohibited***:

- Items in the hallways
- Items in the elevator landings
- Items in the foyer
- Ceiling fans that are within 18 inches from a sprinkler head and/or ceiling
- Curtains without proof of being flame retardant
- Unapproved power strips- Any type of power strip or multi-plug box that does not have a surge protector
- Power strips under beds
- Power strips that are not grounded on the floor
- Light bulbs that are above 60 watts
- Three-way light bulbs
- Fluorescent light bulbs that have been replaced with other colored bulbs or are missing altogether
- Lava lamps or halogen lamps
- Light lenses that contain paper and/or other items
- Paint in rooms and/or laundry facilities
- Spray paint or any other flammables
- Candles (unburned candles are allowed, but only in living rooms and chapter rooms)
- Pets or evidence of pets
- Closets that had too much storage overhead (at least 18 inches of clearance is needed from base of sprinkler head)
- George Foreman grills in rooms
- Bar-B-Q grills too close to structures
- Storage of propane within the house
- Items near or hiding the fire extinguisher
- Full-sized refrigerators outside of kitchen area (anything more than 4.1 cubic feet)
- Mirrors hanging on the outside of the doors in the hallway
- Laundry room storage that is too close to fire sprinklers (at least 18 inches of clearance is needed from base of sprinkler head)
- Excessive lint in laundry machines or behind/around washing and drying units
- Electrical plates missing from outlets
- Painted sprinkler heads, or painting on escutcheon plates around sprinkler heads
- Replacement/covering of emergency lighting

- Wood boards in closets
- Beds pressed against electric sockets
- Composites that do not have at least two brackets at top and two brackets at the bottom
- Curtains blocking hallways and/or entranceways/exits
- Missing air conditioning covers
- Items blocking air conditioning return vents
- Window air conditioning units
- Ceiling fans in bedrooms

If you have any questions regarding an item in your room, please contact your Community Manager for assistance.

### **Beds**

Beds in Greek Village are allowed to be lofted, using a University lofting kit. Lofting kits were distributed to all Greek houses several years ago. At this time, no lofting kits are available in the Greek Village Office. It is the responsibility of each organization to manage the lofting kits available within their house. A lofting kit consists of: (1) 4 metal pins, (2) two metal clips, and (3) a long metal bar. Students may not build their own lofts.

### **Bed Height**

Each USF-issued bed can be adjusted to various levels using the notches on the bed frames. However, if the total mattress size exceeds 48 inches in width, then the bed is not allowed to be raised more than 11 inches from the ground. This means that any mattress size that exceeds the size of one standard USF mattress should not be more than 11 inches from the ground. This includes pushing two USF mattresses together to form one bed. This policy is strictly enforced by Environmental Health & Safety and the State Fire Marshal.

### **Foyers and Composites**

Foyers (or entranceways) may not contain any items, except composites affixed to the wall. In 2007, USF was asked to remove all items from foyers. However, an agreement was reached between the University and the State Fire Marshal’s office to allow composites to be hung in the stair enclosures and foyer. The maximum allowable composites secured to the wall will be 14 or 50% of the total wall surface, whichever is less. If violations continue to be found in stairwells, the exception granted for the composites will be revoked.

No other items are allowed in any portion of the foyer. Information on securing composites to the wall can be requested from the Greek Village Residence Life Coordinator.

### **Elevator Lobbies**

Elevator lobbies are located in the middle of each house. Students should not use elevator lobbies except as a means of egress for an emergency. No items should ever be stored in an elevator lobby, as they become means of egress when the complex’s fire alarm system is sounded. The first-floor elevator lobby of each complex contains a fire panel, which must be clear of any items so that it can be accessed in case of an emergency. Additionally, housekeeping must be able to bring in supply carts via elevator lobbies.

Each lobby is equipped with a telephone in case of an emergency. Phones are not to be used for any other purpose.

### **Propped Doors**

The following doors may not be propped (or kept from closing) at any time: doors to elevator lobbies or stairwells, doors between the foyer and living room, and exterior doors.

Propping of elevator lobby doors, stairwell doors, and foyer/living room doors is a violation of fire regulations. These areas serve as a means of egress in case of a fire, and propping these doors may allow smoke to fill the area during a fire evacuation. Propping exterior doors creates a security risk to residents.

All residents and visitors are expected to comply with any order to close a propped door. Individuals and/or chapters may face judicial referrals for failure to comply with door policies.

### **House Checks**

Every week, the Residence Life Coordinator and/or Assistant Residence Life Coordinator for Greek Village will complete visual inspections of all common areas, known as “House Checks.” Areas that are checked may include: foyers, stairwells, kitchens, laundry rooms, kitchen storage, living rooms, hallways, elevator lobbies, and yards. Violations are reported to each Community Manager, and must be resolved in a timely fashion, or else the entire chapter may be judicially referred to Student Conduct and Ethical Development and/or incur fees associated with resolving the violation(s). House Checks will occur between the hours of 10:00am and 6:00pm during the weekdays.

### **Evacuation Drills**

Each semester, one evacuation drill is conducted at the beginning of the academic term. The evacuation drills are coordinated by Residence Life staff, Environmental Health & Safety, USF Facilities, and University Police. The purpose of the evacuation drills is to test critical fire safety equipment and to educate residents on proper fire evacuation procedures. When the fire alarm is sounded, all individuals must immediately exit the building and stand a safe distance from the structure. At the conclusion of the evacuation drill, residents will receive further instructions.

### **Student and Organizational Conduct**

Greek Village residents and guests must adhere to all Housing & University policies, in addition to local, state, and federal laws. For up-to-date USF Policies and USF Regulations, please refer to the websites of: [USF Office of Student Conduct and Ethical Development](#), [USF General Counsel](#), the [Center for Student Involvement](#), and [Housing & Residential Education](#). Upon admission to the University and upon signing a USF Housing agreement, students agree that they will adhere to all Housing & University policies.

### **Standards Board**

Each fraternity or sorority may have their own standards board, and these boards serve an important and vital role in establishing a level of acceptable behavior for individual members or the chapter as whole. However, standards boards are not meant to replace University judicial processes that are in place to educate and adjudicate alleged policy violations. Standards boards should never shield issues from the University. Please consult the Greek Village Residence Life Coordinator or the Director of the Center of Student Involvement if your organization has any questions or concerns regarding the role of your standards board or national office in student or organizational conduct cases.

### **Referrals**

The Greek Village is a unique community, and this uniqueness can sometimes create nuances

between the role that is assumed by standards boards, Housing & Residential Education, the Center for Student Involvement, and the Office of Student Conduct and Ethical Development in individual and organizational conduct cases. While the University encourages organizations to properly address conduct cases within their own fraternities and sororities, organizations and individual students are not exempt from the University's own judicial processes.

**Individual Student Conduct**

In cases where an individual student has allegedly violated a Housing and/or University policy, the student may face a judicial referral. Referrals can be made by Housing staff (including Community Managers), University Police, and any other member of the USF community. Documentation of a student's alleged policy violation(s) will be processed by the Office of Student Conduct and Ethical Development. Either a Housing staff member or an Office of Student Conduct and Ethical Development staff member will serve as the Initial Review Officer, collect information about the alleged violation, and provide a possible sanction should there be a violation of the Student Code of Conduct. Should a student not accept responsibility for the alleged violation, a formal process is available to adjudicate the conduct case. More information about the conduct process can be found at <https://www.usf.edu/student-affairs/student-conduct-ethical-development/index.aspx>. Prior or future sanctions issued to a student through a fraternity or sorority standards board does not exempt a student from receiving a University-issued judicial sanction.

**Organizational Conduct**

In cases where an organization has allegedly violated a Housing and/or University policy, the organization may face a judicial referral. Referrals can be made by Housing staff (including Community Managers), University Police, and any other member of the USF community. Documentation of an organization's alleged policy violation will be processed by Student Conduct and Ethical Development, in consultation with Housing staff and the [Center for Student Involvement](#) (if applicable). After a judicial case is adjudicated, sanctions may be issued to the organization. Please note that the alleged violation(s) of an individual or multiple individuals in an organization reflects the conduct of the entire organization; therefore, the behavior of one or multiple individuals can still constitute a judicial referral on the part of the entire organization. Prior or future sanctions that are self-imposed on an organization by a standards boards or national office does not exempt an organization from receiving a University-issued judicial sanction.

**Registered Socials**

All registered social events must follow the policies and procedures outlined by the Center for Student Involvement. The most current policies and procedures are listed on their webpage.

Only two simultaneously registered social events are allowed at any given time in the Greek Village. In the event of an emergency, Housing & Residential Education, University Police, and other University officials cannot be denied access to the facility. Housing & Residential Education staff may conduct additional rounds of the Greek Village premises during the hours that registered social events are scheduled, and will utilize standard protocol when responding to suspected violations of University policy.

The Center for Student Involvement will notify the Greek Village Residence Life Coordinator when a registered social event is scheduled to be held in the Greek Village. The Greek Village RLC will then notify Housing & Residential Education staff, University Police, US Security, and other parties internal and external to the department.

## Alcohol

In the absence of an approved social event where alcohol is consumed within Greek Village, the following Housing & Residential Education Policies exist:

- Consumption of alcoholic beverages and/or possession of open alcohol containers by those of age are strictly prohibited in public areas of the residential facility. Public areas include hallways, labs, lounges, office areas, stairwells, living room, kitchen, public bathrooms, any non-approved recreational areas, outside of the residential facility or any other areas deemed public by the Department of Housing & Residential Education.
- Residents 21 years of age and older may:
  - Possess and/or consume alcohol only within the strict confines of their bedroom.
  - Possess and/or consume alcohol in the presence of their underage roommate.
- No drinking and/or open containers are allowed by anyone when underage guest(s) are present in the student room.
- Guests of legal age cannot consume alcohol when the resident host of the room is under 21.
- Students may not possess excessive amounts of alcohol. The definition of excessive will be at the discretion of the H&RE staff.
- Kegs, party balls, trashcans or large vessels that contain alcoholic beverages are strictly prohibited within the residential facilities and surrounding areas.
- Progressive drinking parties are not allowed due to the prohibition of consumption or possession of alcoholic containers in public areas, potential for noise violations and potential for illegal consumption.
- Private gatherings held in student rooms must be confined to that specific room or apartment. The H&RE staff reserves the right to determine if the occupancy of the room for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations. Private gatherings must adhere to visitation and quiet hour's restrictions.

## CM on Duty

Should an emergency, or situation that requires immediate assistance, occur after business hours, Greek Village residents can contact the Community Manager on Duty if they are unable to locate their own Community Manager for their house.

A Community Manager is on duty according to the following schedule:

Weekdays: Starting at 5:00pm (Mon, Tues, Wed, Thurs nights) until 8:00am the following morning

Weekends: 5:00pm on Friday until 8:00am Monday

University Holidays: Community Managers are on duty 24-hours

A Community Manager is on duty (according to the schedule above) throughout the entire calendar year. The phone number for the Community Manager on duty is posted at the front entrance to each house, on each floor of the house, and on the entrance to the Greek Village Community Office.

Below is a list of common reasons to contact the Community Manager on Duty. Please note, however, that you should utilize the Community Manager on Duty for any situation that may arise that would require assistance from a Housing staff member.

- Loss of electrical power in room
- Emergency facilities issue (leak, flood, etc.)
- To report a potential violation of University policy
- To report any suspicious activity (call University Police first!)
- If the pool is locked during normal operating hours

Please note that the failure of an air conditioning unit in a house is not considered an emergency. Please submit a work order, or contact your own Community Manager, to report an abnormal condition with your air conditioning unit.

The Community Manager on Duty should not be called when a student is locked out of their house or room. For these issues, a student must visit the Holly M to receive a spare key or a temporary access card.

## **GLOSSARY**

Below is a list of frequently-used terms in the Greek Village, Housing & Residential Education, and the Center for Student Involvement. Most of the words are referenced in the Greek Village Standard Operating Guide.

### **Alterations to Building or Property Request**

Many organizations have chosen to modify the house in various ways through: painting, installation of card reader systems on rear entryways, installation of kitchen and laundry appliances, new flooring, etc. Any alteration to the building or property must be approved by Housing & Residential Education. Please see page 26 and Appendix A for more information.

### **Assignments Office**

The Assignments Office is located on the second floor of Argos Complex. Staff can assist you with any questions you may have in regards to your housing account. You can call them at 813-974-0001 or send an [email](#).

### **Assistant Residence Life Coordinator for Greek Housing**

The Assistant Residence Life Coordinator (ARLC) for Greek Village assists the Residence Life Coordinator in supervising the 14 Community Managers, and serves as the primary advisor for the Greek Village Council. Additionally, the ARLC will work closely with the RLC to manage Community Manager Selection and training, and will prepare newsletters to all Greek Village residents to inform the community of important updates. Stop by the Greek Village Community Office to meet the ARLC for Greek Housing!

### **Bike Anti-Theft Program (B.A.T.)**

USF is not immune to bicycle thefts. Students are encouraged to register their bicycle with the University Police to help recover a lost or stolen bicycle. Information on this program can be found on the [USF Police Department's website](#).

### **Cancellation Fees**

A cancellation fee is a charge that may be assessed to a student's account when they cancel their agreement. The fee structure is dependent on the time the cancellation occurs. All cancellations must be submitted in writing using the form available on the housing portal.

Cancellations prior to the start date of the agreement the fee is a flat rate based on the date of cancellation. Please consult the [terms and agreements of your agreement](#) for information on deadlines and fees pertaining to canceling your agreement. Cancellations after the start of the agreement amount to one half the remaining charge for the agreement.

For all cancellation charges, you may submit an appeal if you feel the charge should be modified or waived due to the circumstance of your appeal. The appeal form can be found on the housing portal.

### **Canceling (your Housing agreement)**

When a student chooses to move to an off-campus residence and no longer hold on-campus residency, they must follow the proper procedures to cancel their agreement.

### **Card Access**

Because of the unique community dynamics within Greek Village, several individuals are allowed swipe card access to the house. The following individuals may obtain swipe card access to the house after following the proper procedures.

- Resident Members
- Out-of-House Members
- House Corporation Board Members
- Chapter Advisor

### **Center for Student Involvement**

The Office of Fraternity & Sorority Life has merged with the Center for Student Involvement to be one large Center that focuses on all student involvement and Fraternity/Sorority Initiatives. CSI staff advocates for the American fraternal values movement by providing quality education, advising, and outreach that empowers values-based decisions and fosters the betterment of the USF students, chapters, and councils. Their main values are: Integrity, Leadership, Learning, and Service. CSI partners closely with Housing & Residential Education. Their office is located on the second floor of the Marshall Student Center in suites 2300 and 2306. They can be contacted at 813- 974-1001.

### **Community Manager**

Formerly known as a Greek Village Resident Assistant, Community Managers act as University officials and assist the chapter in education and enforcement of University policies. Additionally, Community Managers will work with the Greek Village Council in support of planning programs and activities for Greek Village residents. The position description for Community Managers can be found on the [Greek Village Housing Website](#). Please note that no other position within the house should assume the roles and responsibilities of the Community Manager, including House/Property Managers.

### **Event Request Form**

We welcome all Greek organizations to utilize the Greek Village for event needs. The following areas are able to be reserved for group use: (1) pool (\*The Greek Village and Magnolia Pools cannot be reserved by outside organizations or for events not sponsored by Housing & Residential Education), (2) volleyball court, (3) quad, and (4) field. In order to reserve these areas, groups must complete an Event Request Form through USF Facilities Management. The individual filling out the form will click on the “Forms For Download” tab and then select “[Event Request Form](#).” Once the form is approved by Facilities Management and classified as utilizing Housing space, it is passed along to the Assistant Director of Housing Services for approval. Finally, if any of the spaces on the above list are indicated on the form, the Greek Village Residence Life Coordinator must approve the event request. After this process is complete,

the individual who submitted the form will receive an email from the Facilities Management confirming the event approval.

\*\*Please note that the Facilities Management needs these forms submitted at least 30 business days before the event date.

**Facilities Management Office**

This office is separate from Housing & Residential Education’s own Facilities Office. Whenever a project has been approved to make alterations to a house, Facilities Management may coordinate with Housing Facilities if the project is over a certain budget or requires extension alterations to the building. Rarely will House Corporations work directly with this office. Housing & Residential Education will serve as the main point of contact for large-scale projects.

**Facilities and Maintenance Office**

Housing & Residential Education has its own staff dedicated to the maintenance and up-keep of our on-campus facilities. Whenever a student submits a work order (see page 25 for more information), Facilities and Maintenance will coordinate the repair. During normal business hours, students can contact the office with any work orders by calling 813-974-3446.

**Fire, Health, & Safety Inspections**

Fire safety is of utmost importance in fraternity and sorority housing at USF and across the nation. Room inspections occur at different times of the year to ensure that residents are complying with University policies related to fire, health, and safety. General fire, health, and safety inspections with the Community Manager occur once a semester, as do inspections by the Environmental Health & Safety team. Notice of these inspections is typically given in advance. Additionally, the State Fire Marshal inspects all Greek Village facilities on an annual basis. Please see pages 28 for more information on these inspections.

**Forwarding Address**

Students who are leaving the Greek Village should always complete a Change of Address form. These forms are available on the Housing Portal under the Forms section.

**Greek Village Council**

The Greek Village Council, also known as the GVC, is a residence hall council for the Greek Village. It serves under the direction of the Residence Hall Association (see: <http://rha.housing.usf.edu>), and is advised by the Assistant Residence Life Coordinator for Greek Village. The GVC is comprised of residents from the Greek Village, and the main responsibility is to provide social and educational programming for all residents. Funding for the GVC comes from student housing fees. Please see page 32 for more information on the GVC.

**Greek Village Community Office**

During the academic year, the Community Office is open Monday-Friday from 9:00am to 5:00pm The Greek Village Community Office is closed during all University holidays, and may be closed or have limited hours over the summer period. The offices of the Residence Life Coordinator and Assistant Residence Life Coordinator for Greek Village are also housed in the Community Office. Please note that this office is separate from the Center for Student Involvement , which is located on the second floor of the Marshall Student Center.

**Greek Village Master Lease**

The Greek Village Master Lease is a binding agreement between the university and the

organization's house corporation.

### **Holly M**

Holly M serves as the main service desk for Greek Village, where residents can have all of their key and swipe card needs addressed. Holly M Service Desk is open 8 a.m. - 11 p.m., 7 days a week (unless other posted). Holly M is a desk for on-campus residents. Please see page 23 for a map of Holly M's location. Their phone number is 813-974-7000.

### **House Checks**

Each week, the Greek Village Residence Life Coordinator and/or Assistant Residence Life Coordinator for Greek Housing will complete visual inspections of all common areas, known as "House Checks." For more information on these checks, please see page 32.

### **House Corporations**

Each fraternity and sorority is represented by a House Corporation. House Corporations are comprised of alumni members, either from the local chapter or another chapter of the fraternity or sorority, and are legally incorporated and registered with the Florida Secretary of State's Office. House Corporations set the student room rates for each agreement period, and become responsible to the University for meeting the financial obligations of the organization. This guide is meant to serve as a reference for House Corporations.

### **Housing & Residential Education**

The Department of H&RE is committed to providing a safe community, innovative programs, and quality services that contribute to our residents' success by fostering their learning, personal development, and citizenship. H&RE is located on the second floor of Argos Complex. H&RE manages all on-campus residential facilities, and partners closely with the Center for Student Involvement for assistance with programmatic initiatives and judicial processes in the Greek Village.

### **Housing Agreement**

The [Greek Village Student Housing agreement](#), which you sign and agree to when you complete your online housing application, is a financially and legally binding document between you (the student) and the University (Housing).

Greek Village agreements are 9-month agreements, running from August 15 of one year to August 14 of the next year. Many House Corporations have students sign an additional agreement for their organization. The Housing agreement, however, serves as the master agreement. Information on agreements can be found on the Greek Village Housing Website.

### **Keys**

Various keys are issued to students and House Corporation Representatives in the Greek Village. The procedure for how to obtain keys is listed elsewhere in this manual. Each resident is issued one key to their student room. Chapter Presidents, CMs, and House Corp Reps can request access to the house, storage closets, and chapter rooms by completing the [Greek Village Key Request Form](#).

### **Out-of-House Members**

Refers to students who are members of a fraternity or sorority that is housed in Greek Village,

but does not have a housing agreement for the Greek Village. Currently enrolled and active out-of-house members are encouraged to be part of their community, and are able to obtain card access to their fraternity or sorority house. Please see page 6 for information on how to have card access activated. Access must be renewed each year, starting on August 15. Please note that alumni members are not granted access to the house unless they are the Chapter Advisor or member of the House Corporation. Out-of-house members are still held accountable for any damages that may occur within the house.

**Registered Social Event**

All registered social events must follow the policies and procedures outlined by the Center for Student Involvement. The most current policies and procedures are listed on their [webpage](#).

**Re-key/Re-core**

Refers to when a new lock is placed on a door and new keys must be issued. A re-key/re-core occurs when students fail to turn in old room keys, or lose their room key. Charges for re-keys/re-cores may be assessed to those students or individuals responsible for the key to the lock. When a room has been re-keyed, a notice will be left on the door, and students must visit Holly M to retrieve their new key (exceptions are for keys to chapter rooms, storage rooms, backdoors, and study rooms).

**Release (from Greek Village housing obligations)**

In order for a Greek Village resident to cancel their housing agreement or transfer their agreement to another on-campus community, Housing must receive official notification from their House Corporation that they have been approved to be released from their Greek Village housing obligations. Please see page 17 for more information.

**Residence Life Coordinator**

A Residence Life Coordinator (RLC) is a full-time staff member with the Department of Housing & Residential Education. Each community on campus is managed by at least one RLC, who holds a Master’s degree in Higher Education Administration, or other comparable field. In addition to supervising the 14 Community Managers and Assistant Residence Life Coordinator, the Greek Village RLC works closely with the Center for Student Involvement, and serves as a liaison between the House Corporations and Housing & Residential Education. Please visit the Residence Life Coordinator in the Greek Village Community Office!

**Resident Members**

Refers to those students who have signed a housing agreement and reside in the Greek Village.

**Room Change**

Refers to when students choose to move rooms within the house. Please see page 19 for proper procedures on how to do a room change. Do not simply move your room without notifying Housing & Residential Education as doing so may result in disciplinary action.

**Room Condition Report (RCR)**

A Room Condition Report is a form that each resident must complete within their first week of living in their on-campus room. The form is an opportunity for each student to indicate to Housing the condition of their room upon move-in. When a student checks out of their room, the form is completed by the Community Manager, and any damages to the room that were not indicated on the form at check-in will be assessed as a charge to the resident.

**Subleasing**

Subleasing is a term that organizations are encouraged to remove from their chapter’s vocabulary. Subleasing has not, and will continue to not, exist in the Greek Village. At no time should a student allow another student to live in their room to fulfill the financial obligations of their agreement. Each student has an individual housing agreement, and is placed in their assigned room on housing’s master roster. Should a student be found living in a room when they are not assigned to the room, all students involved may face disciplinary action.

**Temp Card**

Refers to a card that is issued to a student when they have lost or temporarily misplaced their USF identification card. Students are only able to have this card for up to 3 days while they locate their USF card or obtain a replacement. Temp cards can be obtained at the Holly M Service Desk. Temp cards are also given to House Corporation members for access to the house, and are issued on a more permanent basis.

**Transferring (your Housing agreement)**

Transferring a agreement refers to when a student wishes to move out of Greek Village and be placed into another on-campus room. The steps to transferring your agreement can be found on page 20.

**Work Order**

If an item is broken or requires attention in your room, please submit a work order via the Asset Essentials. You can submit a work order 24 hours a day by visiting [housing.usf.edu](http://housing.usf.edu) and clicking on “Submit Work Request.” During normal business hours, you can also call the Facilities and Maintenance Office at 813-974- 3446 to report a work order.

## IMPORTANT CONTACTS

**Cashier's Office** (813.974.6056)  
**Center for Student Involvement** (813.974.1001/7335)  
**Community Manager on Duty** (813.380.6175)  
**Counseling Center** (813.974.2375)  
**Dining Services** (813.974.4499)  
**Facilities and Maintenance Office** (813.974.3446)  
**Financial Aid** (813.974.4700)  
**Greek Village Community Office** (813.974.7503)  
**Greek Village Fax Line** (813.974.7766)  
**Holly M Desk** (813.974.7000)  
**Housing & Residential Education** (813.974.0001)  
**Parking Services** (813.974.3990)  
**Registrar's Office** (813.974.2000)  
**Student Health Services** (813.974.2331)  
**University Police** (813.974.2628)

**Rebecca Eisenstein**  
**Residence Life Coordinator**  
Office: GKY 101  
Phone: 813-974-8417  
Fax: 813-974-7766  
[reisenstein@usf.edu](mailto:reisenstein@usf.edu)

**Greek Village Project or Procurement Request Process**

**Purpose:**

This document is designed to outline the process for which a Greek Village Tenant can request alteration, upgrades, replacements, and/or other facilities-related projects (Referred as “Projects”) as well as funding sources and payment methods. This document uses terminology consistent with the terminology outlined in the Greek Village Master Lease.

**Point of Contact:** There will be two points of contact during this process: (1) the Greek Village Residence Life Coordinator (RLC) and (2) the Project Manager (PM), if necessary. The RLC will serve as the point of contact from steps 1-3 of the process outlined below and during the entire process for the residents of the Facility. The PM will serve as the point of contact beginning at step 4 as outlined below. The PM will maintain constant communication streams to the RLC and the Tenant with regards to the progress of the Project.

**Space Alteration Request Form:**

The Alterations to Building or Property Request Form is designed for a Tenant to submit requests in writing for modifications to the existing Premises. The Alterations to Building or Property Request Form submission is required to initiate any project requests which include the requested use of the Tenant’s account credit. There can be only one project request per Alterations to Building or Property Request Form and must include the House Corporation’s Representatives (“Tenant”) signature on each Alterations to Building or Property Request Form in order to be evaluate the project request. See Exhibit A for an example of a completed Alterations to Building or Property Request Form.

**Process:**

Each Tenant is eligible to submit an Alterations to Building or Property Request Form for requested Projects to the leased Premises. The following outlines the process for submitting an Alterations to Building or Property Request Form:

1. Tenant completes and signs an Alterations to Building or Property Request Form. The Alterations to Building or Property Request Form must be detailed and completed in its entirety.
2. The completed Alterations to Building or Property Request Form is submitted to the RLC for preliminary review. If changes are required, then it will be returned to the submitting Tenant.
3. Once the Alterations to Building or Property Request Form is preliminarily approved, the RLC will forward it to the Director of Residence Life & Education, Director for Operations & Outreach, and Director for Housing Facilities for approval (in this order).
4. If approved, then the Director for Housing Facilities will assign the project to the appropriate PM. The PM notifies the RLC and requesting Tenant of next steps in the project process.
  - If not approved, then the RLC returns the denied Alterations to Building or Property Request Form with an explanation for the denial.
5. The PM will request a discovery meeting to determine the details of the request, if necessary.
6. After collecting the necessary scope information, the PM will review the project scope from the Tenant as well as solicit the necessary budget and purchasing approvals from HRE’s Financial Manager and Assistant Director for Purchasing.

7. The PM will submit the Space Impact Form (SIF) for approval from the AVP for Housing & Residential Education. The approved Alterations to Building or Property Request Form should accompany the SIF for submission to the AVP for informational purposes.
8. Once the approved SIF is returned from USF Facilities Management, the PM will begin soliciting quotes for the requested project in accordance with USF's Purchasing policies and Facilities Management's processes.
  - PM will submit a purchase order (PO) request and approved SIF along with the quote(s) to the HRE Purchasing Manager
  - Once the PO is processed, a copy will be forwarded to the HRE project manager
  - The PO should be sent to the vendor so they can begin work
9. The PM will maintain communication with the GV RLC and the Tenant until the Project is complete.
10. After the work is completed, both the PM and the Tenant will need to sign off on the invoice (or via e-mail) verifying that:
  - The project is completed in accordance with the outlined project scope.
  - They are approving payment to the vendor
11. Send the approved invoice to the HRE Business Office for processing.

**Project Funding:**

1. Tenant Funding
  - a. Any Tenant wishing to provide their own, University approved contractor for a Project and use Tenant funds may do so and skip steps 5, 6, 8, 9, & 10 from the above section.
    - i. The PM will make the determination if a SIF is required for the Project.
    - ii. A copy of the approved invoice should be sent to the HRE Business Office for records purposes.
2. Housing & Residential Education Funding (requires an HRE PM from approval to completion)
  - a. If Tenant wishes to use their credit balance with USF to pay for the Project, the RLC should notify and forward the ABPRF to the Business Office Financial Manager. This will ensure there are sufficient funds to cover the proposed project. Once the project is completed the RLC should again notify the Financial Manager so that the Tenant's credit balance can be adjusted.
  - b. If Tenant wishes to use Foundation funds to pay for the Project, the House Corporation should contact the Director of Housing Operations and Outreach.
  - c. If HRE is paying for the Project, please follow steps 1-11 above.
3. A credit balance may be used towards House upgrades, furnishings, damages, or outstanding balances.

**Procurement & Purchasing:**

1. The PM will be responsible for procuring goods or services outlined in the approved Alterations to Building or Property Request Form.
2. No project can begin until a PO has been issued or the PM has confirmed that the vendor will accept a credit card.
3. If the work being done costs less than \$2,000 AND the vendor accepts P-Card, then the PM must use their P- Card instead of a PO. A PO may be requested in the event that the PM reached their monthly credit limit.
  - a. Do not assume that the vendor will take a p-card. Some smaller vendors do not accept credit cards and this can create an After-The-Fact PO which has serious consequences to both the PM and the department.

4. Non-stock items v. stock items

a. Stock items: HRE shall furnish at no cost to the Tenant any item that HRE stocks for other residential facilities unless negligence of the Tenant's occupants occurs.

b. Non-stock items: HRE Facilities/Maintenance shall procure non-stock items on behalf of the Tenant and shall charge a 20% administrative fee based on the total invoice amount. Depending on the non-stock item request there may be an installation/service charge imposed.

# Alterations to Building or Property Request Form



UNIVERSITY of  
**SOUTH FLORIDA**  
Housing & Residential Education

## INFORMATION

Today's Date

Requesting Organization

House Corp Contact Name

Last

First

M.I.

House Corp Position

Email

Mobile Phone

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## DESCRIPTION OF WORK

Description

Do you have a contractor or vendor lined up to do the project?

 Yes\* No

\*If yes, please indicate their name and contact information.

Will you be including a sketch or drawings?

 Yes\* No

\*Any sketches or drawings should be emailed or faxed, ATTN: Greek Village RLC, Wisam Berry

Reason for Request

Anticipated Source of Funds:

House Corporation Signature: \_\_\_\_\_

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

## FORM SUBMISSION

*With this request please attach all sketches, drawings, renderings or web site links for new materials in order to assist in the overall review and approval of the project. Please mail, email, or fax to:*

*reisenstein@usf.edu*

Housing & Residential Education

4202 E. Fowler Ave, RAR 235 Tampa, FL 33620

## OFFICE USE ONLY

Facilities Maintenance Approval: \_\_\_\_\_

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

Department Director Approval: \_\_\_\_\_

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

Space Impact Form Sent:

 Yes No

## Housing & Residential Education Reservation Policy for On-Campus Greek Organizations

As a valued part of our community, Housing & Residential Education (H&RE) supports the Greek organizations housed within the Greek Village. The following reservation policy serves the needs of the on-campus Greek organizations in relation to multipurpose space for fraternity and sorority business. This policy covers all policies for reserving indoor space and gives information for how to reserve outdoor space, which is a separate process.

### General Guidelines for Space Reservation

- Must have residency in H&RE's Greek Village.
- Must be properly registered with Center for Student Involvement.
- Must be in good standing, meaning allowance to meet as a group and hold events, with both the Center for Student Involvement, the Office of Student Conduct and Ethical, and H&RE.

### Outdoor Space Reservations

Space in the outdoor Greek Village areas (quad, field, volleyball court) are available for use by Greek Village fraternities and sororities, but must be reserved through the Physical Plant. Please note that these requests must be submitted 30 days prior to the event. The form can be found here: <https://www.usf.edu/administrative-services/facilities/requests/event-request.aspx>.

### Indoor Space Reservations

The first dates for acceptance of meeting requests for each subsequent semester are as follows:

- Fall Semester: July 1
- Spring Semester: November 15
- No reservations will be accepted during the summer

In an effort to make rooms available to all H&RE organizations, rooms cannot be reserved on a rolling basis. (For example: one organization could not reserve the same room every Sunday at 8pm for the entire semester.) Rooms may not be reserved for recruitment events. IFC, Panhellenic, NPHC, and MGC are ineligible to reserve H&RE multipurpose spaces.

### Reservation Timeline

After the acceptance dates listed above, processing constraints require:

- Reservations must be submitted to the Greek Village Residence Life Coordinator ten (10) business days prior to the meeting.

### Types of Meetings

H&RE spaces may only be reserved for regular business or ritual meetings which support the mission and objectives of the fraternity or sorority. Any "event," including social events, is not allowed in these spaces.

## Reservation Procedures

Fraternities and sororities must have an updated list of all accountable officers (executive board members) on file with H&RE before reservations can be made. Reservations will only be accepted from those officers listed as accountable officers. This form must be submitted by the Community Manager or President of the organization to the Greek Village Residence Life Coordinator and Assistant Residence Life Coordinator via email.

Reservations are to be submitted via email to the Greek Village Residence Life Coordinator and Assistant Residence Life Coordinator. **Reservations must be submitted 10 business days prior to the event.** The reservation request email should include the following:

- Name of accountable officer and position title of the officer submitting the request
- Email of accountable officer
- Contact number of accountable officer
- Name of the business meeting or ritual meeting
  - o Include any pertinent information about the meeting (For example: We will be covering the windows on the doors with black paper for the ritual ceremony portion of the meeting.)
- Date and start/end time for the meeting
- Number of members attending the meeting
- Number of chairs and tables needed for the meeting
- Indicate if audio/visual equipment will be used
- Requested room (optional)

All reservation requests will be in time queue to ensure each request is prioritized properly. The Greek Village Residence Life Coordinator or Assistant Residence Life Coordinator will send an email to the requesting officer indicating confirmation of the reservation or an inability to reserve the space, whichever is applicable.

## Cancellations

On-campus space is in high demand for numerous organizations and programming efforts, so out of courtesy, please provide notice of cancellation to the Greek Village Residence Life Coordinator as early as possible. Fraternities and sororities that “fail to cancel” more than once during a semester may lose privilege of reserving space in the future.

## Fees & Pricing

Fraternities and sororities that meet the “general guidelines for space reservation” listed above are not assessed rental fees for H&RE spaces if these meetings are conceptualized, planned, and managed by the fraternity or sorority and which support the mission and objectives of the fraternity or sorority. In addition, members of the fraternity or sorority must be the original requesters, the primary organizers, and coordinators of the meeting.

## Closed Days

H&RE spaces are subject to the University holiday schedule and as such rooms will not be reserved on days the University is closed. Rooms may also not be reserved for dates during the first two weeks and the last two weeks of each semester.

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## Late Requests

Requests that are made after the acceptance processing constraints (refer to Reservation Timeline) will be accepted up to the discretion of the Greek Village Residence Life Coordinator. If an appropriate room is available, it may be assigned.

## Space Availability and Setup

The following rooms are available for reservation:

- Cypress E (pick up keys from Holly M desk)
- Holly J (pick up keys from Holly M desk)
- Holly K (pick up keys from Holly M desk)
- Juniper-Poplar 1313 (pick up keys from Juniper-Poplar desk)
- Juniper-Poplar 1317 (pick up keys from Juniper-Poplar desk)
- Juniper-Poplar 1319 (pick up keys from Juniper-Poplar desk)
- Maple C (pick up keys from Holly M desk)

H&RE does not set up rooms, and fraternities and sororities are expected to return the room to its original set up configuration at the conclusion of the meeting. If excessive trash is accumulated during the course of the meeting, the fraternity or sorority should remove the trash and take it to the nearest dumpster at the conclusion of the meeting.

All rooms include tables and chairs that may be used, but the room should be returned to original setup at the end of the meeting. Furniture is not allowed to be taken out of the room at any point in time.

In order to access the space, the accountable officer who reserved the space will need to pick up the key to the room from the appropriate desk. Only the person(s) listed on the reservation may pick up the key. The Greek Village Residence Life Coordinator will always list the name of the accountable officer who reserved the space, in addition to the name of the organization's Community Manager or President.

Keys must be returned immediately following the meeting.

## Reviews

Requests for reservations for meetings may be subject to review to ensure compliance with USF policies and to make sure that the safety of the USF community is considered. Fraternities and sororities are responsible for providing all necessary information to ensure that the University can make appropriate and reasonable review of the meeting.

## Co-Sponsorships/Ineligible Reservations

Fraternities and sororities shall not use their privileges for access to H&RE space inappropriately to request an ineligible reservation for another group. Fraternities and sororities are not to reserve space for meetings, which they are not directly involved in, and present at. All instances of ineligible reservations for other student organizations (including a governing council), off-campus groups, or commercial vendors could result in the loss of reservation privileges. Fraternities and sororities may partner with another organization to co-sponsor an appropriate meeting or programming effort that supports the mission and objectives of the fraternity or sorority.

## **Audio/Visual Equipment Usage**

There is availability to access a computer, projector, and projector screen in some of the H&RE spaces. As noted above, if a fraternity or sorority would like to use this equipment, it must be noted in the reservation request and can only be used by the accountable officer who reserved the space or the Community Manager or President. If this equipment is requested, the Greek Village Residence Life Coordinator will make an effort to reserve an H&RE space with those accommodations.

## **Decorations**

Any and all decorations must follow H&RE policy. Below are some common policy violations:

- H&RE recognizes that many fraternity and sorority rituals involve the use of candles. Burning candles is strictly prohibited in all University buildings. If your ceremony requires the use of candles, you should utilize flameless candles or an LED substitute. No candle burning will be permitted. Any violation of the open flame policy will result in the fraternity or sorority being organizationally referred to Student Conduct and Ethical Development and reservation privileges being revoked indefinitely for ALL chapters.
- No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Regular masking, box, or duct tape is not permitted on any walls, floors, or ceilings.
- No decorations may be glued to any surface. No pins or tape may be used to adhere posters, paper, etc., to the walls, ceiling, drapes, floor, tables, etc.
- Violation of H&RE policies may result in suspension of facility reservation privileges for the semester.

## **Damages**

Any damages done will be repaired by H&RE and the fraternity or sorority will be billed for all costs incurred on the basis of materials required and staff time. This includes, but is not limited to, audio/visual equipment, tables, chairs, doors, windows, and walls. Similarly, excessive cleaning charges or trash removal will be billed to the fraternity or sorority.

## **Storage**

H&RE is not responsible for items left in the building, and storage space is not available for materials or equipment used in association with a meeting. Such items are the sole responsibility of the fraternity or sorority.