

# Greek Village Key Request Form

| Information  |   |
|--|---|
| Name of Person Requesting Access                                   |   |
| Last   | First   |
| M.I.   |   |
| Position   |   |
| <input type="checkbox"/> Chapter President                         | <input type="checkbox"/> Community Manager                  |
| <input type="checkbox"/> House Corporation                         | <input type="checkbox"/> Other                              |
| Chapter  |   |
| <input type="checkbox"/> GVA - House 1                             | <input type="checkbox"/> GVB - House 2                      |
| <input type="checkbox"/> GVC - House 3                             | <input type="checkbox"/> GVD House 4                        |
| <input type="checkbox"/> GVE - House 5                             | <input type="checkbox"/> GVF - House 6                      |
| <input type="checkbox"/> GVG - House 7                             | <input type="checkbox"/> GVH - House 8                      |
| <input type="checkbox"/> GVI House 9                               | <input type="checkbox"/> GVJ House 10                       |
| <input type="checkbox"/> GVK - House 11                            | <input type="checkbox"/> GVL- House 12                      |
| <input type="checkbox"/> GVM - House 13                            | <input type="checkbox"/> GVN - House 14                     |
| Local Address  |   |
| City   |   |
| State  |   |
| Zipcode  |   |
| Permanent Address  |   |
| City   |   |
| State  |   |
| Zipcode  |   |
| Anticipated Term End Date  |   |
| Email  |   |
| University ID  |   |
| Mobile Phone   |   |
| I am requesting the following keys (check all that apply)          |   |
| <input type="checkbox"/> Chapter Room                              | <input type="checkbox"/> Chapter Room Storage (Room #_____) |
| <input type="checkbox"/> House Storage (Room #___)                 | <input type="checkbox"/> Study Room (Room # _____)          |
| <input type="checkbox"/> * Back door Key (Community Managers only) | <input type="checkbox"/> other                              |

| GUIDELINES FOR USE OF GREEK VILLAGE KEYS   |
|--|
| <ul style="list-style-type: none"> <li>• Keys must be returned immediately.</li> <li>• Requester is responsible for re-keying the door(s) in the event that the key is lost or stolen.</li> <li>• Keys are issued whenever there is a change in personnel and/or at the end of each contract term (August 14). Keys not returned will result in a lock change.</li> <li>• Keys may not be duplicated.</li> <li>• Information on key policies and procedures are outlined in the Greek Village Standard Operating Guide.</li> </ul> <p>I have read and understand the guidelines for using keys in Greek Village.</p> <p>Signature: _____ Date: _____</p> |

| VERIFICATION FROM RESIDENCE LIFE COORDINATOR  |
|---|
| <p>The individual requesting access is the House Corporation or Chapter President or is employed as a Community Manager in Greek Village.</p> <p>Signature: _____ Date: _____</p> |

| OFFICE USE ONLY   |
|---|
| <p>Date Received: _____ Received by: _____</p> <p>Action Taken: _____ Notes (Key Number): _____</p> <p>House Number: GV _____</p> |