

# 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>