

University of North Alabama Panhellenic Housing Agreement

- I. **Length of Agreement.** THIS AGREEMENT (the “Lease Agreement”) is made and entered into by and between **THE UNIVERSITY OF NORTH ALABAMA**, (herein, the “**University**”) and _____ (herein, the “**Chapter**”). This Agreement shall be for a term of thirty (30) years beginning with the date of initial occupancy, which was fall semester 2004. The agreement will be reviewed in increments of three (3) years to ensure policies and procedures are up to date and meet the needs of the University and Chapter. **Panhellenic Housing Agreement will be signed by January 31 and submitted to the Office of Student Engagement.** Should a Chapter close, for whatever reason, this Agreement is terminated as of the date of such closure. Panhellenic Housing Agreement can be amended at any point if all parties (Housing and Residence Life, the four sorority chapters, and Office of Student Engagement) agree to adhere to the change.

- II. **Student Resident Billing.** Each student resident of a sorority will enter into an individual housing contract with the University of North Alabama through the Housing and Residence Life and will pay directly to the University the current standard room rates and fees as established by the University. These fees will be on the same timeline that all students are required to pay their housing each semester.

- III. **Meal Plans.** All residential students are required to purchase a meal plan. Meal plan options are available at una.edu/tuition.

- IV. **Chapter Room.** Each sorority chapter is designated a Chapter Room. The sorority is responsible for furnishing the Chapter Room as well as the general upkeep and cleanliness. During this contract period, there will be no Chapter parlor fee.

- V. **Capacity.** Maximum capacity for a sorority floor is 24 bed spaces in the Appleby residence halls. Chapters will only have the options to occupy 12 or 24 bed spaces. Chapters must decide the number of beds that will be filled by the last business day in January every year and submit in writing (including signatures from chapter president, housing manager, and chapter advisor) to Housing and Residence Life. If chapter does not notify Housing and Residence Life stating that they want to occupy either 12 or 24 bed spaces, Housing and Residence Life will assume that the chapter will occupy 24 bed spaces. Chapter will then assume the responsibility for 24 bed spaces. All notification must be written to Housing and Residence Life. A list of names of chapter members who will be living in Appleby will be due by March 15 to Housing and Residence Life. All individual student contracts must be completed by April 1.

If a vacancy occurs within the number of beds claimed, the Greek chapter is responsible for the filling or paying the costs associated with that vacancy.

Provided that space is available on a Chapter floor, a Chapter shall have the right at the end of fall formal recruitment to transfer to the Chapter House any new members who are upper classmen accepting a bid and who live on and off-campus.

- VI. **Occupancy.** Residence Hall contracts are effective for one academic year. Residents will be required to be enrolled in at least 12 hours during the fall and spring semesters. All women are to be moved in by the end of the Housing and Residence Life room change/consolidation process in the Fall & Spring semesters. First semester Freshman are not permitted to live in Appleby on the sorority floor.

In the event that maximum capacity is not claimed by the chapter, the University shall have the right to assign students who are not chapter members to fill vacant rooms on the sorority floor. In the event that maximum capacity is not claimed, chapters may not fill vacant rooms with non-sorority members unless they receive written approval from a professional Housing and Residence Life Staff member. Chapters may not pull sorority members from other residence halls without written approval from a professional staff member of Housing and Residence Life.

Should a new or current member fall out of status (de-pledge, de-activate, or otherwise), the University will not terminate the former member's housing contract. The student will be reassigned at the request of the student or Chapter a space in either a traditional or cluster style residence hall depending on availability. The chapter will be responsible for the replacement of the individual or the cost of that vacancy.

Should a Chapter cease to occupy its sorority floor or cease to exist as a chapter on the UNA campus, fixtures within the sorority floor or Chapter Room shall remain the property of the University and Chapter furnishings shall remain the property of Chapter or its Inter/National organization.

- VII. **Expectations of Residents.** Chapter and University have the following expectations of the residents.
- a. All residents and guests are responsible for abiding by the Student Code of Conduct-Student Handbook, housing contract, and all Housing and Residence Life policies (available at una.edu/housing).
 - b. Alterations in basic floor structure, floor covering, plumbing, painting, and/or wiring may only be performed by the University, or with the written approval from the Housing and Residence Life. Contractors may be used provided they are approved by the Department of Facilities, Administration and Planning. Alterations made at the request of the Sorority will be funded by the Sorority.
 - c. All maintenance issues must be reported to the Department of Facilities Administration & Planning via the online system (una.edu/housing) The repairs will be handled by University personnel or University-approved contractors, including minor repairs (glass breakage, etc.).
 - d. Residents are expected to immediately report malfunctioning equipment or potential fire or safety hazards to the House Manager who will immediately contact Housing and Residence Life.
 - e. Fire and safety standards shall be maintained by residents and guests in accordance with applicable University policies and State fire safety codes. For example, fire exits and stairwells shall be free from debris or obstacles at all times. A common area used as storage facilities is prohibited.
 - f. Stolen or vandalized items shall also be promptly reported to Housing & Residence Life staff and the University Police Department.

- g. Residents shall maintain their private room and bath in a neat, clean, safe and sanitary condition. University will not provide cleaning and janitorial supplies for shower room and restroom cleaning. Residents agree to be responsible for actual cleaning of these areas.
- h. Please refer to una.edu/housing for the most current cleaning guidelines. The cost of cleaning required beyond normal wear and tear which includes, but not limited to, trash not disposed of properly, leaving dirty/used dishes in the sink, food not properly stored and spills on floor not cleaned, residents or the Chapter will be assessed a fee.
- i. Residents must take individual and common area trash out to the dumpster located next to the residence halls. University will only provide a trash can for main lobbies. These trash cans should not be used for students' or chapters' personal trash disposal.
- j. The safety of all students is important to Housing and Residence Life. Should there be any tampering of propping open of activated card access doors, residents and/or the Chapter will be assessed a fee accordingly, and processed through Student Conduct.
- k. Residents are expected to abide by the University Cohabitation Policy, as written on the Housing and Residence Life website, however, residents will also be expected to abide by any additional chapter policies on visitation"

VIII. Chapter Responsibilities. Chapter and University agree that:

- a. Chapter will furnish necessary furniture, wall fixtures and upgrades to its Chapter Room. All project requests must be submitted in writing to Housing and Residence Life by November 1 of each year for the upcoming year to ensure that all safety measures are reviewed and there are no major renovations conducted that will change the existing structure. No reasonable request will be denied. All renovations must meet the approval of Housing and Residence Life and the Department of Facilities Administration and Planning.
- b. Chapters must purchase room furnishings that meet the standards of the Alabama Fire Code.
- c. Chapter is responsible for all custodial care necessary to keep the Chapter Room in a clean and sanitary condition.
- d. Chapter is responsible for ensuring that the kitchens are clean properly after each Chapter event. Food and trash should be disposed of properly and general cleaning of kitchen area, including, but not limited to, cleaning dishes, counter tops, floors, etc. after Chapter events. Chapters must take trash to dumpster located next to the residence halls.
- e. Should there be an excess of cleaning required in regards to Chapter functions, Chapter will be assessed a fee.
- f. The name of the sorority and its insignia may be placed on the building according to plans and specifications approved by the University.
- g. Chapter Room and other areas are subject to inspection by health and safety and University officials. Chapter must maintain health and safety code regulations. The University reserves the right to inspect sorority Chapter rooms and floors periodically to determine it is in reasonably neat and orderly condition.
- h. Each chapter will provide a House Manager who will work with the Office of Student Engagement and Housing and Residence Life. This person will be the direct liaison between the sorority residents and the University.

IX. House Manager Responsibilities

- a. House Manager must be enrolled full-time in an undergraduate or graduate degree program at the University of North Alabama. The House Manager must maintain a minimum cumulative and semester GPA of a 2.5.
- b. Provide communication of concerns specifically related to the Appleby area operations between related offices and support services including Housing and Residence Life, and Student Engagement as well as Chapter's House Corporation.
- c. Coordinate initial room assignments and notify Housing and Residence Life by March 15.
- d. Communicate violations of Housing and Residence Life standards to be processed through Student Conduct.
- e. The Housing and Residence Life staff will facilitate monthly inspections with the House Manager.
- f. Serve as liaison to the Housing and Residence Life and work to communicate building issues. Work with the chapter to organize regular cleaning of the floor.
- g. Must attend all fall and spring student staff training as determined in the House Manager job description.
- h. Must be on hand for sorority potential new member check-ins and will be excused from transitional check-in responsibilities during sorority formal recruitment.
- i. House Manager contracts will run from August 1 to May 31.
- j. Must communicate newly elected house manager information within a week of election/appointment. Newly elected house managers are encouraged to participate in Housing and Residence Life training classes during the spring semester prior to the beginning of their term as House Manager.
- l. House Managers are required to follow the guidelines as indicated in the Housing and Residence Life Housing Manager Position Description and Contract.

X. House Manager Compensation

Housing and Residence Life will provide 50% of the House Manager's cost towards a double room. If the student is in a single or a double as a single, the University will still only pay the equivalent of 50% of a double room. Should the House Manager not fulfill the duties outlined in Section VIII or in the House Manager's job description provided by the Housing and Residence Life, the Department may terminate the scholarship and recommend that the Chapter find a new House Manager.

Notice or communication to any student resident shall be sent to the student's UNA email address. Communication to Chapter or University shall be sent in writing to the following designated parties and shall be considered effective upon receipt:

For the Chapter: Advisor, President, and House Manager

For the University: Vice President of Business and Finance, Director of Housing and Residence Life, and Assistant Director of Student Engagement for Fraternity and Sorority Life

The parties agree that Chapter shall be responsible for communication to its Inter/National; however, University reserves the right to do such in its sole judgment. Chapter agrees to inform University of any changes of persons or address as noted above for receipt of notices and/or communication.

University of North Alabama

By: Mr. Evan Thornton
Title: Vice President for Business & Financial Affairs
Signature: _____
Date: _____

International Sorority Body

By: _____
Title: _____
Signature: _____
Date: _____

UNA Student Affairs

By: Mr. David Shields
Title: Vice President for Student Affairs
Signature: _____
Date: _____

UNA Housing and Residence Life

By: Ms. Jennifer Sutton
Title: Director, Housing & Residence Life
Signature: _____
Date: _____

UNA Fraternity & Sorority Life

By: Ms. Ashley Christman
Title: Assistant Director of Student Engagement, FSL
Signature: _____
Date: _____

Annual Acknowledgement

This acknowledgement is to be signed annually within 30 days of sorority leadership changes.

The individuals below acknowledge the Chapter has received a copy of the Panhellenic Housing Agreement. The Chapter is responsible for understanding this agreement and educating its' membership on the policies outlined within.

Chapter President

Name: _____

Signature: _____

Date: _____

Chapter Advisor

Name: _____

Signature: _____

Date: _____

Chapter House Manager

Name: _____

Signature: _____

Date: _____

Chapter Housing Advisor, if applicable

Name: _____

Signature: _____

Date: _____