



Chapter Room Keys

Chapter Room, Office and mailbox keys will be issued at the request of the Chapter's President/Housing Chair at the beginning of Fall semester provided that: there is a contract on file; proof of current insurance; and the Chapter account is in good stand-ings. Key check-out is available from the complex office only.

The President may issue keys to the Chapter Room to non-resident members. The Chapter President will maintain a key log system using the form provided by Residential Life. Residential Life reserves the right to make unannounced audits of the log at any time.

Each Chapter is responsible for security of their keys and for the return of all keys issued. The President will return all keys to the Complex Office by the last day of Spring Semester.

In the event that all keys are not returned, the Chapter will be charged to re-cut all the keys at a cost of \$5.00/key and the locks will be changed at an additional cost to the Chapter of \$20.00/lock. Any lost or stolen Chapter Room keys should be reported to the Area Director and the Complex Office immediately.

Damage

If damage is caused by a maintenance problem to your Suite/Chapter Room or it's contents, please use the following guidelines: Immediately contact the Head Staff member on duty. Do what you can to minimize the damage; such as picking things up off the floor, using towels to stop water from spreading, etc. until, housekeeping and/or maintenance personnel arrive.

Please do not bring in outside contractors unless Residential Life has agreed this is necessary. For more information about damage/maintenance go on-line to the handbook.



Help your organization and Residential Life by keeping an up-to-date Key Log. We thank you and your next president will thank you.

Residential Life Greek Handbook is available on-line at:
http://www1.indstate.edu/reslife/greek_handbook.htm

2009-2010

Reslife Greek News

People to Know:

- Anita Moon,**
Lincoln Complex Secretary: ex. 4257
- Rachel Barrett,**
LQ Area Director: ex. 4259
- Krista Divan,**
Pickerl Complex Office: ex. 4405
- Linda Atkinson,**
Pickerl Area Director: ex. 4410
- Residential Life Office:** ex. 3993



Important Dates

August 22, 2010

- Chapter Room Contract begins for the year.
- President may request keys to Chapter Room/ elevator from the Complex Office.
- Residence Halls open
- Residential Life must have a current copy of your Chapter's Liability Insurance on file **otherwise no Chapter Room keys will be issued.**

September 1, 2010

- Chapter Room rent for first semester due
- Fall Address List due to the Area Director (form is available on-line)

January 1, 2010

- Chapter Room rent for second semester due
- Off campus Chapters wanting to request hall space/chapter rooms due in writing to Residential Life
- Current Chapters releasing their Chapter Room/Stairwell/Floor need to notify Residential Life in writing.

February 1, 2010

- Spring Address List due to the Area Director (form is on-line)
- Roster of current membership due to the Area Director
- Prepare-Fall Room Sign-up process begins

March 2010

- Chapter Room contracts must be signed and returned
- Summer Address List due to the Area Director (form is on-line)

May 8, 2010

- All Chapter Room & mailbox keys must be returned to the Complex Office for your area. Keys need to be returned all at one time by either the Housing Chair or the President. After this date, Chapters will be charged for lock changes and having new keys cut.

Special Events

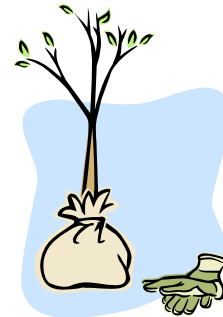
Special events include, but are not limited to: functions which include or are co-sponsored by other Greek organizations, open houses, events which include the invitation of non-members, events that are advertised (word of mouth, email, posters, flyers, invitations, etc.), any event or activity that may impact other residents, any event needing special visitation considerations. All special events must be approved by the Area Director. Organizations are required to submit their request to hold a special event at least 7 days in advance to the Area Director. The Area Director will respond in a timely manner to the request in writing.

Rent

Rent is payable in advance by September 1 and January 1. The amount of your rent is listed on your Chapter Room contract. Notices will not be issued regarding due dates, and it is the responsibility of the Tenant to make the payments on time. Payments are payable to Indiana State University at the Office of the Controller. When an account becomes 30 days delinquent, the tenant may be requested to immediately vacate the Chapter Room.

Renovations

Use the Greek Chapter Room Landscaping and Renovation Request Form any time your organization needs to request landscaping or changes to your Chapter Room. This form is to be used whether your organization is requesting approval for work that will be contracted out, or you want to request work to be done by Residential Life Staff. This form is not to be used for regular maintenance issues or emergency problems. The form is available on-line and can be emailed to r-kendall@indstate.edu, faxed to Res life 237- 8525 or sent to the Residential Life Office. Please plan ahead, since it may take some time to process the form and get back with you.



Insurance

Each Greek Organization is required by contract to have liability insurance. It is the responsibility of each organization to see that a current copy of that insurance is on file in the Residential Life Office. For more information about this requirement please refer to your Chapter Room Contract. You can contact the Residential Life Office at any time to see if your insurance is up-to-date or to get a copy of your current insurance.