

Greek Village Key Request Form

Information			
Name of Person Requesting Access		Last <input style="width: 100px;" type="text"/>	First <input style="width: 100px;" type="text"/> M.I. <input style="width: 50px;" type="text"/>
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	<input style="width: 100%;" type="text"/>		
City	<input style="width: 100px;" type="text"/>	State	<input style="width: 100px;" type="text"/> Zipcode <input style="width: 100px;" type="text"/>
Permanent Address	<input style="width: 100%;" type="text"/>		
City	<input style="width: 100px;" type="text"/>	State	<input style="width: 100px;" type="text"/> Zipcode <input style="width: 100px;" type="text"/>
Anticipated Term End Date	<input style="width: 100px;" type="text"/>	Email	<input style="width: 100%;" type="text"/>
University ID	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Mobile Phone	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
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"/> Study Room (Room # _____)
	<input type="checkbox"/> House Storage (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"> • Keys must be returned immediately. • Requester is responsible for re-keying the door(s) in the event that the key is lost or stolen. • 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. • Keys may not be duplicated. • Information on key policies and procedures are outlined in the Greek Village Standard Operating Guide. <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>