

2024-25 GREEK VILLAGE OPERATIONAL MANUAL

Arkansas State University

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ABOUT THE GREEK VILLAGE

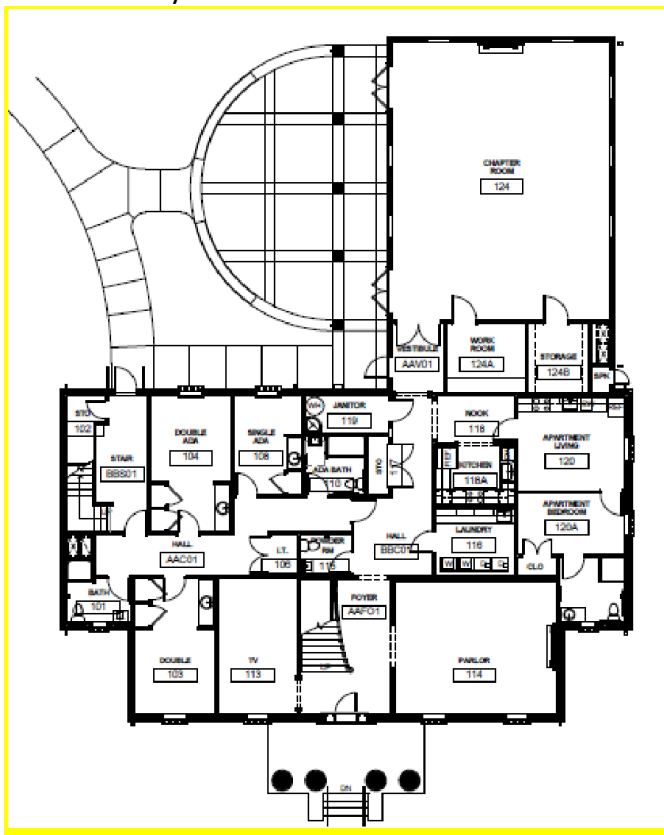
Arkansas State University houses five sororities under the operation of the Leadership Center and the Department of University Housing. Occupancy in these five houses is open to individuals who are sorority members. Each organization resides in a two-story house consisting of single and double bedrooms with a community kitchen, parlor room, media room, and common restrooms. Residents are required to sign a housing contract provided by University Housing and any additional contracts pertaining to individual organizational membership.

Demographic Information

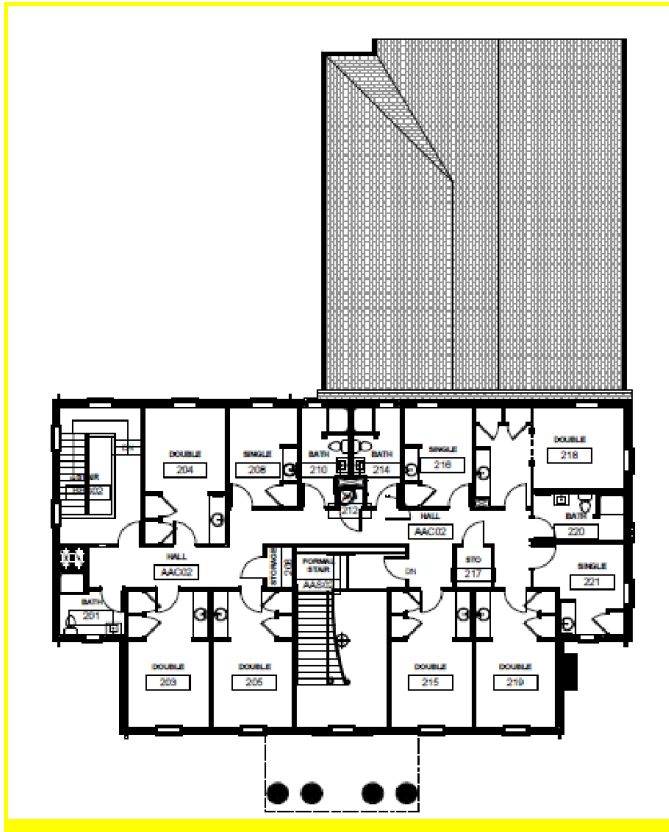
- Total Capacity: 100 beds
- Single and double bedrooms available
- 2-story model homes
- Furniture includes: built-in closet, bed, desk, chair, dresser, and storage cube per student
- Parlor, media room, and kitchen on the first floor of each house
- Cable TV
- Wireless Internet connections
- Washers and dryers in each house

Interior Floor Plan

First Floor Layout



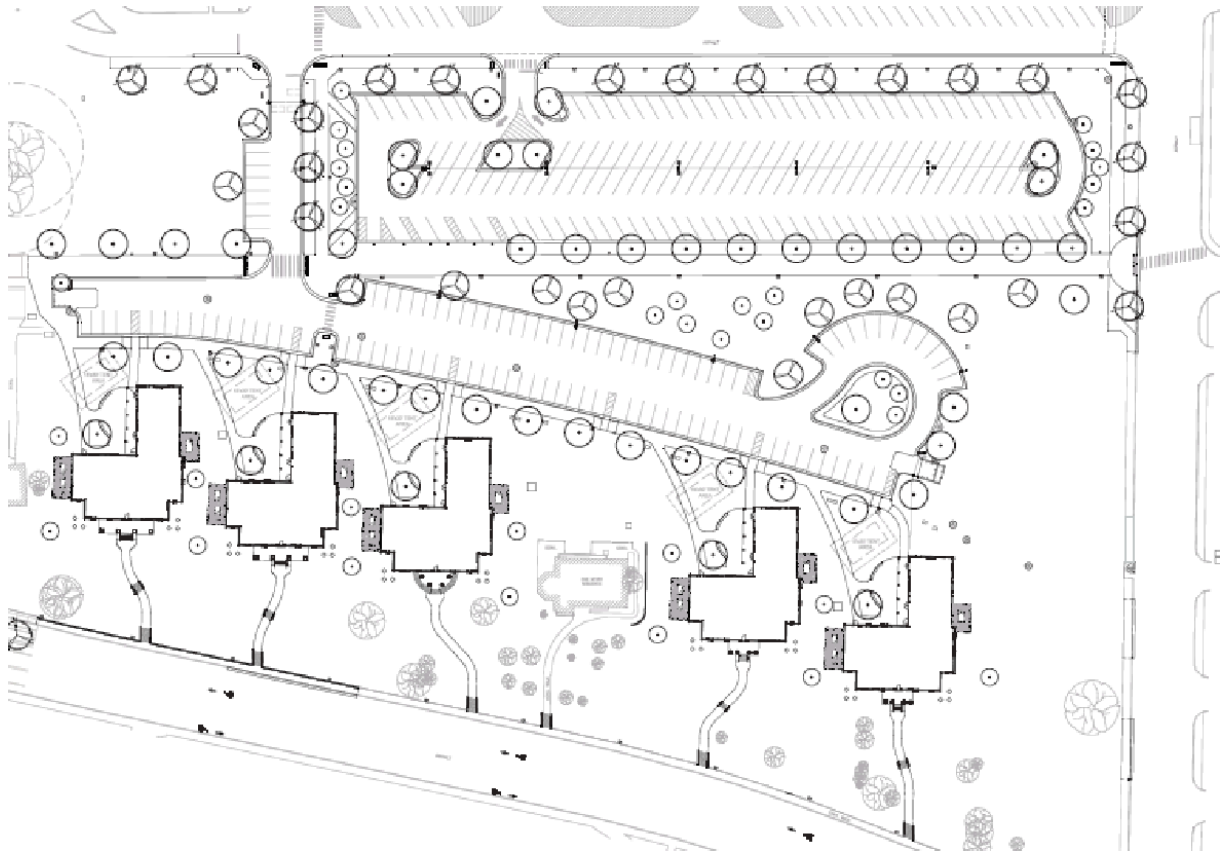
Second Floor Layout



House Designations

House Address	Chapter Name	Chapter Greek Letters
2502 Aggie Road	Alpha Gamma Delta	ΑΓΔ
2504 Aggie Road	Alpha Omicron Pi	ΑΟΠ
2508 Aggie Road	Chi Omega	ΧΩ
2510 Aggie Road	Delta Zeta	ΔΖ
2410 Aggie Road	Zeta Tau Alpha	ZTA

Map of Greek Village



Alumni House Corporation

Each chapter is represented by an Alumni House Corporation composed of alumni members. House Corporations often work closely with University representatives, Greek Village Assistants, and the local chapter executive officers. Greek Village Assistants and Leadership Center staff are expected to regularly communicate University policies and procedures to the Alumni House Association representatives. The University will establish the room rates for each chapter house and assess a monthly member fee for use of the public spaces. The Alumni House Association may coordinate the furnishings and decorations of the public spaces, such as the Parlor, TV Room, Kitchen, and Chapter Room. All enhancements must be approved by the Leadership Center and University Housing.

If a chapter Alumni House Corporation wishes to make enhancements to the home, the following process must be followed:

- Written proposal of enhancement sent six months in advance to Executive Director of University Housing, Natalie Eskew (neskew@AState.edu) and Associate Director of University Housing, Jenny Keller (jekeller@AState.edu)
- University Housing will work with Facilities Management to determine if projects can take place, budget, timeline, etc.

STAFFING STRUCTURE

The Greek Village is staffed by five Greek Village Assistants (GVA), co-supervised by University Housing and the Leadership Center. The Greek Village Assistants are ideally members of the organization and serve as a liaison between the chapter, University Housing, and the Leadership Center.

Greek Village Assistant

Each spring, sorority leadership will identify qualified candidates to submit applications for the Greek Village Assistant positions. The Leadership Center and University Housing will conduct an interview process to select each chapter's GVA. These positions may only be filled by a graduate student or upperclassman, identified as a junior or senior classification. Preference will be given to qualified upperclassmen or graduate students with prior or current residency in Greek Village. Once identified, Greek Village Assistants will be included in the appropriate University Housing training sessions conducted prior to the summer academic term. Each GVA is responsible for maintaining the standard outlined in the Greek Village Assistant Position Agreement.

Responsibilities of Greek Village Assistants

- Facilitate the check-in/check-out process for chapter residence
- Report and verify completion for chapter house work orders when applicable
- Serve as the "on-duty" representative for the Greek Village when assigned
- Attend identified training session facilitated each August
- Report violations of University Housing policies
- Compensation: Furnished apartment in chapter house

University Housing

- A University Housing full-time professional staff member will provide leadership and support to the GVA. This person will be responsible for many of the administrative functions of the residence hall system in his/her area.
- Greek Village Housing falls under the responsibility of the University Housing. Offices are located on the second floor of the Reng Student Union.

OPERATIONS INFORMATION

Reserve Fund

Monies collected (Rent and Parlor Fees) in excess of Operating Costs (including University budgeted maintenance reserve monies) shall be set aside in a University maintained reserve. Reserve requirements will be determined by a capital/non-capital replacement schedule and as required by the Arkansas Department of Higher Education as it pertains to the Leased Premises. Monies collected above the reserve requirement are available only for improvement of the premises and for any operating deficits of the premises.

Monies remaining after all operational expenses are paid from income proceeds will be placed in a Reserve Fund. Reserve requirements annually will be determined by a Reserve Replacement Schedule and will be based on actual costs and estimated life cycles and inflation factor of each item. For example, if the installation and the cost of carpet was \$5.00 per sq. ft., the life cycle of the carpet is five years, the number of sq. ft. installed was 500 sq. ft. and the yearly inflation factor is 2%. The yearly annual reserve required would be calculated as follows: $1.02^5 * \$5.00 * 500 / 5 = \552.04 . Stated another way, the formula is $\text{Inflation Rate}^{\text{Life Cycle}} * \text{Original Material and Installation per sq. ft.} * \text{Total sq. ft. of Carpet} / \text{Life Cycle} = \text{Amount of required reserve for carpet}$. This would be done with all agreed upon capital and non-capital items. Anything not accounted for in the Reserve Replacement Schedule and the general operating budget would be the responsibility of the Tenant. The replacement schedule will be reviewed annually to assess if the life cycle and inflation rates continue to be reasonable assumptions.

Rent and Parlor Fee

Rent for double and single occupancy rooms will be charged annually by the University up to the cost of rent for double and single rooms in the Honors Living Learning Community Buildings IV. Every Fall/Spring semester, members and new members of each chapter will be assessed a parlor fee. This \$260 fee will be charged to each sorority member's A-State student account. The parlor fee is a University Housing fee that is applied toward Greek Housing operating costs. The parlor fee will be the only sorority-related fee applied to your A-State student account. Dues that are charged by each chapter are separate financial obligations and will be made payable to each sorority chapter.

Parlor fees that are assessed to a student account may be removed upon University Housing's approval prior to the 11th day of class of each semester. All parlor fees are permanent for the current semester following the 11th day of class. If sorority membership is withdrawn, the parlor fee can be removed up to the first 30 days of the semester.

A full chapter membership roster is due to the Leadership Center and the Department of University Housing by July 31st. Current, initiated members' names and A-State student ID numbers should be included on this roster. Following Panhellenic Formal Recruitment, a membership roster of new members and A-State student ID numbers should be submitted to the Leadership Center and the Department of University Housing by the end of business on the first Friday of the fall semester. New Members who receive a bid through Continuous Open Bidding will receive the parlor fee upon the Leadership Center receiving from the chapter the official Continuous Open Bidding Membership Recruitment Acceptance Binding Agreement form.

Room and Board Charges

Room and board charges begin on the date the room key is obtained by the resident/when the contract begins. Residents are responsible for the entire length of the housing contract while still enrolled at A-State. Refer to cancellation policy for additional information.

Residents living in Greek Village are required to select a Meal Plan, but are permitted to select any meal plan type including the VMP meal plan. However if a VMP plan is selected, a plan must be selected for both Fall and Spring.

Room Sign-up

Sorority executive board members/advisors will make arrangements with their members (of at least sophomore classification) to determine which members will reside in the house. The list of members will be sent to the Leadership Center for review by the first business day in April. This list should be a complete roster of the twenty women confirmed to live in the chapter house for the following academic year. The list must include full name and ID number for each chapter woman along with the designated room assignment. Chapters are responsible for determining room assignments. After the review, the sorority housing list will be forwarded to University Housing. Chapter members seeking residence in the Greek Village are required to complete all required documents in the A-State housing portal.

Housing PrePayment

The \$100 Housing PrePayment must accompany the application. The contract is a binding academic year (fall and spring) contract.

Residents who wish to have their pre-payment refunded must contact University Housing prior to May 15 of each year.

Check-In

Residents may move into the houses on the designated sorority move-in day. This generally takes place two weekends before classes begin. The GVA will complete full room inventory to document the condition of the room and furnishings prior to move in. All issues with the condition of the room at the time of move in must be reported to the GVA. Throughout the semester, residents must report any room damages to the GVA. Each resident is financially responsible for all damages to the assigned room during occupancy.

Plastic adhesive hooks/"Command strips" are strictly prohibited from use in resident rooms. Should a Command strip be used in a resident room without approval from the Associate Director of University Housing and Assistant Director of Fraternity & Sorority Life, that resident(s) will be assessed for the damage to the wall.

Room Changes

Room changes are made at specific times during the year, unless extenuating circumstances require immediate relocation.

If a move is necessary outside this room change period, please consult with the GVA. The GVA must work alongside the Director of University Housing, Residence Education Coordinator, and Assistant Director of Fraternity & Sorority Life to approve room changes within the building. The student approved to move must complete all room change paperwork with the Department of University Housing. Any time a student changes rooms, she must be checked out of the

current room and checked in to the new room by a GVA. If damages exist, charges will be added to the student's account.

Check Out

Residents are required to present the assigned room key at checkout to the GVA. Failure to comply may result in the assessment of an improper checkout fee, lock change fee, and/or key replacement fee.

Rooms must be left in the same condition in which they were found at the time of check in.

- Wall and furnishing surfaces should be cleaned of excessive dirt, grime, and damages.
- Marks and dirt should be removed from door surfaces.
- Trash should be removed from the room.
- Floors should be clean; swept and mopped/vacuumed.
- All furnishings must be left in the room and in good condition.
- All private bathrooms must be clean (toilets, sinks, showers, floors, etc.)
- This list is not limited to the items above. Any damages made to a room will be assessed and charged to the student's account.

Cancellation of Room Assignment

All students must contact University Housing to terminate a housing contract. This includes not returning to the university or canceling a room assignment. Review the University Housing contract for the complete cancellation policy.

Should a member request to move-out of her sorority housing assignment mid-year, the chapter should provide the Director of University Housing, Residence Education Coordinator, and Assistant Director of Fraternity & Sorority Life the reason for the member's housing contract cancellation request. The University will determine if the request is allowable without penalty.

Occupancy Requirement

Fall and Spring Semester

In order to be an eligible resident of Greek Village, residents must have true sophomore, junior, or senior status. That is, residents must have completed at least 30 credit hours *and* at least be entering their second year as a true undergraduate student.

In order to meet requirements as defined by the lease, chapters must maintain 100% occupancy, or 20 residents. Any unoccupied room will be the financial responsibility of the local chapter membership to pay to the University. If rooms are unoccupied and the local chapter fails to meet the required financial obligation, the University reserves the right to fill the space. Chapters that do not occupy all beds will be billed for the open beds at the room rate listed for that academic year. Bills will be distributed after the 11th day of class.

Summer Terms

If a chapter wishes to allow members to live in the house over the summer term, a request must be made to University Housing and the Leadership Center. Chapter leadership and members will have access to the house over the summer term in order to complete preparations for recruitment in the fall.

FACILITIES INFORMATION

Safety

AEDs and NARCAN®

AEDs are intended to be used to save the lives of individuals suffering from cardiac arrest. An AED works by delivering a shock of electricity to the heart to “reset” the heart's rhythm. The unit is designed to detect arrhythmia and analyze whether a shock is necessary. Multiple fail-safes are in place to prevent the unit from delivering a shock when one is not necessary.

NARCAN® is a nasal spray intended for individuals suffering from an opioid overdose. It is proven to be a safe and highly effective medication. In the event someone is administered NARCAN® but is not suffering from an opioid overdose, there will be no notable side effects. There are no documented allergic reactions to NARCAN®.

Maps of the locations of these units across campus are available at LinkTr.ee/AStateGreekSafety.

Fire Alarms

Each building is equipped with a fire alarm system. They are there for protection; therefore, residents and guests should not tamper with them. This includes components such as sprinkler systems and smoke detectors. Fire drills are conducted to familiarize the residents with the sound of the building alarm, emergency exits that are available, and the procedure for evacuating the building. Drills are required each semester under the Higher Education Opportunity Act of 2008 to receive federal funds. Failure to respond to a fire alarm will result in conduct action. Tampering with fire safety equipment is a violation of university policy and will also result in conduct action.

If a fire alarm sounds:

- Quickly put on a coat (if necessary) and hard-soled shoes.
- Take a towel to put over the face to prevent smoke inhalation.
- Check the door or doorknob. If it is hot, do not open it. If it is cool, exit cautiously and lock the door. Each student is encouraged to take their keys and University ID with them.
- Walk quickly, but in an orderly manner, through the nearest, safe exit for the area and continue to the identified evacuation assembly point for your building.
 - A map of the assembly area is available at RedWolv.es/HousingEvacAreas
- Do not re-enter the building for any reason until told to do so by a University Housing staff member.

- Everyone, including residence life personnel, must leave the hall whenever the alarm sounds in a reasonable, responsible, and prompt time/manner. Failure to do so will result in conduct action.

Maintenance

Hours designated for University Maintenance for the houses are 9:00am-4:00pm, Monday through Friday. If emergencies exist after hours, A-State Facilities Management reserves the right to enter the house without permission to address the issue.

- University personnel will complete regular routine and preventative maintenance as needed to maintain the facility with proper notification to the chapter leadership.
- All work orders must be entered in the online work order system currently in use by the university.
- House residents and maintenance personnel will need to work together to maintain upkeep of the house.
- House walk-through inspections will be completed four times a year by university personnel. Additionally, house walk-through inspections will be completed once a month by the GVA.

Grounds-Keeping

Any additional landscaping needs outside that maintained by facilities must be approved by A-State Facilities Management. Chapters should submit for approval a brief description depicting the desired landscaping configuration. Landscaping proposals may be sent to University Housing and the Leadership Center.

Housekeeping

The chapter members are expected to maintain the cleanliness of the house in collaboration with the university housekeeping staff. Greek Village will be assigned a University housekeeper. Housekeeping hours of operation are 9:00am–4:00pm, Monday through Friday. A complete list of housekeeping responsibilities is outlined below. The university will provide a deep cleaning service each summer. Chapters are encouraged to contract and fund additional housekeeping services if desired.

University Housekeeping Responsibilities

- TV Room: vacuum/mop/sweep, remove trash, dust
- Parlor: vacuum/mop/sweep, remove trash, dust
- First Floor Hallways: vacuum/mop/sweep
- Kitchen: sweep/mop, remove trash
- Powder Room: sweep/mop, clean sink, sanitize/clean toilet, remove trash

Chapter Housekeeping Responsibilities

- Chapter Room
- Second Floor Hallway
- Sleeping Rooms
- Resident Bathrooms
- Sleeping Room and Resident Bathroom trash removal

Room Inventory and Repairs

A room assessment or inventory will be completed prior to check-in and completed at checkout. Any damages identified in the room prior to check-in should be marked on the inventory form. University Housing advises all chapter members to review the room inventory and determine that all damages have been documented. Anything missing from the inventory after check-in must be reported within the first 24 hours of residence.

If, during the course of any given semester, damages occur within the room the chapter member must immediately report these damages to the GVA. Damages that are made by the chapter member or the chapter member's guests will also be placed on a work order with an attached damage statement for the billing of such repairs.

Safeguarding Personal Property

Residents are highly encouraged to invest in renter's insurance. Renter's insurance can be purchased through homeowner's policies or from independent companies specializing in residence hall insurance.

The safety and security of each house is the responsibility of each chapter member, advisor, staff of the house, and university police officers. The University Police Department has a rotating staff, available 24 hours a day, to assist chapter members and staff.

Hints for Safeguarding Personal Property:

- Mark or permit University Police to mark individual property so it can be easily identified.
- Lock all room doors and windows.
- Never leave personal items unattended. (This includes staying with laundry in the laundry room).
- Leave items not needed at home, if possible.
- Lock automobiles when not in use.
- If one must leave items in an automobile, lock them in the vehicle out of view.
- Report all items lost or stolen to the University Police Department or appropriate officials.
- If one is aware of a crime that has been committed or is being committed, contact the University Police Department immediately and furnish as much information as possible.
- Large sums of money should not be kept in one's room.

Severe Weather

Local radio and television stations announce tornado watches when the weather conditions are right for tornado but none have been sighted; tornado warnings are given when a tornado has been sighted; and storm alert is announced when a severe thunderstorm is approaching. Students should follow these procedures, after a staff member's announcement, if there is a tornado warning or storm alert:

- Go to the lowest floor possible before high winds or the tornado strikes.
- Students residing in apartments or houses should move to the bathroom.
- Sit on the floor with back to the stairwell or in the central portions of the room away from windows.
- If a storm strikes, duck your head between your knees and cover the back of the head/neck with your hands for protection.
- Leave corridor doors open.
- Try to remain calm and do not panic.
- Do not move from shelter until the storm or tornado is well out of the area or instructed by a staff member.

Stolen Property

The university assumes no responsibility for the loss of personal articles, but will assist in every possible way to recover such items. Losses should be reported to the University Police and University Housing Staff immediately. Protect the contents of the room by locking the door when leaving. University Police has an engraving service available for valuable items. Chapter members are encouraged to purchase renter's insurance.

Card Access

Each house is locked 24 hours a day, seven days a week. Chapter members, advisors, University Housing staff and Leadership Center staff will gain access to the house via the A-State identification card or mobile credential. The host is responsible for letting a guest into the house. Chapter members are required to have their A-State Student ID/Mobile Credential on them at all times. Contact the GVA if a problem is detected with the A-State Student ID/Mobile Credential.

Chapter leadership is required to submit current student rosters to the Leadership Center by July 31 for the fall semester and January 1 for the spring semester. This will ensure each chapter member has A-State ID Card/Mobile Credential to access to the facility prior to move-in. In addition, four A-State ID Cards will be issued to the following advisors: Chapter Advisor, Recruitment Advisor, Housing Advisor, and one additional advisor at the chapter's discretion.

Gate Access

The entrance to the Greek Village parking lot is gate controlled. Only students residing in these houses have access to the assigned Greek Village parking lot. Students are expected to carry the A-State ID card with them at all times. The A-State ID card is necessary to access the gates.

Broken or vandalized gates should be reported to a GVA/University Housing immediately. UPD will investigate instances of broken/vandalized gates. Students found to have vandalized the gates will be referred to the Office of Student Conduct; a minimum restitution is \$100.00. Any improper entry into the Greek Village parking lot may result in a Student Conduct violation.

Signage

Each house is allowed to have their letters affixed to the exterior wall by the University. Any additional signage or emblems must be approved through University Housing and the Leadership Center. Occasionally, chapters will hang banners and other signs on their house or within the Greek Village premise. The Leadership Center reserves the right to enforce the hanging of banners and signs at its discretion. Chapters and individuals are asked to comply with any request to move or remove any signage. Signage and banners used for advertising of an event should be removed at the conclusion of the event.

Large wooden letters should not be stored in the H-VAC units or outside of the outdoor trash bin. It is the chapter's responsibility to secure adequate storage for their letters. Facilities Management offers a no-cost option to store letters. Requests for letter storage should be made through the Assistant Director of Fraternity & Sorority Life. To have letters picked up and/or delivered to the house, a work order should be issued at least five (5) business days in advance from the time of need.

University Housing Rules and Regulations

Greek Village Residents are responsible for all information in the Student Handbook which outlines student responsibilities, general University Housing guidelines, and housing policies. The University Housing portion is listed in the Student Handbook on pages 31-49. [student-handbook.pdf \(astate.edu\)](http://astate.edu/student-handbook.pdf)