

GREEK HOUSE CLOSING INFORMATION

_____ will be closing and securing the _____
NAME HOUSE

On _____
DATE

_____ will be opening the _____
NAME HOUSE

On _____
DATE

Persons closing the house should notify campus security, ext. 7307, when the house is officially closed. Security should also be advised when the house is reopened and who has returned.

Please attach a list of names of persons living in the house during the break, other than the House Director, and the dates that they will be there. Indicate which of these individuals will be responsible for conditions within the house should repairs become necessary. Also, specify if anyone will be responsible for the outside appearance of the house.

List names, addresses, and phone numbers of the following people in case we need to contact one of them during break.

NAME	ADDRESS	PHONE
Chapter President _____		
House Manager _____		
Alumni In Charge _____		
Nearest Chapter Member _____		

The House Director _____ will be:
NAME
_____ leaving the house on _____
DATE
_____ returning to the house on _____
DATE
_____ living in the house during break.

If your chapter would like campus security to patrol your chapter property over break, your signature grants permission for this service.

Signature: _____

Date: _____

Chapter Name: _____

Address: _____

**RETURN THIS FORM TO STUDENT DEVELOPMENT NO LATER THAN
DECEMBER 1ST AND MAY 1ST.**