



AUBURN

University Housing

Student Affairs

Memorandum of Understanding

This Memorandum of Understanding (MOU) is an agreement between Auburn University Housing ("AUH") and Auburn University Greek Life ("Greek Life") and _____ (hereafter "Sorority") and is made effective as of the last date signed below. The purpose of this MOU is to establish a Chapter Room and Room Block Rental Agreement between the parties for the AUH Village Residential Community ("Village") for Academic Year 2025-2026.

The information included herein provides an understanding of what is required and expected from all parties and establishes a mutually beneficial and collaborative relationship between AUH, Greek Life, and the Sorority.

AUH, Greek Life, and the Sorority agree to the following terms and conditions:

1. **Collaboration:** The Sorority Chapter President is to work with the AUH Assistant Director, Business Operations, Director of Greek Life, and/or their designees to ensure this agreement is adequately managed. Updated names and contact information are provided in "Attachment B" to this MOU and updated each year upon a new agreement for the academic year.
2. **Recognized Organization:** Each Sorority chapter must be recognized by Greek Life by meeting Greek Life Membership Standards and must follow all AU, Greek Life, and Sorority policies and procedures. If a Sorority is deemed no longer recognized by Greek Life, Auburn University, or the National Sorority, this agreement will no longer remain active, and the Sorority will have to remove all Sorority-related items from the rented spaces. Should the Sorority no longer remain in good standing, all payments previously made or owed to AUH are non-refundable and non-cancellable. The individual members' AUH Housing Agreement will remain active, and they will be moved to other areas of campus as space is available and remain subject to all Housing Agreement rules.
3. **Rules, Guidelines and Policies:**
 - a. All Auburn University policies apply to all individuals and organizations while on-campus or using Auburn University facilities.
 - b. **Guide to Residential Living:** Individual chapter members living on-campus, and the chapter as a whole, are expected to know and follow all guidelines found in the [Guide to Residential Living](#) on the Resident Information tab of the AUH website.
 - c. **Guide to Chapter Rooms:** These are guidelines prepared by Property Management regarding Chapter Room repairs and renovations, and the associated processes, policies and guidelines.
 - d. **Resident Members:** Sorority chapter members that choose to live on the Sorority Hall are considered AUH residents. Each resident member must abide by the rules set forth in the Housing Agreement (HA).

- e. **Non-Resident Members:** All Auburn University policies apply to all individuals and organizations while on-campus or using Auburn University facilities.
 - f. **Non-Student Affiliates:** All Auburn University policies apply to all individuals and organizations while on-campus or using Auburn University facilities.
4. **Designated Sorority Spaces:** The Sorority chapter will be designated a wing of a Village residence hall where the Room Block is located along with a designated chapter room space. Each Sorority will have the letters of their name mounted on the outside of the buildings above their chapter room.
5. **Chapter Room Rental:** AUH is committed to providing the Sorority with a designated Chapter Room. Every Sorority member will be charged a "Chapter Room Facility Fee" each fall and spring semester, instead of chapter room rental payments.
- a. **Fee Basis:** The Chapter Room Facility Fee is assessed to pay for capital and operating costs associated with the physical asset/building, for which the costs are distributed to the Sorority at a pro-rated amount based on square footage. Specifically, the Chapter Room Facility Fee pays for the following items: a portion of the debt service issued for the construction of the Village, the utilities associated with the Chapter Room, access control, landscaping, and other improvement projects as determined by the Director of Greek Life, Panhellenic Council, the Sorority, and/or AUH on an annual basis. See Attachment A for more information on the Chapter Room Facility Fee. Sorority acknowledges that the Chapter Room Facility Fee is based on projections and will not be reduced or increased based on actual costs related to utilities and other facility services and charges.
 - b. **Fee Assessment:** The Chapter Room Facility Fee will be assessed by Greek Life and paid by the individual Sorority members through the AU billing system. The Chapter Room Facility Fee will appear on each student's eBill during the semester in which it is charged. Greek Life will be responsible for transferring funds to AUH.
 - c. **Request Chapter Room Access:** Only the Chapter President or Chapter Advisor, as outlined in Attachment B of this MOU, can request individual swipe access for chapter members.
 - i. Requesting new member chapter access, Chapter Advisors should request access through University Housing.
 - ii. Any requests to turn off alarms or unlock doors must be made at least three business days in advance. All requests can be sent by email to the Housing Operations Coordinator (see Attachment B) stating the effective dates and reason for the request.
 - iii. **Limited Summer Access:** Limited access to the Chapter Room space will be given to the following Sorority individuals: Chapter Advisor(s), Chapter President, and Recruitment Chair. Summer chapter room access for the individuals identified in Attachment B will begin on the first day of the summer semester in May and will conclude on the first day of Sorority move-in in August. Chapter room access will be provided via official AUH temporary swipe cards. Chapter room access will not be provided to AU Tiger cards during the summer. Management and issuance of the temporary swipe cards will be handled through Greek Life. The temporary

swipe cards will be preprogrammed by the Housing Operations Coordinator and provided to Greek Life one week before the start of the summer semester. A total of 5 temporary swipe cards will be programmed with chapter room access for each of the 18 chapters. Access will be limited to Monday through Sunday between the hours of 8:00 am CT and 8:00 pm CT and will exclude any days in which AU is closed for regular business (i.e., Memorial Day, Juneteenth, Fourth of July, etc.). All 18 chapters will be expected to comply with these access guidelines. If a chapter would like to renovate or redecorate during this time, they must place a request through Property Management as outlined in the Guide to Chapter Rooms.

6. **Room Block Rental:** AUH is committed to providing the Sorority with a designated wing of a Village residence hall where the Room block is located.
 - a. **Room Block:** Each Sorority chapter will be assigned a “Room Block” in the Village for the fall and spring semesters each year, as outlined in the table that follows. AUH will work with Greek Life and the Sorority if construction projects are planned for those dedicated spaces during the academic year.

| Building | Sorority | Floor | Room #s | Room Block |
|-----------|-------------------|-------|---------|------------|
| Magnolia | Alpha Gamma Delta | 2nd | 211-230 | 39 |
| Magnolia | Zeta Tau Alpha | 2nd | 241-260 | 38 |
| Magnolia | Alpha Delta Pi | 3rd | 311-330 | 39 |
| Magnolia | Alpha Omicron Pi | 3rd | 341-360 | 39 |
| Magnolia | Kappa Alpha Theta | 4th | 411-430 | 39 |
| Magnolia | Sigma Sigma Sigma | 4th | 441-460 | 39 |
| Oak | Alpha Chi Omega | 2nd | 213-230 | 40 |
| Oak | Delta Delta Delta | 2nd | 243-260 | 40 |
| Oak | Alpha Xi Delta | 3rd | 313-330 | 40 |
| Oak | Delta Gamma | 3rd | 340-360 | 42 |
| Oak | Delta Zeta | 4th | 413-430 | 40 |
| Oak | Kappa Kappa Gamma | 4th | 440-460 | 42 |
| Leischuck | Chi Omega | 2nd | 213-230 | 40 |
| Leischuck | Kappa Delta | 2nd | 243-260 | 40 |
| Leischuck | Gamma Phi Beta | 3rd | 313-330 | 40 |
| Leischuck | Pi Beta Phi | 3rd | 340-360 | 42 |
| Leischuck | Phi Mu | 4th | 413-430 | 40 |
| Leischuck | Sigma Kappa | 4th | 440-460 | 42 |

- b. **Room Block Agreement:** Each Sorority is responsible for the assigned Room Block during the fall and spring semesters. Specific dates and deadlines are outlined in Attachment C to this MOU.

- i. **Room Block Roster:** The Sorority will notify AUH via the Room Block Roster of the final occupancy status of all beds by March 5th each year for the upcoming academic year and rental period (fall and spring semesters). Any updates to the Room Block Roster for the spring semester should be communicated to AUH once the Spring Room Block Agreement is sent during the month of November. The Room Block Roster will outline the occupants of all beds, all unfilled beds, and the updated agreement (or the plan selected) for each of the unfilled beds.
 - ii. **The Room Block Agreement:** Upon receipt of the Room Block Roster, AUH will send the Sorority the Room Block Agreement. The Room Block Agreement must be completed, signed, and returned to AUH by the dates outlined in Attachment C. This will be the official document noting the status of each bed, along with the financially responsible party for the unfilled bed. AUH will send the Sorority the updated Room Block Agreement three times per year as outlined in Attachment C.
- c. **Room Block Occupancy Requirements:** For any unfilled (and vacant) beds, the Sorority may choose between several options, as outlined below. These options can be used during the fall and spring semesters to fill vacant beds except for section i., Releasing Beds. The Sorority can only release beds to AUH for the academic year (fall and spring semesters) and must be released to AUH by the deadline in Attachment C. The Sorority will include the occupancy status of each bed space within their Room Block on the Room Block Roster and submit it to AUH by the date listed in Attachment C.
 - i. **Releasing Unfilled Beds:** The Sorority may choose to release the unfilled bed(s) within the Room Block to AUH with no financial responsibility for the unfilled beds by the deadline outlined, for the full lease period (fall and spring semesters). If necessary, AUH will consolidate chapter members and assign released beds to an Auburn University student regardless of Sorority membership status or academic class (i.e., freshman, sophomore, etc.). If the Sorority does not notify AUH by the deadline outlined in Attachment C, the Sorority will be financially responsible for the unfilled, unreleased beds.
 - 1. **Payment for unfilled, unreleased beds:** AUH will invoice the chapter for the unfilled beds each semester (fall and spring) at the regular room rental rate, on the invoice date as outlined in Attachment C. Internally, the Sorority must determine how the unfilled bed will be paid for.
 - ii. **Repurposing unfilled beds as Storage Space:** In the event of an unfilled bed in the Room Block, the Sorority will have the option to utilize and rent the space for storage.
 - 1. **Storage Space Rental Agreement:** The storage space is only to be used for storage and not a living space for any member, non-member, guest, or advisor. Any violation of this policy could result in penalties, including lost privileges and access to the storage space. A key to the storage space will only be issued to the Sorority Chapter Advisor, Chapter President, or House Chair. A key may be checked in and checked out during regular business hours at the AUH main office. At the end of the lease period

(spring semester), all items within the storage space must be removed. If the chapter renews a Storage Space Lease Agreement for the upcoming academic year (fall and spring semesters), then the items may remain in the storage space for the intermediary period (summer) free of charge.

2. **Payment for Storage Space:** AUH will invoice the chapter for the storage space each semester (fall and spring) at the regular room rental rate, on the invoice date as outlined in Attachment C. Internally, the Sorority must determine how the storage space will be paid for.
 - iii. **Identifying Alternate Occupants for unfilled beds:** The Sorority can identify alternate occupants for unfilled beds. The identified occupants must be an enrolled Auburn University student. The identified student can be a current AUH resident or an off-campus resident. The identified student can be a member of the Sorority or a non-member, and the student can be from any academic class (i.e., freshman, sophomore, etc.). The identified student must have a Housing Agreement (HA) with AUH to live on the floor. AUH has the authority to approve, reject, or recommend occupants for unfilled beds.
7. **Room Assignments:** The academic year housing process for chapter members will take place during the fall semester sorority application week(dates in attachment C).
- a. **Housing Agreement (HA):** Sorority chapter members, and non-members, that choose to live on the hall are considered AUH residents. Each resident enters a HA with AUH for the fall and spring semesters if the resident is enrolled in classes at Auburn University.
 - b. **Room Change:** A room change may only take place on the floor of the chapter. All room change requests must be routed through the Chapter President, House Chair, and Chapter Advisor. The Sorority must notify AUH and Greek Life of the room change and the Room Block Agreement must be updated to reflect the change.
 - c. **Spring Applicants:** For residents that move onto campus at the beginning of the spring semester, a separate spring housing application must be completed for the spring semester only. The spring housing process takes place during the month of November before the following spring semester. See dates and deadlines in Attachment C.
8. **Cancellation or Termination of the Housing Agreement:** The following options are provided for cancellation or termination requests. Except for Section 8.g. Co-op/Internship/Study Abroad students and Section 8.c. Withdrawal or Transfer from Auburn University, all requests must be approved by the Chapter President, Chapter Advisor, and House Chair. The Cancellation Form will not be considered approved until all approvals mentioned above are included, as this could create a financial obligation for the Sorority if the bed remains unfilled. AUH has the final authority to approve or reject the cancellation form. If the Sorority and AUH approve a student cancellation or termination request, the two parties will work together to establish an Updated Room Block Agreement based on the guidelines provided in section 6.c. Room Block Occupancy Requirements. At the request of the Sorority, AUH can help in filling the

unfilled bed, however, the financial responsibility will remain with the Sorority until either party can fill the bed.

- a. **Cancellation Form:** All students must complete an AUH Housing cancellation form in the event they wish to terminate or cancel their AUH Housing Agreement. All students enter into a two-semester housing agreement, except for spring-only applicants, and will be responsible for both semesters.
- b. **Appeals Committee:** The Appeals Committee may review cancellations submitted through the Cancellation Form on a case-by-case basis. If the Sorority and AUH do not agree on the cancellation request, or if the student would like to appeal the decision, those appeals can be brought to the Appeals Committee for review and for a final decision to be determined.
- c. **Withdrawal or Transfer from Auburn University:** If a chapter member vacates their assigned space by withdrawing or transferring from Auburn University, the member will be advised to inform their chapter. AUH will also notify the Chapter President, House Chair, Chapter Advisor, and Director of Greek Life of the withdrawal via email within five business days of the notice of withdrawal.
 - i. **Fall semester:** If the student withdraws or transfers after March 5th and before the 15th class day of the fall semester, the Sorority will be financially responsible for the rent for both the fall and spring semesters. The sorority may find willing or able members to move onto the chapter hall, or AUH will fill the unfilled bed. If AUH is unable to fill the space, the Sorority will be financially responsible for the empty bed space. If the student applies for cancellation after the 15th class day of the fall semester, the Sorority will not be financially responsible for the remaining semester rent, but the Sorority will be financially responsible for the unfilled bed during the spring semester. The Sorority will have the opportunity to select an option as described in Section 6.c.
 - ii. **Spring semester:** If the student withdraws, or transfers by the 15th class day of the spring semester, the Sorority will be financially responsible for the rent for the spring semester. The sorority may find willing or able members to move onto the chapter hall, or AUH will fill the unfilled bed. If AUH is unable to fill the space, the Sorority will be financially responsible for the empty bed space. If the student applies for cancellation after the 15th class day of the spring semester, the Sorority will not be financially responsible for the remaining semester rent, and the room will remain vacant.
- d. **Housing Agreement Buy-out:** Under this MOU, a chapter member may request a room buy-out to be released from their housing agreement. The buy-out must be approved by the sorority Chapter President, Chapter Advisor, and Housing Chair through the Cancellation Form. The buy-out fee will be assessed to the chapter member's student account and the sorority will not be financially responsible for the empty bed.
- e. **Sorority Officers Housing Cancellation:** The only instance in which a chapter member, who does not meet the HA cancellation requirements, may be released from their HA is when a chapter officer finishes her term and wishes to move off the hall. When this occurs:
 - i. The chapter officer must find another Auburn University student to take their place. This student must be updated on the Room Block Roster and

provided to AUH by the deadline listed in Attachment C. The individual taking over the HA must be from off-campus (and not currently in a HA with AUH) and must be currently enrolled at Auburn University in classes for the semester they are taking over the HA.

- ii. If the chapter officer is not able to find another Auburn University student to take over the HA, the student may request a chapter officer HA buy-out.
 1. If the chapter officer's HA buy-out is not approved by the sorority, the chapter member will be financially responsible for their semester rent.
 2. If the chapter officer HA buy-out is approved, the chapter member will be allowed to vacate the bed and the buy-out fee will be added to the chapter member's student account. In this instance, the Sorority is no longer financially responsible for the empty bed.
 3. Requesting the Buyout: The chapter officer must fill out the housing cancellation form located on the housing student portal. An additional form will be sent to the student to seek approvals from their Chapter President, House Chair, and Chapter Advisor. This form is required for AUH to approve the request.
 4. Form Requirements and Approvals: Each Sorority will only be approved (1) chapter officer HA buy-out per academic year. The form must be approved by the Chapter President, House Chair, and Chapter Advisor before submitting it to AUH for final approval. AUH will have the final authority over the approval of the chapter officer HA buy-out request.
- f. **Inactive members:** Should a chapter member become inactive after moving on the hall, it is at the discretion of the chapter and the individual to decide if they will stay on the hall. The inactive member will remain in an active HA with AUH and will need to submit a request to move to another area of campus. If the chapter or individual decides to move off the hall, it is the chapter's responsibility to fill that bed or choose an option in section 6. c.
- g. **Co-op/Internship/Study Abroad students:** Per Section IV. C. 1. d. of the AUH Housing Agreement, students who must fulfill student internship, study abroad, or University co-op requirements that necessitate residency away from the campus must comply with their HA during the semester the student is on campus. The student's HA with AUH shall terminate for students who will not return within the duration of the HA. The Sorority will not be financially responsible for the empty bed space during the semester for which the student will not return. However, the Sorority may choose to fill the unfilled bed with an alternate occupant or may choose to utilize the unfilled bed for storage space. If the Sorority does not fill the vacant bed space or rent the empty bed for storage, AUH will attempt to fill the space with a new student. If AUH is unable to fill the space, the Sorority will not be financially responsible for the empty bed space.

9. **Mandatory Meetings:** Representatives from each Sorority chapter residing on-campus are expected to attend any mandatory meetings called by AUH.
 - a. AUH will host and organize an *Assignments and Occupancy Meeting* once a semester. This meeting will serve as a time to review current information on room

assignments, occupancies, and vacancies. This meeting will also serve as a time to discuss options and opportunities as they relate to filling, releasing, or leasing unfilled beds for storage.

- b. AUH will also host and organize the *Sorority Resident Orientation Meeting* during pre-recruitment before primary recruitment begins.
 - c. AUH will notify the Sorority of any other mandatory meetings promptly, with at least ten business days' notice.
 - d. If the Sorority would like to request a meeting with AUH, they may do so by contacting the Coordinator of Business Operations with at least five business days' notice.
10. **Move-In:** No individuals or items may be moved back in before their Sorority's established move-in day each fall. Sorority chapter members who move in on early move-in days will be assessed a \$90 early move-in fee on their student account.
11. **Move-Out:** Magnolia, Leischuck, and Oak residence halls are closed over the summer semester. No Sorority chapter member may have access, stay, or store items in the Room Block over the summer. Items such as composites mounted to the wall, and other items in the common rooms (living rooms, study rooms, etc.) can remain during the summer. All other items must be removed and stored in the chapter room. All food items must be removed from cabinets and refrigerators in common areas and the chapter room and all trash must be taken out to proper dumpsters. No personal items may be stored in the common areas or the chapter room over the summer. AUH reserves the right to use Village residence halls during the summer as needed and will not be responsible for removal of any items (composites, furniture, etc.).
- a. Limited Summer Access: See Section 5. C. iii.
12. **Sorority Visitor Suites:** Visitor suites are available for official Sorority chapter visitors only. Each Sorority chapter may request the use of the visitor suites through the AUH Guest Suite Reservation form. The chapter officer may submit the request form at <https://aub.ie/PanhellenicVisitorSuite>.
13. **Space Registration:** Any events hosted by the Sorority chapter in or around the Sorority residence hall must be registered through Greek Life AUinvolve and must follow all AU event policies. Each chapter may request to reserve space through AUinvolve. Approved registration is dependent on space availability and is granted on a first-come, first-served basis. Any sorority found not to be following the proper protocol laid out by AUinvolve and Greek Life may lose their right to host events in or around the Sorority residence hall and Village. Alarms may be requested to be turned off during an approved event as outlined in Section 3.g.
14. **Invoices and Payment:** Invoices must be paid in full by the end of each semester. If the Sorority does not pay their invoice by the end of the semester, they will lose access to their chapter room until the outstanding bill is addressed. See Attachment C for specific dates. Invoices can be paid by check, made payable to Auburn University, and will not be assessed through students' AU eBill. All checks can be mailed to: Auburn University Housing, 201-C Wire Road, Auburn University, AL 36849.

15. **Communication:** The Sorority, Greek Life, and AUH will engage in ongoing communication throughout the year related to assignments, student conduct, events, and other areas of mutual interest. This communication may include, but not be limited to, Microsoft Teams, email, housing forms, and in-person meetings.
- a. **Cancellation Communication:** AUH will communicate in writing with the Sorority and Greek Life within five business days of a student's cancellation or termination of their bed reservation on-campus.
 - b. **Room Occupancy Communication:** AUH will communicate the occupancy status of the Sorority's Room Block via the Room Block Agreement. This communication will include the number of total beds in the Room Block, total occupied beds, total unoccupied beds, total released beds, total storage space beds, and total unfilled beds and associated costs. Any time the Room Block changes based on approved reasons as outlined in Section 8, an Updated Room Block Agreement must be communicated from AUH to the Sorority as established in Section 6.b.ii.
 - c. **Dates and Deadlines Communication:** See Attachment C for specific dates.
 - d. **General Communication:** The Sorority should contact the AUH Business Operations Coordinator for any needs or concerns. AUH will communicate with Chapter Presidents, House Chairs, Chapter Advisors, and the Director of Greek Life.
 - e. **Sorority Contact List:** It is the responsibility of Greek Life to communicate to AUH the name and email of the Chapter President, House Chair, and Chapter Advisor. If a contact changes, Greek Life will communicate the change to AUH within five business days. Greek Life will send updated Attachment B to AUH when chapter officers change.
 - f. **Sorority Internal Communication:** It is the responsibility of each sorority to communicate internally with its respective stakeholders. AUH will not be responsible for internal communication within each chapter.
16. **Panhellenic Housing Committee:** Panhellenic members and advisors of this committee will be appointed by the Panhellenic President each calendar year. The committee will represent the Panhellenic community and include Panhellenic student leaders, advisors, Greek Life representatives, and AUH representatives. The purpose of this committee is to evaluate the needs of the Sorority Village, establish a special project budget, review cancellation requests regarding the sorority halls, and review contractual agreements between AUH and the Panhellenic chapters.
17. **Terms:** This MOU will be reviewed annually by Greek Life, AUH, and Panhellenic Student Leaders and Advisors during the fall semester. All Sorority chapters are expected to sign this MOU by April 1, 2025.

This MOU is a living document and will be reviewed annually to determine best practices for the Sorority, AUH, and Greek Life. Any change will be discussed with members of the Sorority, Greek Life, and AUH and distributed in a timely manner.

By signing this MOU, you are stating that you have read, understand, and agree to the policies and guidelines stated in this MOU and any referenced documents within the MOU.

Signature Page Follows.

The following individuals agree to the terms of this Memorandum of Understanding.

Chapter President

Date

Chapter Advisor

Date

Chapter House Chair

Date

Lindsay Holdren
Director
Auburn University Greek Life

Date

Lindsey Sharpe
Assistant Director, Business Operations
Auburn University Housing

Date

Nyerere Tryman
Executive Director
Auburn University Housing

Date

Barrett Warren
Director of Finance
Student Affairs

Date

“Attachment A”

Chapter Room Facility Fee for Academic Year 2025-2026

| Chapter Room Facility Fee | Per Semester | Per Academic Year | |
|--|--------------|-------------------|--|
| Chapter Room Facility Fee 25-26 (Amount per Member) | \$105 | \$210 | |

The Chapter Room Facility Fee covers the following: annual debt service, utilities, access control, landscaping, and special projects.

Special Projects Total Budget – this annual spending plan will be established annually through a discussion between Property Management and Greek Life. To include items such as: annual maintenance, flowers, and plantings, pressure washing, painting interior or exterior areas, etc.

Other costs not included in the Facility Fee: Office of Information Technology charges for cable and data, additional work orders, kitchen appliances, blinds, furniture, etc. These costs are paid directly by the Sorority.

Sorority acknowledges that the Chapter Room Facility Fee is based on projections and will not be reduced or increased based on actual costs related to utilities and other facility services and charges.

“Attachment B”

Contact Information

| Title | Name of Individual | Phone | Email |
|---|---------------------|--------------|---------------------------|
| Executive Director, University Housing | Nyerere Tryman | 334-844-4580 | nmt0013@auburn.edu |
| Director, Property Management | James “Roy” Smith | 334-844-4477 | jrs0092@auburn.edu |
| Assistant Director, Business Operations | Lindsey Sharpe | 334-844-4316 | sideslm@auburn.edu |
| Business Operations Coordinator | Abigail Rodgers | 334-844-3463 | alj0052@auburn.edu |
| Community Housing Coordinator | Allison Roosa | 334-844-2487 | aar0086@auburn.edu |
| Housing Access Coordinator | Stacy Taylor | 334-844-3412 | sat0058@auburn.edu |
| Office Supervisor | Theresa Wivinus | 334-844-2432 | tsw0044@auburn.edu |
| Director, Greek Life | Lindsay Holdren | 334-844-1989 | lindsayholdren@auburn.edu |
| Assistant Director, Greek Life | Kathryn-Ruth Sasser | 334-844-4631 | kzs0112@auburn.edu |
| Chapter President | | | |
| Chapter Advisor | | | |
| Chapter House Chair | | | |
| Other | Name | ## | email |
| Other | Name | ## | email |

| Forms | Request From |
|----------------------------------|--|
| Cancellation Form | aub.ie/studentportal |
| AUH Guest Suite Reservation Form | aub.ie/PanhellenicVisitorSuite |
| Spring Housing Form | Form posted in Teams each fall |

“Attachment C”

Important Dates

Note: All communication will include Chapter President, Chapter Housing Chair, and Chapter Advisor listed on the Greek Life Master Contact sheet.

| Meeting | Frequency | Dates |
|---------------------------------------|-----------------|--------------------------|
| Assignments and Occupancy Meeting | Once a semester | Fall 2025 Spring 2026 |
| Sorority Resident Orientation Meeting | Pre-recruitment | August 2025 |

| Deadline | Responsible Party | Item | Corresponding Semester |
|---|-------------------|---|------------------------|
| October 2024 | AUH | Review of the MOU begins | Fall 2025, Spring 2026 |
| October 11, 2024 | AUH | Academic Year Room Block Roster | Fall 2025, Spring 2026 |
| October 21-25, 2024 | Sorority | Academic Year Application and Room Selection Week | Fall 2025, Spring 2026 |
| January 17, 2025 | Greek Life | Chapter Contacts | Fall 2025, Spring 2026 |
| March 1, 2025 | AUH | Sends MOU to Sorority | Fall 2025, Spring 2026 |
| March 5, 2025 | Sorority | Final Academic Year Room Block Roster | Fall 2025, Spring 2026 |
| March 15, 2025 | AUH | Academic Year Room Block Agreement | Fall 2025, Spring 2026 |
| April 1, 2025 | AUH/Sorority | MOU Execution | Fall 2025, Spring 2026 |
| April 5, 2025 | Sorority | Academic Year Room Block Agreement Execution | Fall 2025, Spring 2026 |
| July 11, 2025 | AUH | Final Academic Year Room Block Agreement | Fall 2025, Spring 2026 |
| July 11, 2025 | AUH | Access Control | Fall 2025 |
| August 1, 2025 | Sorority | Access Control | Fall 2025 |
| 15 th class day of Fall 2025 | Sorority | Final Academic Year Room Block Agreement | Fall 2025, Spring 2026 |
| After 16 th class day of Fall 2025 | AUH | Fall Invoice | Fall 2025 |
| November 2025 | AUH | Spring Room Block Agreement | Spring 2026 |
| Last day of class in Fall 2025 Semester | Sorority | Fall Invoice Payment Due | Fall 2025 |
| January 1, 2026 | AUH | Spring Access Control | Spring 2026 |
| January 16, 2026 | Sorority | Spring Access Control | Spring 2026 |
| 15 th class day of Spring 2026 | Sorority | Final Spring Room Block Agreement | Spring 2026 |

| | | | |
|--|----------|-------------------------------|-------------|
| After 16 th class day of Spring 2026 | AUH | Spring Invoice | Spring 2026 |
| Last day of class Spring 2026 Semester | Sorority | Spring Invoice Payment Due | Spring 2026 |