

**Office of Fraternity and Sorority Life
The University of Alabama
Greek Study Hall – Room Request Form**

Questions? Contact the Office of Fraternity and Sorority Life at (205) 348-2693

Complete and return to the Office of Fraternity and Sorority Life, Ferguson Room 2512 no later than 4:00 PM on the second Friday of the semester.

In addition to this application, please include a \$50 check payable to The University of Alabama. Your application will not be processed until the application fee has been paid.

All applications or scheduling changes submitted after the assigned due date listed above will be subject to an additional \$50 late fee.

Contact Information

Please provide information of two people responsible for coordinating the study hall program within your organization. All signatures are required.

Name of Organization: _____

Primary individual responsible for monitoring study hall:

<i>Name</i>	<i>Position</i>
<i>Email</i>	<i>Phone</i>

Secondary individual responsible for monitoring study hall:

<i>Name</i>	<i>Position</i>
<i>Email</i>	<i>Phone</i>

Room Request Information

Estimated Attendance: _____

Time Needed: _____ A.M. P.M. to _____ A.M. P.M.

(All Study Hall sessions can begin no earlier than 6:00 pm and must end by 9:00 pm)

Days Needed: Sunday Monday Tuesday Wednesday

Thursday (Spring semester only)

Study halls will be limited to whatever buildings are deemed available by the College of Arts & Sciences. No specific building requests will be considered. Please be advised that once you have submitted this form, your request estimated attendance, time frame needed, and days needed cannot be altered without the issuance of a fine.

By signing below, your organization agrees to adhere and comply with the Greek Study Hall Rules and Expectations set forth by the Office of Fraternity and Sorority Life and The Interfraternity Council.

Required Signatures

President Signature

Date

Scholarship Chair Signature

Date

Chapter Advisor Signature

Date

In addition, please review and sign the Greek Study Hall Rules and Expectations on the following page.

Office of Sorority and Fraternity Life
The University of Alabama
Greek Study Hall Rules and Expectations

Sign and return to the Office of Fraternity and Sorority Life, Ferguson Room 2512

- If a group is unable to attend their assigned study hall block, they must contact the Fraternity and Sorority Life Graduate Assistant (greekgrad3@sa.ua.edu) **at least** 72 hours in advance. All appropriate contact information will be distributed each semester before the commencement of study halls.
- After every use of the room, each group is required to leave the room how they found it. This includes, but is not limited to the removal of all trash, straightening of desks, etc.
- Please note that groups/individuals **will not** be allowed access to the computer labs.
- Each group is required to sign in/sign out with their respective building monitor for that evening. All groups will be made aware of the study hall coordinator's location prior to beginning of study hall.

Infraction Breakdown

- ***FIRST-DEGREE INFRACTIONS*** (results in \$500 fine and immediate referral of chapter and/or member to UA Office of Student Conduct)
 - Alcohol in the room
 - Harassing the janitorial staff
 - Theft of UA property
 - Destruction of property

- ***SECOND-DEGREE INFRACTIONS*** (\$50 base fine, \$100 for second infraction, \$200 for third infraction. Third infraction results in immediately referral to Judicial):
 - No upperclassman group monitor present
 - The use of tobacco
 - Leaving excessive trash on floors
 - Altercations with other groups
 - Not showing up to assigned room or being late without any notice

- If there is an emergency you may call the UAPD or the Fraternity and Sorority Life Graduate Assistant (greekgrad3@sa.ua.edu).

Required Signatures

President Signature

Date

Scholarship Chair Signature

Date

Chapter Advisor Signature

Date