



Request to Participate Greek-letter Housing Development

In order for a Greek-letter organization to participate in the construction of housing on the USC-Columbia campus, the following must be completed:

1. The land lease must be negotiated by a Corporation chartered and incorporated in the State of South Carolina and be capable of entering into and executing lease agreements, professional service contracts, and construction contracts. Prior to the initiation of any agreement, a copy of the charter, incorporation documents, board of directors' roster with contact information, and corporation bylaws must be submitted to the University's Office of Fraternity and Sorority Life for certification.
2. The corporation must submit a written lot lease request to the Office of Fraternity and Sorority Life. The request must include the following information:
 - a. An undergraduate chapter status report. The report must include an operation overview, a financial statement summarizing the most recent academic year, a membership recruitment and retention report for the previous five academic years, the chapter membership demographics, and a summary of the chapters achievements in the last ten academic years.
 - b. Letters of endorsement to participate in the housing project from the Greek-letter organization's current local chapter advisor, Chief Executive Officer or Executive Director, and national president. The CEO/ED letter should detail any disciplinary or probationary action take by the national organization in the past three academic years, the financial status between the national organization and the local undergraduate chapter, and an overview of how many alumni in the area the organization has – including how many who do or have expressed interest in advising or supporting the chapter.
 - c. Conceptual construction plans that indicate the project program (ie. total square footage of the building; number of beds; common room, dining room, kitchen, and property manager suite size) and estimated cost of construction and furnishings. Lots currently occupied range from .8 to 1.1 acre. Lot size is estimated and subject to change.
 - d. A current letter of credit or evidence of sufficient capital on deposit from a certified lender or bank to fund the construction of the Greek-letter house.
 - e. A letter from the Corporation committing to fund the cost of a development fee, if required by the university and if the organization is selected for a lot lease.
 - f. A business plan to operate the house and satisfy all creditors.



Requests will be reviewed in the order in which they are received by the University Greek-letter Housing Committee. The committee consists of the following members:

- Associate Vice President for Student Affairs and Academic Support (Chair)
- Vice President for Student Affairs and Academic Support
- Vice President for Business and Finance/Chief Financial Officer
- Associate Vice President of Planning, Design and Construction/University Architect
- Associate Vice President of the Residential Experience
- Director of Fraternity and Sorority Life

Requests will be approved or returned to the corporation for revision or additional information. All correspondence and notification will be coordinated by the Division of Student Affairs and Academic Support through the following contact person:

c/o Carli Mercer
Russell House 115
1400 Greene St.
University of South Carolina
Columbia, SC 29208
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