

## **NPHC House Access Policy**

The following policies relate to access to the NPHC House (located at 97 Wentworth Street) on the College of Charleston campus:

1. The primary hours of operation of the House will be 9 a.m. to 5 p.m., Monday-Friday during the academic year.
2. After 5:00 p.m., individuals and groups must reserve the space. Requests for after-hours use must be received by the Office of Greek Life at least one week in advance of the date requested.
3. A keypad will be installed on the front door of the house and codes will be issued to each of the organization presidents and NPHC officers by the Associated Director of Greek Life. Keys to individual officers and desks will be issued to each chapter president and members of the NPHC Executive Council. Chapters must be in good standing with the College in order for a key to be issued to the president. All individuals must provide a \$25.00 refundable key deposit to the Office of Greek Life before they can be issued keys. Key deposits will be refunded when keys are returned at the end of the academic year (deadline for keys to be returned will be determined by the Associate Director of Greek Life).
4. Chapters will be assigned office space within the NPHC House by the Associate Director of Greek Life. The following chapters will share offices:
  - Alpha Phi Alpha and Alpha Kappa Alpha
  - Phi Beta Sigma and Zeta Phi Beta
  - Delta Sigma Theta and Omega Psi Phi
  - Kappa Alpha Psi and Sigma Gamma Rho
5. If a group is inactive, the group that they have been paired with will receive a smaller office. This includes groups that have been placed on suspension as well as chapters that have less than the required number of individual members to maintain their status as a registered organization at the College of Charleston.
6. Exclusive use of the space must be approved in advance by the NPHC Executive Council and the Office of Greek Life. Chapters will be limited to one exclusive use event per semester. Requests for exclusive use must be received at least two weeks prior to the date of the event.
7. Only currently enrolled College of Charleston students are permitted to use the house and the amenities. Organizations failing to comply with this policy may be subject to loss of access to the NPHC House for one year.
8. Public Safety will include the NPHC House on its rounds to check to see if all doors are locked. Doors to the House should remain locked after regular business hours. NPHC members and their guests will be required to sign-in when they are using the space after normal business hours. A log-in sheet will be provided by the Office of Greek Life and will be posted in the foyer of the NPHC House.
9. This policy is subject to change and/or revision at any time.