I. POLICY STATEMENT

Auburn University’s Board of Trustees may authorize the lease of university property to student house organizations to provide additional safe living and gathering space to Auburn University students. These organizations must provide appropriate documentation to the university in order to ensure compliance with legal and policy obligations.

II. POLICY PROCEDURES

A. Organizations seeking to develop and maintain housing on university property must submit an application to the Student Organization Housing Committee for review. Applications for the purpose of developing student housing shall include the following:

2. Articles of incorporation for the house corporation.
3. House corporation board of directors’ roster.
4. Proof of funds for the corporation including cash on hand, encumbrances, and mortgage pre-approval.

B. Organizations that have leased land from the university must have the following documents on file with the university:

1. Charter for the house corporation
2. Articles of incorporation for the house corporation
3. House corporation board of directors
4. Signed lease agreement
5. Mortgage documentation
6. Employer Identification Number (EIN)

C. Organizations that have leased land from the university must submit the following information annually by August 1 of every year:
   1. House corporation board of directors’ roster with contact information
   2. House corporation annual budget including rent, maintenance, landscaping, building improvements, insurance, etc.
   3. Filed 990 tax document
   4. Evidence of current property and liability insurance as required by the university
   5. City of Auburn fire and life safety inspection report
   6. Health department inspection report (if the property has a kitchen)
   7. Report on planned projects, maintenance, or repairs to the facility
   8. Most recent inspection report from the property insurance company

Organizations are also required, at their cost, to inspect, service, repair, operate, and maintain the property to ensure the facility is in good, clean, and working order. In addition to obtaining the University approval for improvements, the organization must obtain all inspections, governmental approvals, and permits required by state and local laws. All staff, vendors, and contractors employed by the organization to perform work on the property must be appropriately qualified, trained, licensed, insured, and supervised.

III. COMPLIANCE AND SANCTIONS

Organizations which fail to comply with the standards set forth in this policy are subject to sanctioning including, but not limited to:
   1. Costs incurred by the university to address the concern.
   2. Loss of privileges including social privileges, guest privileges, etc.
   3. Termination of the lease agreement.

IV. INTERPRETATION

Interpretations of this Policy shall be directed to the Student Organization Housing Committee. Further clarification concerning the Policy may be sought from the Senior Vice President for Student Affairs.