

Exhibit 4

GREEK CHAPTER HOUSE PROJECT PROPOSAL FORM

Office of Fraternity & Sorority Life

Chapters leasing University-owned houses are not permitted to make any renovation or modification, including decorative improvements such as painting and paneling in or around the premises without first obtaining consent in writing, via a Greek Chapter House Project Proposal Form.

If a chapter would like to propose a change or improvement to their University-owned house, they may do so by filling out the attached form and turning it in to the Assistant Director for Greek Facilities. The following guidelines may help when filling out the Project Proposal Form:

- Include only one project proposal per form.
- Project proposals must be submitted at least two weeks in advance (preferably sooner) of when you would like to begin work on the proposed project.
- Be as detailed as possible and include all information requested on the form (drawings, plans, samples, colors, time lines, etc.)
- Both your chapter president and house corporation president must sign the form.
- Work may not proceed until you have had the form signed by the Assistant Director of Greek Facilities.

If you have any questions about this process, please feel free to contact Bob Nichols, Assistant Director for Greek Facilities at (301) 314-1987 or via e-mail at RNichols@umd.edu

Remember, the following must be submitted at least 2 weeks in advance.

- All items on this form MUST be completed prior to submission.
- No work may begin until approval from the Assistant Director for Greek Facilities has been received by the requestor.
- Failure to gain official approval will result in removal, demolition, repainting, etc. at the chapter's expense and/or significant fines.

Chapter Address:	Request Date:	
Contact Person:	Phone Number AND E-mail:	
TITLE OF PROJECT:		
Location/Room #:	Proposed Starting Date:	Anticipated Completion Date:

Additional Information
Required on back of page



Contractor and Description of Scope Of Work: **(Please attached to this form, a proposal letter from the contractor performing the work (on company letterhead) including qualifications and experience, proof of insurance, drawings and plans related to project, cut sheets and associated shop drawings, scope of work, projected timeline, methods for protecting existing finishes, cleaning responsibility and lists of materials including color selections.)**

If work is to be done by Campus Department, please indicate here as well.

List all warranties and responsibilities **associated with the warranties (attach supporting documentation):**

Contractors License Number:

Source of Estimate:

- _____ **1. Facilities Management**
- _____ **2. Contractor (attach contractor estimates)**
- _____ **3. Chapter Project/materials cost only**
- _____ **4. Residential Facilities**

Estimate of Cost: (Broken down)

Project Proposal Submitted by:

_____ Date _____ Date
Chapter President House Corporation President

Reviewed by Residential Facilities: Comments:

_____ Date _____
Signature

Approval Granted: _____ As Proposed _____ Conditional (see notes):

_____ Date
Assistant Director, Greek Facilities
(301)314-1987