Fraternity & Sorority Life
Property Memorabilia Hanging Agreement

GW Service Delivery & Property Management (SDPM) and Fraternity & Sorority Life (FSL) recognizes the importance of hanging memorabilia (i.e. composites, wall art, plaques, and certificates) to aid in supporting the aesthetic and identity of one's organization. As part of the university’s continued support in managing your space the following procedures have been adopted:

Approved memorabilia may include but is not limited to the following:
- Composites
- Plaques
- Framed Wall Art
- Certificates
- Large Greek Letter(s)
- Wall hooks used for ritual/formal meeting purposes

HANGING & REMOVAL PROCEDURE:
- All approved memorabilia will be securely hung by facilities staff and/or designee and will utilize safeguard wood frame security hangers, also known as tamper-proof hangers, T-lock hangers, and T-screw hangers to secure each item to an approved area. Facilities staff may also use discretion regarding requests for the attaching of permanent hooks for ritual/formal meeting purposes. Please note that all requests will be at a cost per item to the organization.

- Organizations may choose to hang items on their own with use of Command Hooks ONLY. Nails/Screws/Pins, (anything that makes larger than a pin size hole) are PROHIBITED. Items found in all common areas hung in such a way (with nails/screws/pins) will be removed. The damage to wall/surface and cost of repair may be invoiced to the chapter’s OrgSync Revenue Account. Repeat offenders will be brought to the attention of both GW Housing and Fraternity & Sorority Life staff, who may then choose to have the matter addressed by the Student Rights & Responsibilities (SRR) conduct process.

- Command strips are the ONLY approved means of permanent affixing items. However they are PROHIBITED for use on the ceiling. Should your organization desire hooks to be hung from the ceiling for organization ritual purposes please coordinate with your Property Manager. Please note, Facilities staff may use discretion regarding the approval of such request.

- All memorabilia hanging requests should be coordinated by the House Manager (HM) and PM. Upon delivery/acquiring of a new composite and/or general memorabilia, the HM should email the PM to schedule a walk-through. A walk-through will be conducted to confirm the correct location(s) for the new memorabilia. The PM will then create the work order and coordinate the work with the appropriate department.
Fraternity & Sorority Life
Property Memorabilia Hanging Agreement

- During the property's/organization's five (5) year cycle summer closure, all hung memorabilia must be removed prior to their departure. The property/organization is responsible for coordinating off-site storage for such items during the scheduled summer closure. Rehanging of general memorabilia will be at the cost of the organization once the organization returns to their space. However, Facilities will remove and install all composites free of charge.

**HARDWARE & HANGING COSTS:**

- **General Memorabilia (Small)**
  Facilities will hang small sized memorabilia (items that can be handled/ mounted to wall/surface by one individual without the need of additional facility support staff, due to, but not limited to the memorabilia’s shape, size, weight or a combination of) by affixing hardware to both memorabilia and wall/surface in any of the approved locations at the request of the property/organization for a charge of $25.00. If a property/organization wants to remove an item and replace it, the new item must be of relative equal size/weight, provided no new wall hardware is needed or needs to be adjusted/replaced to accommodate the swap. Hardware will be affixed only to new memorabilia and will be hung at a cost of $25.00.

- **Composites/ Large Memorabilia**
  Facilities will hang new composites/large memorabilia (items requiring more than one individual to assist in mounting to wall/surface due to, but not limited to shape, size, weight or a combination of; affix hardware to both the composite and wall) in any of the approved locations at the request of the property/organization for a charge of $50.00. A property/organization may have a new composite/large memorabilia hung in the same space, provided the new item is of relative equal size/weight, and no new wall hardware is needed or needs to be adjusted and/or replaced to accommodate the swap. The hardware will be affixed only to the new composite/large memorabilia and it will be hung at a cost of $25.00.

**DAMAGES**

- Should any general memorabilia be forcibly removed from its location and/or damage caused to the wall/surface which it has been affixed, a reattachment fee will be assessed based on the damage. Should the item be a composite, the base repair fee will be $150.00 to the property/organization and/or responsible party.
Fraternity & Sorority Life
Property Memorabilia Hanging Agreement

APPROVED WALL/SURFACE HANGING LOCATIONS BY FACILITY:

522, 603, 605, 607, 611 22nd St. NW
- Entryway (First Floor)
- Living Room (First Floor)
- Dining Room (First floor)
- Kitchen (First Floor)
- Hallways (Second – Third Floors)

605 21st St. NW
- Living Room (First Floor)
- Dining Room (First floor)
- Kitchen (First Floor)
- Hallway (Second Floor)*
- Staircase Landings (Second Floor)

605 21st St. NW (Strong Hall)
- Entryway (First Floor)
- Lobby (First Floor)
- Study Rooms (First Floor)
- Dining Room (First floor)
- Chapter Rooms (First and Seventh Floor)
- Kitchen (First and Seventh Floor)
- Hallways (Second – Sixth Floors)
- Common Room (Basement)

2031 F St. NW (Building JJ)
- Common Area (First Floor)
- Hallways (First, Second & Third Floors)
- Staircase Landings (First & Third Floors)
- Common Space (Basement)

2121 F St. NW
- Entryway (First Floor)
- Living Room (First Floor)
  - Brick Wall
- Dining Room (First floor)
- Back Room Common Area (First Floor)
- Kitchen (Basement)
- Hallway (Second Floor )

2123 & 2206 F St. NW
- Entryway (First Floor)
  - Brick Wall – 2123 F. St.
  - Drywall – 2206 F. St.
- Living Room (First Floor)
- Dining Room (First floor)
- Kitchen (First Floor)
- Hallway (Second Floor )*
- Common Area (Basement)

607 A – H 23rd St. NW (Townhouse Row)
- 23rd St. Entryway (First Floor)
- Living Room (First Floor)
- Dining Room (First floor)
- Kitchen (First Floor)
- Stairwell (First Floor – Fourth Floor Landing)
- Hallways (First – Fourth Floors)
- Common Area (Basement)

*Due to the width of hallway/egress concerns items will be limited to one side

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Chapter President’s Name  Chapter President’s Signature  Today’s Date
(or designee)          (or designee)

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House Manager’s Name  House Manager’s Signature  Today’s Date