Village of Alfred
7 West University Street
Alfred, New York 14802
607-587-9188 www.alfredny.org

Congregate House Annual Registration

To be submitted to the Code Enforcement Office, Alfred Village Hall, by May 15 for the next academic year. Any changes to the information will be registered with the CEO by the end of the first week in September.

Contacts for Code Enforcement Officer, Charles Cagle: 607-587-9139 (o), 607-329-7842 (c)

Date of Registration: _____

Name of Organization: _____
(All fraternities and sororities located within the village must be **campus recognized** organizations.)
Property Address: _____
Property Owner, Address, E-mail, and phone number: _____
_____
Proposed 12-month period of occupancy: _____

House Phone Number: _____

Officers and Resident Manager of the organization with contact number:
President: _____phone: _____

Secretary: _____phone: _____

Treasurer: _____phone:_____

Resident Manager of Congregate House: _____phone:_____

If a Membership organization, total number of current members: _____
proposed number of residents: _____

Name, e-mail and 24-hour contact number of on-site resident manager: _____
_____

Property lot and building information:
Square footage of property: _____
Square footage of residential structure: _____
Number of bedrooms: _____
Dimensions of bedrooms: _____, _____, _____, _____, _____, _____, _____, _____.
Number of on-site parking places: _____

Signed:

Campus Student Affairs Officer _____date _____

Campus Advisor to Fraternity/Sorority _____ date_____

Fraternity/Sorority President _____ _____ date _____

Resident Manager _____ date _____

Property Owner _____date _____

The above signatures acknowledge the property as a congregate house with all accompanying responsibilities.

Names of residents for the application year:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____