

## UGA Skidaway Institute of Oceanography Housing Policy – Updated June 24, 2025

**NEW HOUSING RATES Effective March 1, 2025,  
are included at the end of this policy.**

UGA Skidaway Institute of Oceanography (SkIO) offers on-campus housing for graduate students, UGA faculty, staff, and other university related visitors. **SkIO is a smoke-free campus. Smoking is prohibited on all campus grounds, including parking lots.**

**HOUSING TEAM** – The housing team consists of Coordinator, Reservationist, and Business Office. Each member of the Housing Team receives your email and thus ensures a quicker response. **Please email all correspondence directly to the housing team at [housing@skio.uga.edu](mailto:housing@skio.uga.edu)**

**Housing Requests - TO REQUEST HOUSING** Individuals must submit a Housing Request Form, located on the Skidaway Institute website, at least **five business days** prior to day of arrival, but no earlier than 8 weeks. **By submitting a housing request form, all guests confirm they have read this housing policy in full, and agree to abide by policies, procedures, rules and regulations in this housing policy.** Housing is approved on a first come, first served basis. Due to occasional unforeseen circumstances, tenants may be moved to another unit either temporarily or for the duration of their stay. Student housing of males and females are not normally housed together; however, special requests for certain groups or individuals may be accommodated when requested. Normal housing consists of two single beds per room. Student overflow can be housed in other units as necessary. Faculty are not normally housed with students, although they may be assigned to those units which are primarily designated for student use. Atypically, students may occasionally occupy faculty units on certain occasions; determined on a case-by-case basis.

Cell Phone and Email information are required for all guests. This info is private and used for Skidaway Institute/UGA needs only.

**Groups of Three or More will use a Group Housing Form**, which IS NOT located on the website. Each group form is specifically tailored to your group's needs. Charges are to one lead person or string chart number. The lead person will be responsible for completing the Group Housing Form. Email [housing@skio.uga.edu](mailto:housing@skio.uga.edu) for more information on Group Forms.

All students and interns must submit a Meningococcal Disease Form with Housing Request Form. (*Pursuant to legislation effective January 1, 2004 (Official Code of Georgia Annotated § 31-12-3.2) and the University System of Georgia Board of Regents Policy (408.02) **all students and interns** occupying housing on campus are required to sign a meningococcal vaccine form document regarding their vaccination status.*) **This vaccination is not mandatory but strongly recommended, and the form itself MUST accompany the housing request form before the request will be approved.**

**Graduate Students Request for Extension Stays** - There is an 8-week limit for housing. Should you require more time, you must contact the Housing Team at least two weeks prior to your original check out time. There are no guarantees that your extension will be approved, but we will do everything possible to accommodate you, which could include moving you to another unit. Extended stays must be approved by the Director.

**Parking** – Spaces are adjacent to each housing unit. If housing lots are full, residents may park in the SkIO parking lots. DO NOT PARK IN ANY UNDESIGNATED SPACE. DO NOT PARK IN THE GRASS.

**Check In / Check Out** - Check-in time is 3:00-5:00pm, and check-out time is 11:00am, Monday-Friday. Housing keys will be given either to tenant's sponsor or left in a designated area. **Upon checkout, please leave key on the nightstand next to the bed.** A fee of \$20.00 will be charged for lost keys. An additional fee of \$60.00 will be charged for replacement of locks (if necessary). You must wash all dishes before leaving. Any dishes left behind to be washed by our staff will incur an extra \$50.00 fee.

**Late Arrivals and Cancellations** After hours/weekend arrivals may require special instructions, but no staff will be on campus to greet them. Please allow 48 hours for cancellations. Late cancellations or no-shows may be charged a standard nightly fee. Guests delayed due to unforeseen circumstances, please email the Housing Team to inform us of your deferral. We will do what we can to accommodate your deferred arrival. Check out after 6pm on weekdays may require an additional fee. Weekend check-outs are not time limited.

**Unit Furnishings** – All units are fully furnished, including bedroom linens and kitchen necessities. This includes: refrigerator, stove/oven, microwave, coffee maker and cookware, dishes, utensils, toilet paper, paper towels, brooms, dish soap, etc. Wireless internet access is available campus wide. There are no land-line telephones, no cable or satellite dish, but you may use your own device for streaming needs.

### **Housing Units Designated for Faculty and Special Guests**

**Baggett Apartment** - #20 on campus map located in the backside of the Ocean Sciences Instructional Center, this upstairs unit (no elevator) offers two bedrooms, each with a queen-size bed, one bathroom, kitchen and living room.

**Martin/Thomas Duplex** - #21 on campus map located on the bluff behind the Roebling House. Two one-bedroom apartments, each with a queen-size bed, and a pull-out sleeper sofa in living room area.

**Rice House** - #18 on campus map located to the left just past the Ocean Sciences Instructional Center. A 4-bedroom unit with two bathrooms, a large kitchen and living room. There are six single size beds, two in rooms A & B, one each in C & D. Rice is preferred for faculty or long-term visitors such as sabbatical scientists with their family, but can be occasionally used for large student or research groups.

### **Housing Units Designated for Students**

**The Quad** - #22 on campus map located to the right upon entering the campus, consisting of four apartments, **(Carpenter, Knight, Menzel, and Zeigler.)** Each apartment houses up to four individuals. Two bedrooms with two single beds per room, one shared bathroom, kitchen and living room, and a large shared screened-in porch area.

**The Commons** - #19 on campus map located behind/to the left of the Quad. Accommodations reflect a dormitory style housing with four bedrooms, each has two single beds. Two bedrooms have private adjacent bathrooms while the other two share one ADA-compliant bathroom located in the hallway. The kitchen and living room are shared quarters. The unit also has a small conference room and a laundry room with two washer/dryers (coin operated.)

**Skidaway Institute is on a septic water system, not a sewer system, therefore it is imperative that no tampons, flushable wipes, etc. be flushed.**

**Utilities** - Housing fees include all utilities. All housing units have heat pumps for central heat and A/C. Tenants are asked to be conservative with energy consumption, following a general recommendation of setting in the range of 68° to 75°. **DO NOT turn off heat or A/C when leaving for an extended period of time (such as on a cruise.)**

**Laundry Facilities** - Coin-operated washers and dryers are available in the small brown building near to the Quad (building #23 on campus map). Change can be made at the Business Office. Residents must provide their own laundry supplies and clean up after themselves. Email/report problems with laundry facilities to the Housing Team by email ([housing@skio.uga.edu](mailto:housing@skio.uga.edu))

**Cleaning** - Tenants are responsible for cleaning the unit, including sweeping, mopping, dusting, dishes, toilets and showers, and household garbage (dumpster located next to Plant Operations building.) We encourage recycling (no glass) but there are no specific areas to store it. You are welcome to put any recycling you have in any of the recycling bins (please separate recyclables into plastic, aluminum cans, and paper/magazines) in three buildings: Roebeling Administration Building, MSCRIC building, and the OSIC building. Otherwise, you can simply put all your refuse in the trash. **DO NOT leave recyclable items behind in the housing unit when vacating. DO NOT leave garbage on the housing porches at any time, due to highly inquisitive and hungry wildlife! Do not leave food in the unit upon checkout. Take it with you or discard in trash.** Each unit is thoroughly cleaned after each checkout. **(Extra cleaning fees of \$100-\$200 may be charged for extreme messes.)**

**Pest Control** - Housing units are sprayed on the first Friday of each month. Please alert the Housing Team by email ([housing@skio.uga.edu](mailto:housing@skio.uga.edu)) of any issues.

**Wildlife** - With over 700 acres of undeveloped land at the Institute, many different and potentially dangerous wildlife such as spiders, snakes, bees, fire-ants, squirrel, deer, foxes, coyotes, possums, wild pigs, alligators, etc. Remain cautious and respectful of all wildlife. Hunting is not permitted. **PLEASE DO NOT FEED THE WILDLIFE.**

**Damages** - Tenants must report damages as soon as possible to the Housing Coordinator.

**ANY DAMAGES INCURRED BY NEGLIGENCE OR MALTREATMENT WILL BE CHARGED DIRECTLY TO TENANTS.** Sponsors will be charged for any damage if tenant does not reimburse the Institute for such costs.

**Personal Property Rental Insurance** - Renters Insurance (on personal property) is not required but is encouraged and is at personal cost to tenants. In the event of fire, theft, flooding due to overflowing tubs, broken pipes, main water breaks, etc., and forces of nature (hurricane, floods due to rain, tornadoes, etc.) tenant understands that UGA cannot be held responsible for any personal belongings due to burglary, vandalism, fire, smoke, and other perils. Tenants are encouraged to check their homeowner's insurance policies to inquire about renter coverage that may be available to them through an existing policy.

**Visitors** - Over-night visitors of tenants require prior approval but is not guaranteed and will be handled on a case-by-case basis. All aforementioned rules, policies and procedures will apply to all tenant visitors, including friends, family, or spouse. Tenant will be required to submit a Visiting Guest Form (see Administration Office for form) to the Housing Team at least seven business days prior to visitation date. Regular rates apply.

**Pets** – Pets are not allowed. **Documented service animals are permitted in housing units with prior approval.** Please contact the Housing Team to discuss your service animal prior to making a reservation.

**Problems/Issues** – Please contact the Housing Team via email [housing@skio.uga.edu](mailto:housing@skio.uga.edu) for any problems you may encounter while in housing, **or by contacting the Housing Coordinator by text at 706-372-2826.** We strive to make your stay at Skidaway Institute of Oceanography as convenient and comfortable as possible.

#### **OTHER:**

**Swimming in the river off any Skidaway Institute dock is prohibited.**

## HOUSING PAYMENTS

Cash and checks are accepted but credit/debit cards are preferred and are required upon check-out, or the previous business day if check-out occurs on a weekend or holiday. Payments can be made at the Business Office, located in the Dorothy Roebling Administration building, Room #104, or with the Administrative Assistant in the Admin Office.

- \* Credit and debit card payments can be made by phone if you cannot get to the business office during normal business hours. Currently, there is no on-line payment system available.
- \* UGA chart strings are preferred for UGA members and must be indicated at time of housing request on the Housing Request Form.
- \* Billing via invoice is available for non-UGA institutions (requires prior approval, please email [housing@skio.uga.edu](mailto:housing@skio.uga.edu) for more info.)
- \* Long-term Stays: payments can be made bi-weekly or monthly.

## HOUSING RATES INCREASE EFFECTIVE MARCH 1, 2025

REGULAR RATE	STUDENT RATE
(Faculty, Staff, & Other Visitors)	Graduates & Undergraduates

Number of Nights	REGULAR RATE	STUDENT RATE
1	72	40
2	144	80
3	216	120
4	288	160
5 to 7	360	200
8	432	240
9	504	280
10	576	320
11	648	360
12 to 14	720	400
15	792	440
16	864	480
17 to 31	936	520