

Housing Policy

OVERVIEW

The UGA Skidaway Institute of Oceanography (SkIO) offers on-campus housing to:

- Undergraduate and graduate students
- UGA faculty, staff, and other university-affiliated visitors

THE HOUSING TEAM

Email: housing@skio.uga.edu | Hours of Operation: 8:00 – 17:00

Reservationist: Grace Guyre, grace.guyre@uga.edu

Housing Coordinator: Brian Chelchowski, (706) 372-8286

Business Office: Marc Mascolo

! For assistance or to report concerns, please text/call Brian, or email the Housing Team.

ARRIVAL / DEPARTURE

Wi-Fi – “Guest Services for Skidaway” | Password: Skio2017

Check-In (12:00 – 16:00, Mon. – Fri.)

- Unit will be unlocked prior to arrival.
- Weekend/after-hour arrivals must be made in advance.

Check-Out (11:00, Mon. – Fri.)

- Weekend check-outs are not time limited.
- Check-out after 16:00 on weekdays may incur an additional charge.
- Leave key on nightstand next to bed.
 - Lost key fee: \$20.00
 - Lock replacement fee (*if necessary*): \$60.00

We do not have a designated cleaning staff — we ask guests to sweep the floor, strip the bed (leave linens next to bed), clean out leftover items from cabinets/refrigerator, empty trashcans and take trash to the dumpster (*near #6 on campus map*) before leaving.

- Recycling bins (no glass) are in the Roebing Administration building.
- Additional cleaning fees may be charged: \$100 – \$200
- Dirty dishes fee: \$50.00

LATE ARRIVALS / CANCELATIONS

Notify the Housing Team **48 hours prior** for late arrivals/cancellations.

- No-shows/late cancellations may incur a standard nightly fee.

IMPORTANT

- SkIO is a smoke-free campus. Smoking is prohibited on all campus grounds, including parking lots.
- Swimming in the river off any SkIO dock is prohibited.
- SkIO operates on a septic water system (not a sewer system).
 - Please do **not** flush anything, except toilet paper.

TO REQUEST HOUSING

All guests must submit a [Housing Request Form](#).

- Forms must be submitted **at least five (5) business days before arrival and no earlier than eight (8) weeks prior**.
- Submission confirms the guest **has read and agrees to comply** with the policies in this document.

Housing assignments are made on a **first-come, first-served basis**.

- Due to occasional unforeseen circumstances, tenants may be temporarily relocated to another unit.
- Cell phone and email information are required of all guests. This information is private and used for SkIO/UGA needs only.

GROUP HOUSING (3+ individuals)

Groups must request a **Group Housing Form** by emailing the Housing Team.

- The “group lead” person will be responsible for completing the form and is responsible for all charges.
- Males and females are not normally housed together. Special requests may be accommodated when requested.

PARKING

Parking is available next to each unit.

- If housing lots are full, guests may use SkIO parking lots.
- Do not park in undesignated areas or on the grass.

PAYMENT

Payment is required upon check-out, or on the previous business day if check-out falls on a weekend/holiday.

- Payments can be made in the Roebbling Administration building (Room #104).

Cash/checks are accepted, but debit/credit preferred.

- UGA chart strings are preferred for UGA members and must be indicated on Housing Request Form.
- Billing via invoice is available for **non-UGA institutions**.
- Credit/debit payments can be made by phone if you cannot get to the business office during normal business hours.
- There is **no** online payment system available.

HEALTH REQUIREMENTS

All students and interns must submit a [Meningococcal Disease Form](#) with the **Housing Request Form** (per Georgia law and UGA Board of Regents policy).

- Vaccination is not mandatory but strongly recommended and the form must accompany the housing request form before the request will be approved.

PERSONAL PROPERTY RENTAL INSURANCE

SkIO/UGA is **not** responsible for tenant belongings lost due to theft, vandalism, fire, smoke, water damage, natural events, and other hazards.

- Renters insurance is optional but encouraged and is at personal cost to the tenants.

HOUSING UNITS

1. The Baggett Apartment (#20)
2. The Duplex: Martin/Thomas (#21)
3. The Rice House (#18)
4. The Quad: Carpenter, Knight, Menzel, Zeigler (#22)
5. The Commons (#19)

UNIT FURNISHINGS

All units include furniture, linens, kitchen items (e.g., fridge, stove/oven, microwave, coffee maker, cookware, dishes, utensils, broom, paper towels, toilet paper).

Utilities are included in house fees.

- Keep A/C-Heat between 68-75°F.
- Do **not** turn off A/C-Heat when away for extended periods.

LAUNDRY

Coin-operated laundry building with washers/dryers (#23).

- Tenants must provide their own laundry supplies and clean area after use.

VISITORS

Guests must submit a **Visitor Form** at least seven (7) business days before visit.

- Overnight visitors require prior approval, and acceptance is not guaranteed.
- All rules, policies, rates and procedures will apply to visitors, including friends, family, or spouse.

DAMAGES

Report any damage to Brian and/or the Housing Team as soon as possible.

- Tenants are responsible for damage caused by negligence or misuse.
- Sponsors will be billed if tenants do not reimburse the Institute.

PEST CONTROL

Units are sprayed on the first Friday of each month.

WILDLIFE

The SkIO campus encompasses more than 700 acres of undeveloped land.

- Hunting is not permitted.
- Please do not feed wildlife.

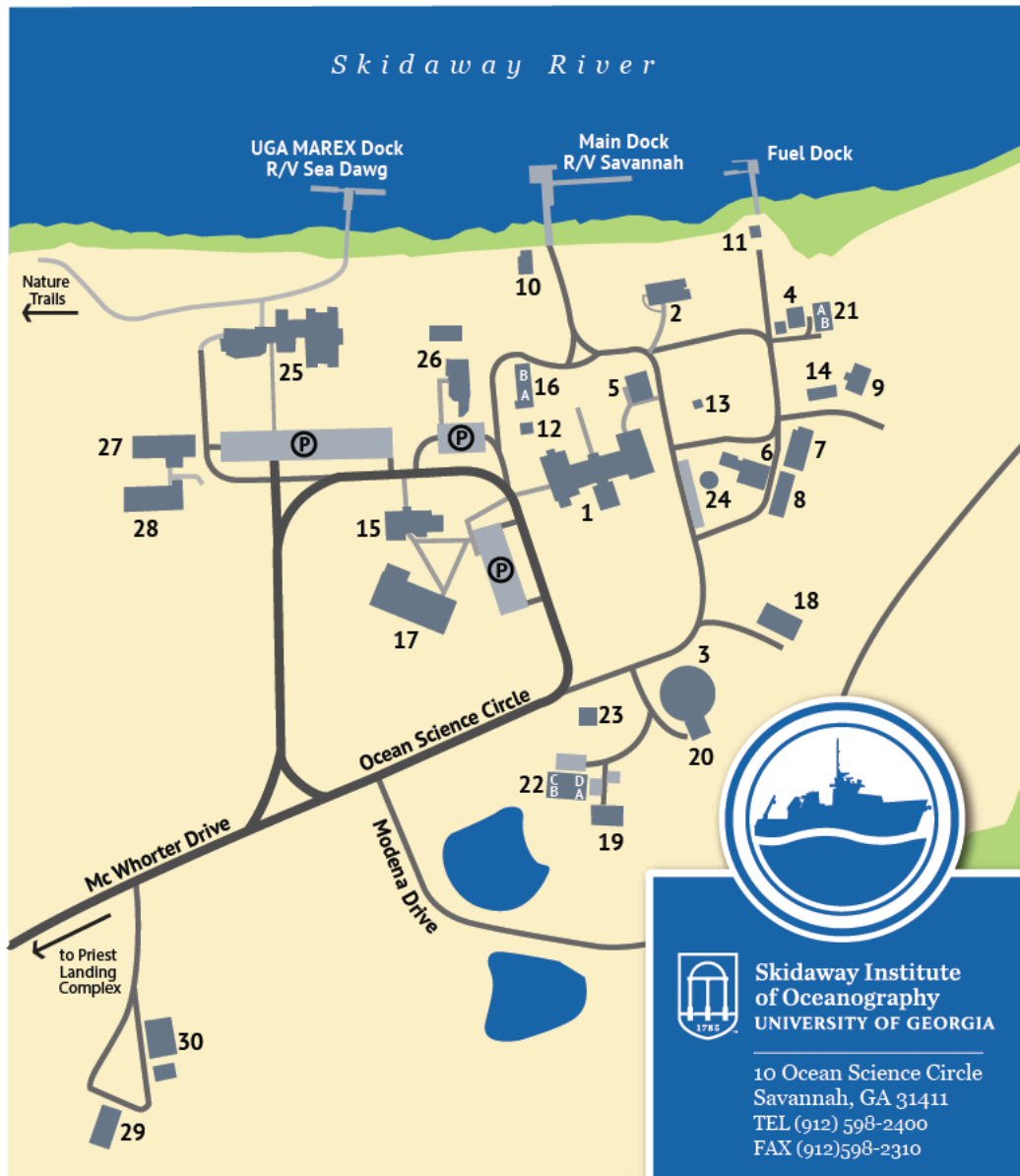
PETS

Pets are not allowed (documented service animals are permitted in housing units with prior approval).

EXTENSION STAYS

Graduate students may stay up to eight weeks.

- Payments can be made bi-weekly/monthly for long-term stays.
- Request must be submitted **at least two weeks** before original checkout date
- Approval not guaranteed and may require relocation to another unit



Skidaway Institute of Oceanography

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| <ul style="list-style-type: none"> 1. Dorothy Roebling Laboratory and Administration Building 2. Geochemistry Building 3. Ocean Sciences Instructional Center 4. Roebling House Conference Center 5. Flowing Sea Water Laboratory 6. Shop and Facilities 7. Maintenance Shop A (Carpentry, Plumbing) 8. Maintenance Shop B (Grounds, Mechanical) 9. Marine Operations Storage 10. Marine Operations Dock Support 11. Marine Emergency Spill Response and Storage Building 12. Gas Bottle Storage Facility | <ul style="list-style-type: none"> 13. Solvent Storage Facility 14. Collaborative Teaching Laboratory 15. McGowan Library 16. A-Post Doc Offices
B-Marine Operations Office 17. Marine & Coastal Science Research and Instruction Center (MCSRIC) 18. Housing (Rice House) 19. Housing (The Commons) 20. Housing (Baggett Apt) 21. Housing (A-Thomas and B-Martin Apts) 22. Housing (The Quad: A-Carpenter, B-Knight, C-Menzel, D-Zeigler) 23. Housing Laundry Room 24. Water Tower |
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UGA Marine Extension and Georgia Sea Grant

- 25. Marine Education Center and Aquarium
- 26. Shellfish Laboratory
- 27. Cafeteria
- 28. Dormitory

Other Campus Partners

- 29. Georgia Southern Applied Coastal Research Laboratory (ACRL)
- 30. NOAA Gray's Reef National Marine Sanctuary Office

 Parking