

## UGA Skidaway Institute of Oceanography Housing Policy

### HOUSING 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

### IMPORTANT

- SkIO is a smoke-free campus. Smoking is prohibited on all campus grounds, including parking lots.
- Swimming in the river off any Skidaway Institute dock is prohibited.

### HOUSING TEAM

The Housing Team consists of the following members:

- Coordinator – Brian Chelchowski
- Reservationist – Grace Guyre
- Business Office – Marc Mascolo
- All housing-related questions and correspondence should be emailed to: [housing@skio.uga.edu](mailto:housing@skio.uga.edu).

### HOUSING REQUESTS

- All guests must submit a [Housing Request Form](#).
  - Forms must be submitted **at least five business days before arrival and no earlier than eight weeks prior**.
  - Submission of a request form confirms that 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.
- Normal housing consists of two single beds per room.
- Student overflow can be housed in other units as necessary.
- Males and females are not normally housed together. However, special requests for certain groups or individuals may be accommodated when requested.
- Faculty are not ordinarily housed with students, although they may be assigned to those units which are primarily designated for student use.
- Students may occasionally occupy faculty units 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.

### GROUP HOUSING (three or more individuals)

- Groups must use a **Group Housing Form**, available by emailing the Housing Team [housing@skio.uga.edu](mailto:housing@skio.uga.edu).
- Each form is specifically tailored to your group's needs.
- Charges go to one lead person or string chart number.
- The lead person will be responsible for completing the Group Housing Form.

### 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.

### GRADUATE STUDENTS' EXTENSION STAYS

- Graduate students may stay up to **eight weeks**.

Extensions require:

- Request submitted at least **two weeks** before the original checkout date
- Approval **not guaranteed** and may require relocation to another unit
- Approval by Director

## PARKING

- Parking is available next to each housing unit.
- If housing lots are full, guests may use general SkIO parking lots.
- **Do not park** in undesignated areas or on the grass.

## CHECK-IN / CHECK-OUT

- **Check-In Time:** 3:00 – 5:00 pm, Monday-Friday
- **Check-Out Time:** 11:00 am, Monday-Friday
- Housing keys given either to tenant’s sponsor or left in a designated area

### At Check-Out

- Leave key **on nightstand next to bed**
- **Lost key fee:** \$20.00
- **Lock replacement fee** (if necessary): \$60.00
- **Cleaning dirty dishes fee** (if necessary): \$50.00

## LATE ARRIVALS AND CANCELLATIONS

- Weekend or after-hours arrivals must be arranged in advance. Staff may not be available in person.
- Notify the Housing Team **48 hours prior** for late arrivals or cancellations.
- No-shows or late cancellations may incur a standard **nightly fee**.
- Check-outs after 6:00 pm on weekdays may incur an additional charge.
- Weekend check-outs are not time limited.

## UNIT FURNISHINGS

All units include:

- Furniture and bedroom linens
- Refrigerator, stove/oven, microwave, coffee maker, cookware, dishes, utensils, dish soap, broom, paper towels, toilet paper, etc.
- Wireless internet

## HOUSING UNITS

### *Faculty and Special Guest Housing*

- **Baggett Apartment** (#20 on campus map)
  - Located at the back of the Ocean Sciences Instructional Center
  - Two bedrooms (queen beds), one bathroom, kitchen, living room
- **Martin/Thomas Duplex** (#21 on campus map)
  - Located behind the Roebling House
  - Two, one-bedroom apartments (queen beds)
  - A pull-out sleeper sofa in living room area
- **Rice House** (#18 on campus map)
  - Located just past the Ocean Sciences Instructional Center
  - Four bedrooms (six single beds— two in rooms A & B, one each in C & D), two bathrooms, large kitchen, living room
  - Ideal for long-term faculty, sabbatical scientists with their family, or research groups

### **Student Housing**

- **The Quad** (#22 on campus map)
  - Located at the right upon entering the campus
  - Four apartments – Carpenter, Knight, Menzel, Zeigler
  - Each apartment houses up to four individuals.
  - Two bedrooms, each with two single beds, one shared bathroom, kitchen, living room, screened porch
- **The Commons** (#19 on campus map)
  - Located behind/to the left of the Quad
  - Dormitory-style
  - Four bedrooms, each with two single beds
  - Two bedrooms have private adjacent bathrooms
  - Two bedrooms share one ADA-compliant bathroom located in the hallway
  - Shared kitchen and living room
  - Small conference room
  - Laundry room with coin-operated washer/dryers

### **SEPTIC WATER SYSTEM**

- Skidaway Institute operates on a **septic water system** (not a sewer system).
- Please refrain from flushing feminine products, flushable wipes, or other non-biodegradable items as these items may cause damage to the septic system.

### **UTILITIES**

- 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 and dryers (#23 on campus map)
- Tenants must provide their own laundry supplies and clean the area after use

### **CLEANING RESPONSIBILITIES**

- Tenants are responsible for cleaning the unit, including sweeping, mopping, dusting, dishes, toilets, showers, and disposal of household garbage.
- Trash dumpsters are located next to the Plant Operations Building.
- Recycling (no glass) is available in designated bins (e.g., plastic, aluminum cans, paper) in three buildings—Roebling Administration, MSCRIC, and OSIC.
- Please do **not** leave trash or recyclables in the unit or on the porches.
- Do **not** leave food out, as it attracts wildlife.
- **Do not leave food in the unit upon checkout.**
- Units are inspected at checkout, and **additional cleaning fees (\$100–\$200)** may be charged.

### **PEST CONTROL**

- Units are sprayed on the **first Friday of each month.**

### **WILDLIFE**

- The institute encompasses more than 700 acres of undeveloped land.
- Please be cautious (dangerous wildlife includes spiders, snakes, bees, fire-ants, squirrels, deer, foxes, coyotes, possums, wild pigs, alligators, etc.) .
- **Do not feed the wildlife.**

- Hunting is **not** permitted.

#### **DAMAGES**

- Report any damage to the Housing Coordinator 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.

#### **PERSONAL PROPERTY RENTAL INSURANCE**

- Renters insurance is optional but encouraged and is at personal cost to the tenants.
- UGA is **not** responsible for tenant belongings lost due to theft, vandalism, fire, smoke, water damage, natural events, and other hazards.

#### **VISITORS**

- Overnight visitors require **prior approval**, and acceptance is not guaranteed.
- All aforementioned rules, policies, and procedures will apply to all tenant visitors, including friends, family, or spouse.
- Guests must submit a Visiting Guest form (see Administration Office for form) and be registered at least **seven business days** before the visit.
- Regular rates apply.

#### **PETS**

- Pets are **not** allowed.
- **Documented service animals are permitted in housing units with prior approval.** Tenants must notify the Housing Team before arrival.

#### **PROBLEMS OR ISSUES**

- For assistance or to report concerns, contact the Housing Team at [housing@skio.uga.edu](mailto:housing@skio.uga.edu) or text the Housing Coordinator at (706) 372-8286.

#### **HOUSING PAYMENTS**

- Cash and checks are accepted but debit and credit card payments are preferred.
- Payment is 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 Administration Office.

#### **IMPORTANT**

- Currently, there is **no** online payment system available.
- Credit and debit card payments can be made by phone if you cannot get to the business office during normal business hours.
- 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).
- Long-Term Stays: Payments can be made **bi-weekly or monthly**.

# Housing Rates Schedule

*New rates effective 03-01-2025*

<u>Number of Nights</u>	<u>Regular Rate</u> (faculty, staff, visitors)	<u>Student Rate</u> (UG and graduates)
1	\$72.00	\$40.00
2	\$144.00	\$80.00
3	\$216.00	\$120.00
4	\$288.00	\$160.00
5 to 7	\$360.00	\$200.00
8	\$432.00	\$240.00
9	\$504.00	\$280.00
10	\$576.00	\$320.00
11	\$648.00	\$360.00
12 to 14	\$720.00	\$400.00
15	\$792.00	\$440.00
16	\$864.00	\$480.00
17 to 31	\$936.00	\$520.00