



OFFICE USE ONLY:

DATE RECEIVED:	
BLDG:	ROOM#:
INVOICE:	
NOTES:	

APPLICATION FOR GUEST HOUSING (NON-SPONSORED)

The University of North Georgia is pleased to offer guest housing on the Dahlonega campus for use by visiting faculty, scholars, and special guests.

Guest Information:

Name: _____

Department: _____

Phone: _____ Fax: _____ Email: _____

Male Female

Permanent Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Accommodation Requests

Arrival Date: _____ Time: _____

Departure Date: _____ Time: _____

If you have any special requests please list below: (Example: ADA requirements, ground floor, etc...)

Preferred Unit: Select one.

Note: Units that have shared baths are typically shared with other guests of the same gender.

Church Street Apartment

Three bedroom, one private bath, one shared bath.

Collins House

Three bedroom, one shared bath.

Unit is located off campus

Sunset House

Four bedroom, four private bath, and half-bath common area.

All units are rented per bedroom with common areas shared with other guests.

The whole unit can be rented, if availability allows.

Transportation

Guest will have a motorized vehicle. Guest will NOT have a motorized vehicle.

All vehicles will need to be registered with UNG | Parking Services prior to arrival.

Payment Information

UNG Employees will be required to pay by payroll deduction if their stay is more than one month. Payment for the first month's rent is required upon move-in. The following month's rent will be due on the first day of each month thereafter. Payment for terms less than one month must be paid to Auxiliary Services at move-in or pursuant to arrangements made in advance with our office.



I have read and agree to abide by the University of North Georgia Policies and Procedures.

Signature: _____ Date: _____

Please submit this application to Sherry Waddell in Auxiliary Services.

Phone	Fax	Email
(706) 867 - 4593	(706) 864 -1756	sherry.waddell@ung.edu