



OFFICE USE ONLY:

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

## APPLICATION FOR SPONSORED GUEST HOUSING

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

### SPONSOR INFORMATION:

Please use this form to request housing for your guest. Provide below the name of the department and the individual from that department designated to serve as the primary contact for the guest for the entire duration of the their stay.

#### Sponsoring Department:

Sponsor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Guest Information:

Guest Name: \_\_\_\_\_ Male Female  
 Permanent Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Accommodation Requests

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

---



---

If you require this contnet in another format, please send an email to [sherry.waddell@ung.edu](mailto:sherry.waddell@ung.edu)

## 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\***

### **The Guest House at Sunset Drive**

**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

Guest Housing applications must indicate whether the sponsoring department or the guest will be responsible for the rent and any other costs associated with the guest's stay in UNG Housing. If the guest will be responsible for payment, payroll deduction must be used.

Note: Any rent or other charges incurred by the guest will ultimately be the responsibility of the sponsoring department. Should the guest fail to meet their commitment, the sponsoring department or unit will be invoiced.

	Option One: The sponsoring department will pay for all of the guests charges.
Department: _____ Department Head: _____ Chart String for Payment: _____ Phone: _____ Fax: _____ Email: _____	
Note: The chart string must be supplied to complete the payment transaction.	

	Option Two: The guest will pay for his/her own housing fees:
--	--



	I understand that any rent and/or other charges incurred by the guest will ultimately be the responsibility of the sponsoring department. My department or unit accepts responsibility for payment of any unpaid rent or other charges. I have read and understand the policies and procedures that our guest will be subject to including, but not limited to, the cleaning and walk through of the unit prior to departure.
--	---

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