UNG
UNIVERSITY of NORTH GEORGIA™
AUXILIARY SERVICES

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 content in another format, please send an email to emily.pruitt@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**

156 S. Chestatee St., Unit D, Dahlonega GA
Three bedroom, one private bath, one shared bath.
Semester rate per room: $4,553
Monthly rate per room: $911

Can be paid in monthly installments*

☐ **Collins House** (unit is located off campus)

909 Morrison Moore Pkwy., West, Dahlonega, GA
Three bedroom, one shared bath.
Semester rate per room: $4,305 or semester rate whole house: $12,915
Monthly rate per room: $861

Can be paid in monthly installments*

☐ **Guest House at Sunset Drive**

27 Sunset Drive, Dahlonega, GA
Four bedroom, four private bath, and half-bath common area.
Semester rate per room: $4,553
Monthly rate per room: $911 Nightly Rate per room: $107

Can be paid in monthly installments*

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. Monthly tenants are required to provide a 30-day notice prior to departure.

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 acknowledge that self-pay that is one month or more is subject to payroll deduction.**

* ☐ **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 Emily Pruitt in Auxiliary Services.

Phone	Fax	Email
(706) 864 - 1641	(706) 864 - 1756	emily.pruitt@ung.edu

Status Active PolicyStat ID 12544135

Last Approved	03/2023
Effective	03/2023
Last Revised	03/2023
Next Review	03/2026

Owner	Derek Leonard: Associate Vice President Real Estate & Auxiliary S
Area	Business & Finance
References	Policy

Guest Housing Policy

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I. POLICY PURPOSE

The purpose of this policy is to establish the terms and conditions of Guest Housing that is available to University of North Georgia departments for visiting faculty, staff and guests. This policy was formerly known as the Faculty Housing Policy.

II. DEFINITIONS

A. **Sponsor:** Entity responsible for specified costs of inviting a Guest to the University campus.

B. **Guest:** Individual(s) who occupy a housing unit maintained by UNG Auxiliary Services.

III. POLICY STATEMENT

A. UNG's Office of Auxiliary Services maintains several rental housing units, which are administered by the Executive Director of Auxiliary Services. Administrative duties include, but are not limited to: financial administration, rental rates/adjustments, housing regulations, and reservations.

B. Sponsoring University Departments are responsible for the rental fees of their Guest(s).

C. Housing will be based on availability and a unit will only be reserved once a formal request has been submitted by the Sponsoring department, if applicable, and approved by Auxiliary Services.

D. Auxiliary Services has established the following regulations to help ensure the personal safety of each Guest and the protection of University property. Guests and Sponsors, if applicable, are responsible for familiarizing themselves with these regulations and abiding by them during their stay on campus. Violation of these regulations could result in excessive cleaning or damage charges, removal from housing and/or criminal arrest.

1. **ALCOHOL**
   The possession or consumption of alcohol in Guest housing is only permitted by persons of legal drinking age. The violation of any Georgia alcohol regulation is prohibited.
2. **BASEMENT OR ATTIC SPACES**
   If a unit has a basement or attic space, these spaces must remain locked and are not part of the rented unit.
3. **CLEANING**

With the exception of The Guest House at Sunset Drive, the house will NOT be cleaned during your stay.

The Guest House at Sunset Drive: UNG staff will clean the common areas of the Guest House during the hours of 10 a.m. and 12 p.m. two days a week. The bedrooms and bathrooms of individual Guests will NOT be cleaned during the rental period. Guests should use the supplies provided to clean their bedroom and bathroom.

4. **DECORATIONS AND PAINTING**
   Painting or altering the appearance of any room is prohibited. Please do not adhere anything to the walls that could damage the walls when removed.
5. **DEPARTURE**
   Upon departure, Guests shall remove all trash from the unit and remove personal items from the refrigerator and cabinets. Guests shall schedule a walk-thru of the unit on the last business day prior to their departure. The Sponsor, if applicable, and a representative from Auxiliary Services will perform the walk-thru with the Guest. The unit must be clean and in the same condition as it was at the beginning of the rental.
6. **DRUGS**
   The possession or use of any illegal drug or narcotic is prohibited on UNG campuses, including Guest Housing.
7. **FIRE SAFETY**
   Fire extinguishers and emergency contact information shall be provided in the common areas of property. Guests should familiarize themselves with the location of these items. NO fire places are to be used by Guests.
8. **FURNITURE**
   All furniture must remain in the rooms. Please do not move furniture between rooms, into the common areas or outside.
9. **KEYS**
   There will be a $25 per key fee for any key not returned upon departure. Keys are property of UNG and Guests are prohibited from making copies. Guests should contact Auxiliary Services if they become locked out of their property during business hours. After hours, they should contact Public Safety for access.
10. **MAINTENANCE AND REPAIRS**
    Questions abour your stay, Guest's stay or the condition of their room should be brought to the attention of their Sponsor University Department during normal business hours. If the host department determines any maintenance or repairs need to be made, they should contact UNG Auxiliary Services during normal business hours, Monday-Friday. In the event of an extended power outage, fire, water or gas leak, substantial property damage, or other emergency, please contact UNG Public Safety at 706-864-1500.
11. **NOIS**
    E
    Please be considerate of the other Guests and keep the noise level to a minimum.
12. **PARKING**
    Guests must register their vehicles with Parking Services.
13. **PETS**
    Pets are not allowed in Guest Housing. See Animals on Campus Policy for further information
14. **SECURITY**
    Please lock the exterior doors of the property, to include your assigned bedroom, upon leaving. The key must be kept in your possession and shall not be shared with anyone else. Report any suspicious persons or activity to UNG Police immediately.

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15. **TOBACCO AND SMOKE-FREE CAMPUS**
UNG is a tobacco- and smoke-free campus. See Tobacco and Smoke-Free Campus Policy for further information.

16. **TRASH DISPOSAL**
All trash must be disposed of properly. Inside and outside trash containers are provided for your use.

17. **VISITORS**
As a courtesy to other Guests in shared housing, Guests may not have overnight visitors stay with them in their unit or within the common areas of the property unless prior authorization is obtained from Auxiliary Services. If a spouse of a Guest accompanies the Guest, they must share the room with the Guest and there may be an additional daily charge assessed. Minors are not allowed to stay with a Guest in any of the Guest housing unless the Guest rents the entire property. Please call Auxiliary Services to check entire property availability.

    - Additional Tenants in Room - All Guest housing rooms are intended to be single occupant. Should an extenuating circumstance arise in which a current tenant requests an additional tenant be added, those requests will be assessed and managed by the Associate Director of Auxiliary Services on a case-by-case basis. Determination and approval for any additional occupant is at the sole discretion of the department and additional fees may be assessed or applied. An additional tenant would be defined as someone who is staying three (3) consecutive days or longer. Additional tenants would also assume liability consistent with the main tenant and may be asked to agree to policies and procedures. Requests for additional tenants must be submitted in writing 10 business days prior to the projected move in date.
    * Should leasee fail to properly notify, with regards to Guest/additional tenant, lease could be terminated. It is imperative for Auxiliary Services to know, at all times, everyone who is staying in the unit.

18. **WEAPONS**
Please refer to UNG Campus Carry Information.

19. **WINDOW SCREENS AND BLINDS**
If the unit has window screens and/or blinds, those must remain in place at all times. Please do not attach anything to the blinds, to include clotheslines or clothes hangers.

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IV. PROCEDURES

A. Reservations must be requested using one of the Application Forms available on the Auxiliary Services web page. Please complete the Sponsored Guest Housing form or Non-Sponsored Guest Housing form.

B. UNG Employees will be required to pay through the UNG Business Office by check/money order/cash (short-term/daily rate rentals), payroll deduction (required for monthly rentals to UNG employees), or internal billing through the Sponsoring Department. If payment for terms less than one month are not paid upfront in advance, they will be processed by payroll deduction. If a monthly Guest moves into a unit in mid-month, rent will be prorated to include only the days the Guest occupies the unit. There will be no proration on a semester rental. Rent is due on the day the rental begins for short-term/daily rentals. Monthly Guests are required to provide a 30-day notice prior to departure. Rental rates include electricity, natural gas, water/sewer, internet and trash collection.

C. As stated in the departure regulation above, prior to departure, the Guest will walk through the unit with their Sponsor, if Sponsored by a University Department, and Auxiliary Services personnel to assure that the unit is in the same condition as it was prior to the rental.

D. Any deposit will be refunded only if unit is undamaged and all keys are returned. If damages are present or keys not returned any deposit will be refunded only after costs of repairs/replacment keys are covered.

Attachments

Guest Housing Rates FY22 and FY23

Approval Signatures

Step Description	Approver	Date
Policy Office - Final Approval/ Posting	Wesley Burnett: Policy & Procedure Coordinator	03/2023
Policy Office - Final Approval/ Posting	Kate Maine: Vice President of University Relations and Chief o	02/2023
General Counsel	Elene Garrison: Interim General Counsel	02/2023
Vice President Business & Finance	Mac McConnell: Sr. VP for Business & Finance	02/2023
Associate VP of Real Estate & Auxiliary Services	Gerald Sullivan: Interim Director, Oconee Campus & AVP Real Estate	01/2023
Policy Office/Technical Review	Kate Maine: Vice President of University Relations and Chief o	01/2023
Policy Office/Technical Review	Wesley Burnett: Policy & Procedure Coordinator	11/2022
	Gerald Sullivan: Interim Director, Oconee Campus & AVP Real Estate	10/2022