



COMMUNITY GUIDE 2023-2024

Revised and updated September 2023

If you have a disability and need to obtain this Community Guide in an alternative format, please contact University Housing at 706-542-1421 or housing@uga.edu.

Dear Bulldogs,

On behalf of all housing staff, I am so excited to welcome you to the University of Georgia. University Housing's mission is to provide comfortable, affordable and secure on-campus housing options in residential communities where the academic success and personal growth of residents are encouraged and supported. We are committed to continuing and broadening this work and will uphold our mission and values through action. As executive director, I know that this work needs to start with me and with the leadership team of housing—examining our policies, procedures, protocols and practices through an inclusive lens. We strive for our residence halls to be about access, inclusion and safety so that everyone who passes through the halls feels at home.

We encourage you to get to know the teams that are working in your community. The resident assistants, C.L.A.S.S advocates, community services assistants and residential building services workers are likely to be a part of your daily interactions on campus. Consider running for a community council position or attending these meetings and events to ensure your voice is heard in helping to shape your on-campus experience.

Please enjoy the year and let us know how we can help you with meeting all your goals for your time at UGA.

Sincerely, and go Dawgs!

Linda Kasper
Executive Director for University Housing

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ABOUT UNIVERSITY HOUSING

University Housing fosters a community more than 9,000 residents where their academic success and personal growth are encouraged and supported. We achieve our mission through staff training and curriculum-based student engagement focused on community building, interpersonal skills, wellness, and social awareness and responsibility.

Mission statement

University Housing provides comfortable, affordable and secure on-campus housing options in residential communities where the academic success and personal growth of residents are encouraged and supported.

ASSURANCE OF COMPLIANCE

All residents are expected to read, understand and conduct themselves in accordance with the terms, conditions and policies set forth in the University Housing contract, the Community Guide, and the University of Georgia Code of Conduct, as well as all federal, state and local laws. Residents are also expected to adhere to the information shared through emails, posters, policy changes or written/verbal correspondence issued by University Housing or its agents. Although guests may not be residents or students, the policies and procedures apply.

Failure to adhere to any policies, rules and regulations may result in documentation, referral through a student conduct process, involvement of the UGA PD, and/or a housing contract review. These actions may occur simultaneously, separately and/or independently. For questions and clarifications regarding policies, rules and regulations in University Housing, please contact your respective community staff (e.g., residence hall director, assistant director).

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Bias based on the protected categories of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status will not hinder employment, study or institutional services, programs or activities. Bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, or volunteers or participants in or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias.

The University will follow the Board of Regents Student Sexual Misconduct Policy 6.7 found at <http://www.usg.edu/policymanual/section6/C2655>. All allegations of discrimination and harassment not covered by the Board of Regents Student Sexual Misconduct Policy based on the protected categories will be handled pursuant to the University's Non-Discrimination and Anti-Harassment Policy.

Questions regarding the Non-Discrimination and Anti-Harassment Policy should be directed to the UGA Equal Opportunity Office at (706) 542-7912 or ugaeoo@uga.edu.

FREEDOM OF EXPRESSION POLICY

No rights are more highly regarded at the University of Georgia than the First Amendment guarantees of freedom of speech and expression and the right to assemble peaceably. Such opportunities must be provided on an equal basis and adhere to the basic principle of the University's being neutral to the content and viewpoint of any expression. In order to achieve this objective, while at the same time fulfilling its educational mission, the University may regulate the time, place, and manner of expression as outlined in the [University Freedom of Expression Policy](#). These regulations are intended to facilitate expressive activity protected by the First Amendment, while avoiding undue disruption of University activities, protecting and preserving University property, and providing a safe campus environment for all members of the University community and for individuals engaged in expressive activity.

Additional information regarding the Freedom of Expression Policy can be directed to the Office of the Dean of Students at (706) 542-7774.

UNITED STATES CENSUS SURVEYS

Residents in University Housing may be selected by the U.S. Census to participate in a variety of surveys (e.g., American Community Living Survey, Current Population Survey, National Crime Victimization Survey). If selected to participate, residents will be provided with a letter outlining the details of the specific survey. This letter is often delivered directly by a U.S. Census worker prior to conducting the survey. Some of these surveys are mandatory—required by law to be completed—while others are voluntary. Residents are encouraged to comply with all U.S. Census requests as required by law.

U.S. Census workers with proper identification are permitted in University Housing facilities without an escort in order to conduct official business. Residents may verify field representatives by entering in their name at <https://www.census.gov/cgi-bin/main/email.cgi>

COMMUNITY LIVING STANDARDS

As a member of UGA's residential community, you are living in a richly diverse setting that encourages all people to realize their fullest potential. The very word "university" is from the Latin "universitas," meaning the whole, the universe, a community, society. Such a community must allow for many opinions and beliefs, recognize and respect individual differences, and offer a level of personal security that fosters growth. We all arrive on campus with varying degrees of knowledge and understanding about people different from ourselves, and the opportunity to learn about others is one of the greatest benefits of life at a major university. University Housing offers a community that encourages residents to develop the personal skills and perspectives necessary to become positive and productive members of society. A key component of future success is the ability to acknowledge individual differences and ideas. The residential areas are comprised of students and staff of different backgrounds, religions, races, sexual orientations, abilities and cultures. As stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy, the University prohibits harassment or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. We are all threads of a common fabric, and it is up to each of us to encourage productive interactions and relationships among our community residents; there is much to be taught, learned and shared. So, stretch yourself and get to know someone different from yourself. Learn about another culture. It will enrich your residential experience.

OCCUPANCY

Individuals may not occupy any space to which they have not been assigned (originally or through approved room swap, waitlist or other authorized process), even if it appears to be vacant. Residents must ensure that any shared unassigned space, including furnishings, is always in a condition ready for a new occupant.

ACADEMIC HONESTY

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the university community. A Culture of Honesty, UGA's academic honesty policy and procedures, was developed to serve these goals (view the entire policy at <https://honesty.uga.edu/Academic-Honesty-Policy/>). All members of the academic community are responsible for knowing the policy and procedures on academic honesty.

STUDENT CONDUCT PROCEDURES

In order to facilitate the desired environment and educational goals of the University and to protect the rights and privileges of its students, the University has adopted conduct regulations for individuals and organizations and has established a conduct process. When a student is suspected of violating a conduct regulation, the Office of Student Conduct is responsible for investigating alleged conduct regulation violations and coordinating the conduct process, unless another office is designated in the Code of Conduct.

Students are expected to abide by the conduct regulations in the Code of Conduct both on and off campus, including in the residence halls. The following actions are topics are referenced in the Code of Conduct:

1. Academic Dishonesty

2. Other Acts of Dishonesty
3. Disorderly Conduct (including Sexual Harassment)
4. Alcohol and Other Drug Related Misconduct
5. Theft, Damage and Disregard for Property
6. Fire Safety and Sanitation
7. Weapons
8. Unauthorized Entry or Use
9. Student Housing
10. Computer Use
11. Gambling
12. Hazing
13. Interference with the Orderly Operation of the Conduct Process
14. Shared Responsibility for Violations

For further information regarding the regulations of the Code of Conduct and the Student Conduct process should be directed to the Office of Student Conduct at 706-542-1131 or conduct@uga.edu.

ROOMMATE BILL OF RIGHTS

A successful community in University Housing depends on thoughtful consideration and common courtesy among roommates and neighbors. The basic rights of a roommate include the following:

- The right to live in a clean building and room
- The right to expect that a roommate will respect one's personal belongings
- The right to remedy grievances. Housing staff are available to assist in resolving conflicts
- The right to read and study without undue interference in one's room or apartment
- The right to sleep without undue disturbance from noise, roommate's guests, etc.
- The right to free access to one's room, furnishings and bathroom (if applicable) without pressure from a roommate
- The right to personal privacy
- The right to have guests during visitation hours with the expectation that guests respect the rights of the host's roommate and other hall residents

Residents will complete a Roommate Success Plan. A Roommate Success Plan is intended to serve as a roadmap between you, your roommate or suitemates to assist you in navigating the year living with another individual(s). Together, you and your roommate or suitemates will need to schedule a meeting with your resident assistant to go over this plan. Included in this plan are suggested topics to help you learn more about each other and to build a cooperative relationship.

UNIVERSITY HOUSING STAFF AND OFFICES

University Housing is responsible for all residence hall matters, including building security, physical facilities, staffing, programs, room assignments, budgeting, policy formulation and hall government advising. The following is a brief overview of select student and professional staff roles within the department.

STAFF

Administrative Assistants

Among a myriad of community office administrative duties, administrative assistants supervise the student office staff, oversee the office operations and provide administrative support for the full-time staff. Administrative assistants are also available to assist residents and guests with any questions or concerns they may have.

Assistant Directors (AD)

Assistant directors manage the comprehensive operations of residential areas with approximately 2,000-3,500 students. They supervise residence hall directors and community administrative assistants, coordinate educational programs and activities spanning the halls and the university community, oversee student personnel, respond to behavioral and developmental needs of residents, and manage the opening and closing of the residence halls.

Residential Building Services Workers (RBSW)

Residential building services workers are full-time staff members who clean offices and the common areas of the buildings to ensure a quality living environment for students and staff.

C.L.A.S.S. Advocates (CA)

Continuing the Legacy of African American Student Success (C.L.A.S.S.) is a program designed to support and enrich the residential experience of African American students by facilitating community building activities that facilitate the transition to college and support academic success. CAs live on campus and are crucial to the department's ongoing efforts to meet the academic and social needs of all residents.

Community Services Assistants (CSA)

Community services assistants are student workers who staff the community desks in all residential communities. They are responsible for numerous tasks that include, but are not limited to, checking the ID cards of residents, checking out temporary keys, giving hall tours and answering phone calls.

Graduate Residents (GR)

Graduate residents are graduate students responsible for the general supervision and management of their assigned residence hall. GRs provide basic academic, personal and disciplinary advising for individuals and groups of students, as well as assist in developmental programming, facilities management, multicultural awareness efforts and other special projects. Some GRs supervise RAs and CSAs, while others support academic and leadership efforts for University Housing.

Residence Hall Directors (RHD)

Residence hall directors are full-time, live-in professional staff members who supervise the community desks and community services assistants, advise community councils, supervise RAs and CAs, coordinate educational programs and activities, and support the assistant director in the day-to-day administration of the residence halls and apartments. Some RHDs supervise GRs.

Resident Assistants (RA)

Resident Assistants (RAs) are peer leaders who live among students in residential communities. RAs develop meaningful relationships with and shape the learning experience of residents in their community. With an emphasis on community building, interpersonal skills, social awareness and responsibility, and well-being, RAs facilitate community involvement, assist in

the management of student concerns and educate residents on their responsibilities as members of a residential community.

Residential Leadership Coordinator

The residential leadership coordinator oversees leadership initiatives within the residence halls such as community council and serves as the advisor to student organizations including the Residence Hall Association (RHA) and the National Residence Hall Honorary (NRHH).

Security Staff

University Housing employs full-time security staff to assist with maintaining the security in and around its facilities. Security guards begin each night at 9 p.m. and remain on duty until 6 a.m. the following morning. Residents may expect to see security guards checking the grounds surrounding the buildings and the parking lots associated with residential facilities. In addition to checking for propped and unsecured doors, the security guards report suspicious behavior to the UGA Police Department. Residents should feel free to introduce themselves and welcome these individuals into the community.

Skilled Trades Workers (STW)

These staff members deliver maintenance support services and technical expertise to all community residents through upkeep of building systems and infrastructure, including plumbing, heating/cooling, electrical, carpentry and appliances repair.

OFFICES

Central Housing Office

The central housing office, located in Russell Hall, is where the executive director's staff is housed. University Housing is organized into three primary areas:

Administrative Services and Communications

(Assignments, billing, marketing, staff IT support, business and human resources operations)

Housing Assignments Office: 706-542-1421 or housing@uga.edu

Housing Business and Human Resources: 706-542-8279

Most of these offices are in Russell Hall, with HR and IT support located in Creswell Hall.

Facilities

(Day-to-day maintenance operations, capital projects and residential building services)

The Work Control Office receives and responds to work requests and maintenance issues.

To submit a work request contact 706-542-3999 or complete a request online at

<https://workrequest.housing.uga.edu/>.

These offices are located in the University Village Community Office.

Residential Programs and Services (RPS)

(Educational experience within the residence halls, student leadership, residence life operations, security program, student conduct, emergency response, staff development, and conference services)

Residential Programs and Services: 706-542-6533

Security Program: Contact through the Residential Programs and Services office at 706-542-6533.

These offices are on the ground level north wing of Creswell Hall. The RHA office is in Creswell Hall, room 111.

COMMUNITY OFFICE

The community office serves as the administrative center for one or more communities and houses the community administrative assistant and assistant director. Contact information is listed at the end of this Community Guide.

GENERAL INFORMATION

ABANDONED ITEMS/LOST AND FOUND

Abandoned property with a known owner that is found in and around housing facilities will be discarded after reasonable attempts to contact the owner. For lost belongings, please contact the appropriate community office.

AIR CONDITIONING, HEATING AND VENTILATION

A thermostat is in most rooms and apartment units to monitor heating, ventilation and air conditioning. In most buildings, residents are allowed a range of control for the thermostat. If you have questions as to how to operate your thermostat, please contact your residence hall director.

ASBESTOS AWARENESS

In support of a statement issued by the Office of Environmental Affairs of the University System of Georgia, University Housing wishes to notify building occupants and users that building materials containing asbestos may be present in UGA campus buildings, including residential facilities. Asbestos was commonly used as an insulating and fireproofing material throughout the nation into the late 20th century. Possible asbestos containing materials might include pipe insulation, spray-applied ceilings, fireproofing, plaster, wall sealant and floor tile. Asbestos in an undisturbed state poses no significant health concerns. As such, residents should not grind, hammer, screw drill, sand or saw into any of the building materials or walls in their rooms or anywhere else in the residence halls or apartments.

CAMERAS

University Housing has cameras in public areas inside the residence halls (including all secure access points, lobbies and stairwells) and along the exterior of buildings. The cameras send digital motion recordings to DVRs, which store data for 30 days. These cameras allow staff to identify safety and security issues throughout University Housing property and can be accessed by University Housing security staff and the UGA Police Department.

CLEANING

The student is generally responsible for maintaining the cleanliness of their assigned space, including private and shared bathrooms. The University provides cleaning services for all community bathrooms in residence halls and for private and shared bathrooms in the following residence halls: Brown Hall, Brumby Hall, Building 1516, Creswell Hall, Mary Lyndon Hall, Myers Hall, Oglethorpe House, Reed Hall, Russell Hall, Rutherford Hall, Soule Hall and UV East. For more information on your hall's cleaning schedule, please contact your residence hall director.

COMMUNITY DESK

The community desk serves as the central point of information for the residents of each community. Community services assistants (CSAs) provide information such as campus and community phone numbers, answers to questions concerning policies and procedures, and assistance in emergency situations. In addition, CSAs monitor building access, including providing access to residents who have lost their UGACards, and have the authority to issue temporary keys.

COMMUNITY TELEVISIONS

University Cablevision, the University of Georgia's all-digital on-campus cable TV system, is available in various lounges in each residence hall. . HDMI connections for game consoles, laptop computers and other streaming devices are available in most common community TV locations. Students must bring their own HDMI cord to connect to these TVs.

COMMON COMMUNITY ROOM RESERVATIONS

Designated common spaces in each community may be reserved for programs and meetings. For complete information about the available hours, guidelines and fees, call the appropriate community office or visit

https://housing.uga.edu/sa_docs/staff/forms_residences_facilitiesreservation.pdf. Spaces are available on a first-come, first-served basis and priority is given to residents and housing staff members.

EMAIL COMMUNICATIONS

Email is the University of Georgia's official method of communication. University Housing regularly distributes official communication to residents via their UGA email accounts. Residents should check their account regularly for important housing information regarding room sign-up, break schedules, checkout procedures, student conduct notifications and other announcements. Every student is responsible for information sent to them.

ENVIRONMENTAL SUSTAINABILITY

University Housing recommends its residents develop and maintain ecologically sustainable living habits. This includes, but is not limited to, turning off unnecessary electrical appliances and minimizing student use of water and recycling.

- Remember to bring your own water bottle/utensils/mugs to limit single-use plastics. Most of our residence halls have water refill stations with cold filtered water
- Many residence halls have compost bins and plastic film collection bins. Find locations and descriptions of what can and cannot be composted or recycled at:
<https://housing.uga.edu/about-us/sustainability/>
- Help conserve unnecessary electricity demands by turning off lights and appliances when not in use
- Never leave computers, televisions and lights on when not at home
- Recycle properly in convenient recycling bins located in each building. Bins with green lids are for recycling (paper, cardboard, aluminum, and most plastic products). Bins with black lids are for landfill waste (single use coffee cups, food, foam, and plastic film).
- The average shower uses 1 gallon of water per minute—take shorter showers to conserve water
- Report any leaks (e.g., dripping faucets, showers) to the Work Control Office at 706-542-3999 or <https://workrequest.housing.uga.edu/>

- Use LED light bulbs where appropriate as they last longer than incandescent bulbs and use significantly less power
- Purchase energy efficient or ENERGY STAR®-compliant sound systems, alarm clocks, computers, refrigerators and televisions as certified by the U.S. Environmental Protection Agency. For more information visit <https://www.energystar.gov/>
- Develop good sustainable living habits and encourage friends to do the same. Everyone will benefit. Contact University Housing Sustainability Coordinator Christy Tweedy (ctweedy@uga.edu) if you have any questions or concerns about sustainability initiatives

For more information regarding sustainability efforts please visit <https://housing.uga.edu/about-us/sustainability/>

HEALTH AND SAFETY INSPECTIONS

Proactive health and safety inspections are completed at least once each semester to ensure living environments remain comfortable, safe and clean. During a health and safety inspection, a resident assistant, skilled trades worker, building services worker, residence hall director and/or an assistant director will enter each room/unit to look for any potential or emerging facilities-related concerns. This inspection also involves checking sprinklers, smoke detectors and other life-safety equipment as well as the presence and condition of housing furniture.

Residents will receive advance notice of scheduled health and safety and do not need to be present in the space at that time.

ICE AND VENDING MACHINES

Ice and vending machines are in most residence halls. Please contact your respective community office for issues with the vending or ice machines.

INTERNET CONNECTIVITY

All residence hall rooms and apartments are wired for high-speed internet connections with a switched Ethernet system. Students wishing to connect to the wired Ethernet ports will need a personal computer with an Ethernet card and cable. For internet connectivity issues, contact Student Technology Support at <https://eits.uga.edu/support/> or call student technical support at 706-542-3106.

Wireless coverage is provided by EITS through PAWS-Secure. Personal wireless access points and wireless routers are prohibited in all UGA residential facilities. If personal wireless routers are detected on the network, EITS may either block the IP or MAC address of the router or block the entire port in the room. Residents will then be contacted by EITS and may be referred to the Office of Student Conduct.

LAUNDRY FACILITIES

Washers and dryers are located throughout each community. Instructions for the use of community machines are posted in each laundry room. These machines may only be used by residents of the community to clean their personal items. There is no additional cost to use the machines. The university does not assume any liability for damage to, loss of or theft of personal property. Contact the UGA Police Department for any thefts that occur. To report damage or repair issues with the community laundry machines, call the laundry vendor, Caldwell and Gregory, at 1-800-927-9274 or email service@caldwellandgregory.com. Damages or repair issues with laundry machines located within residential units should be reported by submitting a work request by calling 706-542-3999 or online at <https://workrequest.housing.uga.edu/>.

LIFE SAVING RESOURCES

University Housing residence halls are part of the university's [Narcan/Naloxone Emergency ONEbox Distribution Program](#). All residence halls also [automatic external defibrillators](#) (AEDs) used to revive someone from sudden cardiac arrest.

ONEboxes and AEDs are located in each residence hall in public areas where staff and residents can easily access them.

MAIL AND PACKAGES

Residence Halls

Resident mailboxes are provided in each community. U.S. mail is delivered Monday-Friday, excluding holidays. Private delivery services deliver packages seven days a week. Residents may pick up mail and packages from their designated mail room or mailboxes. First-class mail is forwarded for one year after checkout. All other mail is returned to the U.S. Postal Service for further handling. For questions regarding private delivery services (e.g., Amazon), contact the provider directly. For residents in traditional residence halls, mailing addresses for mail and packages are available by choosing a building in the [Explore Options](#) section of the housing website.

Street numbers and zip codes can be found on the individual residence hall pages at [housing.uga.edu](#). All packages are logged for tracking purposes. After the package is logged, the resident will receive a notification via email. Residents will be required to show their student identification when claiming a package. Packages may be picked up from the mailroom or community desk 24 hours a day, seven days a week when residence halls are open. Please consult with the appropriate community office or 24-hour desk for further assistance.

McGowan Road, Gilmore Circle, University Village and UV East

United States Postal Service (USPS) mail carriers place mail in central mailboxes assigned to each unit of the residential location. The assigned mailbox is the same number as the unit number. It is important that each resident who intends to receive mail have their name clearly labeled inside the mailbox so the USPS mail carrier can identify who lives in the unit. In shared units, residents will also share a mailbox. University Village residents access their mailbox with their apartment key. McGowan Road residents should check out a mailbox key from the Health Sciences Campus community office in Brown Hall. Any outgoing mail should be placed in the box provided next to the mailboxes or dropped off at the community office. University Housing staff members do not have access to these boxes.

PRINTING STATIONS

Documents can be printed using any of the Wepa print kiosks, the university's cloud-based printing service for students. For how to print and kiosk locations, visit https://eits.uga.edu/support/printing_kiosks/. To report a kiosk problem, please contact EITS at 706-542-3106.

WORK REQUESTS

University Housing provides routine maintenance to the residence halls and apartments. Residents who wish to request routine repairs should submit a work request online at <https://workrequest.housing.uga.edu/>. If residents have an urgent daytime request, they should call the Work Control Office at 706-542-3999 or the community desk. In the event of an after-hours emergency, contact your 24-hour community desk immediately. Although there is no

charge for routine maintenance, a fee may be assessed to the resident for repairs made for damages that go beyond normal wear and tear.

RESPONSIBILITY FOR STUDENT PROPERTY

Although every effort is made to optimize security, the university cannot assume responsibility for the loss or damage of student property; students or their parents or guardians are encouraged to carry appropriate renter's insurance. The university is not responsible for the loss, damage or maintenance of items purchased or leased by students. Residents are encouraged to lock their doors to reduce the threat of theft of their belongings. Residents with questions about damages/loss to personal property should consult with the community office staff.

SERVICES FOR STUDENTS WITH DISABILITIES

ROOM ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The university strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations due to a disability must register with the Disability Resource Center (DRC). Once approved, the DRC coordinator will communicate the appropriate housing accommodation needs to University Housing. Students are encouraged to allow adequate time for the DRC to review the request and suggest needed accommodations prior to the start of University Housing's room assignment process beginning around May 1 for fall assignments and December 1 for spring assignments. This will provide housing staff the necessary time to arrange for the accommodation request. For questions regarding accommodations, please contact University Housing at 706-542-1421 or housing@uga.edu.

ADDITIONAL STUDENT ACCOMMODATIONS

University Housing is committed to working with students who have accommodation needs that are not served through the DRC (e.g., medical reasons, navigating gender assignments, alternative housing options). Students can reach out to Kim Ellis, associate director for assignments and contracts at 706-542-1421 or kimellis@uga.edu, if guidance or assistance is needed.

SERVICE ANIMALS

Residents who are accompanied by service animals must notify University Housing in writing at housing@uga.edu and sign the appropriate service animal verification form prior to the animal residing in University Housing. Students are also encouraged to register with the Disability Resource Center (DRC) in case other housing or campus accommodations are needed.

SERVICE ANIMALS IN TRAINING

All students who wish to serve as a trainer for a service animal must register with the Disability Resource Center (DRC). Upon receiving notification from DRC, the associate director for assignments and contracts or their designee will send the resident a copy of the housing policy and agreement form. These must be read, signed by the potential trainer and all roommates, and returned to housing@uga.edu prior to the animal residing on campus.

PUPPY RAISERS AND ALTERNATES

All students who wish to serve as a puppy raiser or alternate raiser for a service animal must be sponsored by an agency that works with the training of such animals (e.g., The Guide Dog Foundation). Sponsoring agencies must provide University Housing with a list of puppy raisers

no later than February 1 for the upcoming academic year. A list of alternate raisers is provided by sponsoring agencies no later than July 1 for fall alternates and December 1 for spring alternates.

Upon receiving notification from the sponsoring agency, the associate director for assignments and contracts or their designee will send the resident a copy of the housing policy and agreement form. These must be read, signed by the potential raiser/alternate and all roommates, and returned to housing@uga.edu prior to the animal residing on campus. Students who plan to serve as puppy raisers or alternates must also register with the Disability Resource Center (DRC).

EMOTION SUPPORT ANIMALS (ESA)

Students who wish to have an ESA in their residence hall or apartment first must register with the Disability Resource Center (DRC) to obtain approval for the animal. This approval is limited to one ESA and is granted for only the period of the student's current contract. Upon receiving notification from DRC, the associate director for assignments and contracts or their designee will send the resident a copy of the housing policy and an ESA agreement form. These must be read, signed and returned to housing@uga.edu prior to the animal residing on campus.

STAFF AVAILABILITY

The community offices are open 8 a.m.–5 p.m., Monday through Friday. During these hours, the administrative assistant, assistant director, residence hall director(s), maintenance staff, and residential building services workers are accessible. Staff members will also be on call weekdays from 5 p.m. to 8 a.m. and 24 hours on weekends beginning at 5 p.m. on Friday and ending Monday at 8 a.m. Staff on call respond to emergencies and major facilities issues. If residents cannot locate an RA for assistance, they may call their community desk to contact an available staff member.

STUDENT EMPLOYMENT

University Housing is one of the largest employers of students on campus. Student positions include community services assistants, maintenance assistants/painters, resident assistants, C.L.A.S.S. advocates, social media ambassadors and various graduate staff positions. For more information about these positions—which have specific application and selection processes—contact one of our community offices or check out the [student employment section](#) of the housing website.

STUDENT WELL-BEING

As part of a community, the responsibility is on all students to help maintain a healthy environment in the residence halls, apartments and townhomes.

To help ensure optimum air quality:

- Avoid tossing backpacks or clothes worn outside on the bed to prevent spreading allergens to the sleeping area
- Use washable area rugs with low-pile instead of high-pile carpeting and vacuum weekly with a vacuum cleaner that has a small-particle or high-efficiency particulate air (HEPA) filter
- Use washable curtains made of plain cotton or synthetic fabric
- Close windows and rely on air conditioning during pollen season.
- Damp-mop or vacuum flooring

- Use a damp cloth to clean other surfaces, including the tops of doors, windowsills and window frames
- Hang damp or wet towels, bathmats, clothing or other items immediately on racks and allow items to dry completely. Do not hang damp or wet items over the furniture in the room or closet doors.
- Ensure that furniture or other items do not block the vents in the room
- Report any concerns by submitting a work request

For more information on how University Housing and its residents work together for a healthy living environment, visit <https://housing.uga.edu/student-wellbeing>

TOILETS (LOW FLOW)

To prevent an overflow:

- Make sure limited amounts of paper are flushed at any one time
- Do not dispose of feminine products or personal wipes in the toilets
- If your toilet does not flush properly the first time, do not flush a second time. Doing so will cause an overflow
- Should the toilet overflow, turn off water using the cut-off valve under the toilet
- Turning off the water during an overflow will prevent a lot of water from flowing into your residence hall room or apartment unit

If the problem is not resolved, call in a work request immediately at 706-542-3999 or contact your respective community desk.

TORNADO WATCH

A tornado watch signifies atmospheric conditions are such that a tornado could develop. The National Weather Service issues tornado watches for specific time periods and geographic areas. Although a tornado watch does not represent imminent danger, it should not be treated lightly. Residents should monitor both television and radio weather bulletins and begin taking precautionary measures. Residents should take the time to review tornado warning procedures located on the Office of Emergency Preparedness website at <https://prepare.uga.edu/severe-weather/>.

TORNADO WARNING

A tornado warning indicates that a tornado has been sighted in the immediate community. UGAAlert is activated in the event of a tornado warning for Athens-Clarke County. City sirens may also sound at a steady blast or tone for three to five minutes to signal a tornado warning. Local FM or television stations may also be a source for tornado warning information. Staff and residents should proceed to the designated tornado shelter location at once—shelter locations for each building are located at the end of this Community Guide. Residents remain in the building in areas away from windows with doors closed. For the apartments, residents should proceed to the bathroom in their unit or other interior locations with no windows. Remain sheltered until the siren is silenced, indicating that the immediate danger has passed. UGAAlert will issue an “all clear” to notify students when the tornado warning has passed. Residents are encouraged to remain indoors, away from windows and on the lowest floor of buildings during this critical time.

UGAALERT

Every resident is encouraged to participate in UGAAlert, the mass emergency notification system employed by the University of Georgia Office of Emergency Preparedness to contact students, faculty and staff. Participants may submit up to three telephone numbers and two

email addresses to be automatically contacted should a severe threat to public safety and the health of the entire campus be identified. A valid UGA MyID is required to activate this service. For more information and to sign up to participate, please visit <https://emergency.uga.edu/ugaalert/>.

UGA SAFE

The UGA SAFE app offers users several important safety features. You can find more information about the UGA SAFE app at prepare.uga.edu/uga-safe. Please contact the Office of Emergency Preparedness at prepare@uga.edu or 706-542-5845 with any questions.

POLICIES AND REGULATIONS

The following policies and regulations govern resident and guest behavior within University Housing facilities. Allegations of policy violations may be considered a violation of both the Code of Conduct and University Housing Policies and Regulations.

Alleged violations of university housing policies and regulations may result in the following actions: residential policy review, University Housing contract review, referral to the Office of Student Conduct, and/or referral to law enforcement. These actions may occur simultaneously, separately and/or independently.

ACCESS CONTROL

Residents must have their UGACard at all times in order to gain entrance into their assigned residence hall. Residents must establish a personal identification number (PIN) through the [housing website](#) in order to access their residence hall. To enter the hall in which they are assigned, residents hold their card near the reader, enter the four-digit PIN and press #. Residents who live in communities with interior entrances are assigned an access sticker, which should be placed on their UGACard. Residents of these communities must show the ID with sticker to desk staff in order to gain access to the community.

Residents having difficulty with their card should contact their community hall staff to initiate the troubleshooting protocol.

Lost UGACards must be replaced at the UGA OneCard Office in the Tate Student Center.

University Housing and residents work together to maintain the security of students and their property. At no time shall any resident, guest or staff member directly or indirectly bypass (also known as tailgating) or disable residence hall access control systems through door propping, blocking of latches or any other methods. Sharing UGACards and/or PIN information with others is prohibited.

Residents who do not have their UGACard must complete an access pass-in form at the desk to obtain access to their assigned residence hall. Residents are permitted to have up to five access pass-ins in a 30-day period or nine per semester. On the sixth access pass-in in a 30-day period or the eleventh access pass-in during a semester a report will be generated. Residence hall staff will then follow up with the resident to determine why they are having a problem carrying their UGACard.

ALCOHOL AND OTHER DRUGS

Under the Code of Conduct, the following actions pertaining to alcohol and other drugs are prohibited and constitute a violation of the Code of Conduct:

- Use or possession of alcoholic beverages except as permitted by law and university alcohol and other drug policies
- Providing, distributing, selling or facilitating the use or possession of alcoholic beverages except as permitted by law and university alcohol and other drug policies
- Disruptive or disorderly behavior related to the consumption of any alcoholic beverage
- Use or possession of narcotics or other controlled substances except as permitted by law and university alcohol and other drug policies
- Providing, distributing, selling or facilitating the use or possession of narcotics or other controlled substances except as permitted by law and university alcohol and other drug policies

In addition to the university's alcohol and drug policies, University Housing staff will enforce the following policies:

- Underage students found in possession of alcoholic beverages will be asked to dispose of the alcohol under supervision of housing staff
- Common source containers containing liquid (e.g., kegs, punch bowls) are prohibited in all residential communities, including apartments
- Residents of legal drinking age may consume alcoholic beverages in the privacy of their room or apartment unit; no alcoholic beverages may be consumed in any other areas of any residence hall, including common areas
- Open containers containing alcoholic beverages are not permitted outside individual residence hall rooms or apartment units
- Monies collected or generated by University Housing may not be used to purchase alcohol. Alcoholic beverages may not be sold, under any circumstances, or given away at organized functions within residential communities

APPLIANCES AND ELECTRONIC DEVICES

The capacities of the residence hall and apartment building electrical systems are limited and overloading these systems can present fire and safety hazards. Additionally, there are certain types of electrical appliances that are dangerous to use in residence halls or apartments. Small appliances, electrical accessories and cords must be maintained in safe operating condition and marked with the Underwriters Laboratory (UL) approved label. The following guidelines govern the use of electrical appliances, outlets and extension cords within residential communities:

- The use of Energy Star appliances and LED bulbs is recommended
- Surge protectors and extension cords may be used under the following conditions:
 - Surge protectors should be plugged directly into the wall
 - Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be used in a series
 - Only properly grounded extension cords may be used with appliances requiring grounding

- Multiple-outlet adapter “strips” with built-in circuit breakers are recommended when the desired number of outlets exceeds the number of available outlets in the room
- Resident-owned refrigerators (maximum size 4.0 cubic ft.) are allowed in residence hall rooms provided they do not exceed the following electrical requirement: They operate at 118 volts (plus or minus 5%), 60 Hz, and do not draw more than 1.5 amps or 180 watts of power
- Appliances and electrical devices, such as radios, microwaves (1.0 cubic ft. and 700 watts), stereos, desk lamps, computers, TVs and electric blankets are permitted, provided the total power requirements do not overload the room’s electrical system
- Any electrical appliance with an exposed heating element is prohibited.
- Resident-owned air conditioners and space heaters are prohibited
- Halogen light bulbs are prohibited due to the danger of fire associated with these types of bulbs
- Plug-in air fresheners are potential fire hazards and are prohibited
- All appliances and electrical devices, including cords, must be kept in safe operating condition and must be compliant with UL standards
- Outside antennas and satellite dishes are prohibited
- Irons may be used only with ironing boards
- For additional guidelines on appliances, refer to COOKING GUIDELINES below

BICYCLES/TRANSPORTING DEVICES/MOPEDS/MOTORCYCLES/SCOOTERS

Bicycles and Transporting Devices

- Non-motorized bicycles may be stored in bicycle storage facilities, on bike racks, or in student rooms, and as long as storage is not impeding an egress
- Bicycles may not be operated or stored in hallways, stairwells or any public community inside the residence halls
- Bicycles should only be attached to approved university bicycle racks and should not be fixed to any other object
- Bicycles left unattended within residence halls, other than in designated areas, will be removed and subject to the Abandoned Property Policy. Any bicycle secured to an unapproved location, inside or outside of a residence hall, will be removed and subject to the Abandoned Property Policy
- Transporting devices such as skateboards, hoverboards and Segways may be stored in student rooms, but may not be operated within residence halls

Motorized Devices

- Motorized devices with a combustible engine are not permitted inside residential halls due to fire safety concerns. In addition, these vehicles should not be parked near or against a building
- Motorized devices found parked in a non-designated area may be towed at the owner’s expense
- Residents who require a motorized device as a medical accommodation should register their accommodation with the Disability Resource Center

COOKING GUIDELINES

Cooking in residence hall rooms is limited to the following appliances, which may only be used for their intended purposes:

- Sealed-unit coffee makers
- Sealed-unit popcorn poppers
- Microwaves (not to exceed 1 cubic foot and 700 watts)

Community kitchens are provided in each residence hall. Private or semi-private kitchens are provided in East Campus Village apartments, University Village apartments, McGowan townhomes and the Gilmore Circle homes.

In addition to the appliances listed above, the following appliances may be used in private/semiprivate kitchens only.

- Air fryers
- Sealed-unit hot pots
- Crock pots
- Toasters and toaster ovens

Residents should keep combustible materials away from cooking units as recommended by the manufacturer.

Food being prepared and cooked must not be left unattended. In addition, residents must ensure all food preparation and cooking appliances are turned off prior to leaving the kitchen or cooking area.

Kitchens should be kept clean upon completion of use. Cleanliness is essential due to the problems that unsanitary conditions create (e.g., odors, pests). Residents are held responsible for any damage or excessive clean-up charges resulting from cooking.

Personal items should not be left in the community kitchens after use.

Unattended items will be removed and subject to the Abandoned Property Policy.

DECORATIONS

General requirements

- All electrical accessories must carry an Underwriter's laboratory (UL) certification Extension cords may be used
- Electrical devices may not be spliced into existing wiring
- Residents working on room decorating projects are responsible for clean up; failure to do so will result in a clean-up charge. Clean-up requirements apply to construction of furniture
- When a resident moves out of a room that has been modified, the room must be returned to its original state
- All carpets must be rated fire-retardant Class A or B; all curtains are to be made of fire-retardant fabrics
- No contact paper may be applied to any university property. If contact paper is found in a residence hall room, the residents of the room will be held financially responsible

- Sources of light should never be covered with paper or any other materials
- Due to the material used in construction of walls, limitations on the types of adhesives and wall hangers are designed to reduce possible damages. In all communities, adhesives such as Command strips are appropriate. Residents should not make holes in the walls; residents should use the bulletin boards or tack strips provided whenever possible. Residents shall be charged for any damages to a room above and beyond normal wear and tear. Tape, nails, screws, poster mounts and screw mounts are not permitted
- Residents may use thumbtacks and pushpins to hang lightweight items in Black-Diallo-Miller Hall, Brumby Hall, Building 1516, Busbee Hall, McWhorter Hall, Rooker Hall, Russell Hall, Rutherford Hall and Vandiver Hall only
- No stickers other than the university inventory numbers are to be placed on room doors, furniture, glass surfaces or any university-owned property
- Residents may not paint their rooms
- Decorations along the walls of hallways and on the outside of doors should be kept to no more than 10% of the surface community to reduce the risk of fire, per the fire code
- No decorations should cover or in any way inhibit electrical outlets, thermostats, vents or the operation of life safety devices such as smoke detectors, pull stations, fire extinguishers or sprinkler heads
- No decorations should hang outside of windows
- No decorations may should from hallway ceilings
- No items may cover the glass portion of a door in a way that blocks vision
- No modifications to plumbing or electrical fixtures are permitted
- No windows or doors that are part of a residence hall, including resident rooms, may be decorated in a manner that defaces or damages the property or creates a fire hazard

Seasonal and holiday decorations

- All residents and staff are encouraged to be inclusive in selecting holiday decorations
- No live or metal Christmas trees are permitted in any University Housing facility
- Decorations in common areas should be approved by the community's professional and graduate staff
- Artificial snow or any other material that is difficult to remove or might result in damage when removed is not permitted. Should any damages occur, the residents of the room will be held financially responsible.
- Leaves, grass, straw or other flammable, naturally occurring items should not be gathered and placed in common areas of residence halls or student rooms

DISRUPTIVE BEHAVIOR

Behavior that interferes with the normal functioning of a residential facility or unnecessarily impedes the rights of students, residents or staff is prohibited. This includes but is not limited to: behavior where the safety of any persons or property is compromised; hall sports, water fights, pranks, displays/demonstrations that create a disruptive environment; lewd or indecent behavior; or where the actions of a person or group require the response of a housing staff member or other university employee.

Individuals or groups who engage in disruptive behavior may be charged for any damage to property.

DOOR CLOSURES AND EXIT DOORS

Automatic door closures and exit doors are in accordance with the fire code. Students are not permitted to prop interior doors, except in buildings with automatic door closures (Black-Diallo-Miller Hall, Building 1516 and Rutherford Hall). Exterior doors may not be propped at any time. In addition, modifications should not be made to door closures or exit doors at any time. Doing so may compromise the safety and security of residents residing in the building.

ESSENTIAL OIL DIFFUSERS

Essential oils are known to contribute to skin irritation, allergic reactions, respiratory symptoms and even hormone-related symptoms in some individuals. In addition, when not properly cleaned, mold can form and collect within these diffusers—further spreading spores into the living environment upon use.

If an essential oil diffuser is seen or used in University Housing, residents will be asked to unplug, pack and/or remove the device from the premises.

FIRE SAFETY

All residence halls and apartments are equipped with building-wide fire detection systems and alarms, which are linked to the UGA Police Department communication center. They are also equipped with automatic sprinkler system heads and smoke detectors.

Houses on Gilmore Circle and townhomes on McGowan Road are equipped with smoke detectors and localized alarms. Residents should immediately call 911 if a fire occurs.

In addition to the fire equipment outlined above, all apartments, townhomes and houses are furnished with fire extinguishers.

FIRE EQUIPMENT

Tampering with fire extinguishers, smoke detectors, fire doors, sprinkler heads and/or other safety equipment is prohibited. Smoke detectors should never be disconnected or covered. If smoke detectors begin to beep, residents should submit a [work request](#) to have the battery replaced. If sprinkler heads are tampered with (e.g., hanging items from them), they may engage the sprinkler system causing significant water damage to the building, university property and student possessions.

FIRE HAZARDS

The reckless obstruction of a fire exit in a residence hall/apartment or at a University Housing-sponsored activity is prohibited. Stairwell and other fire doors may not be propped open unless supported by a magnetic fire door closer. Combustibles or debris may not be kept in corridors or stairwells.

Burning candles, incense or lighting any other open flame in the residence halls/apartments is prohibited.

FIRE ALARMS

In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress.

Please note that residents must move away from the building and assemble in the “evacuation community” noted for that building. The designated evacuation area can be found in the chart at the end of this Community Guide. Residents may not impede police, fire and rescue personnel. Anyone who requires assistance in the event of an evacuation, due to a temporary or permanent disability, should contact the staff in their community office immediately. Staff will share this information with the police and fire personnel so they can assist.

FIRE DRILLS

In accordance with university regulations, fire drills are conducted in each residential facility at least once per semester. Residents should follow the same procedures for fire drills as they would with any fire alarm and exit the building in a timely manner. All drills will be advertised a minimum of 24 hours in advance. Failure to evacuate in a timely manner may result in referral to the student conduct process.

FIREARMS, WEAPONS AND EXPLOSIVES

In compliance with Georgia law, it is illegal to possess any firearms, weapons or explosives in any University Housing residential facility. Using, possessing, manufacturing, distributing, maintaining, transporting or receiving the following items in residential facilities is prohibited: Firearm or weapon whether operable or inoperable are as defined in the Georgia Code (16-11-127.1.2) or any object of like character, including but not limited to: paintball, BB, potato, pellet and air soft guns or any device which propels a projectile of any kind, any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kinds, as defined in the Georgia Code.

Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in the Georgia Code.

Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined in the Georgia Code.

Any explosive materials as defined in the Georgia Code.

Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including but not limited to: fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

Georgia Code prohibits “use of an 'electroshock weapon' against another person in a manner other than in defense of self or others.

HEALTH AND SAFETY

Proactive health and safety inspections are completed at least once each semester to ensure the living environment remains a comfortable, safe and clean place to live. During a health and safety inspection, a resident assistant, skilled trades worker, residential building services worker, residence hall director and/or an assistant director will enter each room/unit to look for any potential or emerging facilities-related concerns. This inspection also involves checking sprinklers, smoke detectors and other life-safety equipment, as well as the presence and

condition of housing furniture. Residents will receive advance notice of scheduled health and safety and do not need to be present in the space at that time.

LOCK SECURITY

Residents should always lock their room and/or apartment doors in order to protect the security of their belongings. Keys may not be stored or hidden for use as a “hide-away” key. Residents are only given keys to their assigned room or apartment. If residents misplace their room or apartment key, they may sign out a temporary key for up to 24 hours at the appropriate community desk. If a temporary key is not returned within the prescribed period, the original key will be considered lost. Keys lost by residents, including mailbox keys, will result in a required lock change, which includes a lock security program fee. This fee is estimated to be \$45 per key per incident and is assessed even if the lost key is found. Excessively checking out a temporary key may result in a lock security program fee. University keys may not be duplicated or loaned to unauthorized individuals.

LOFTS

University Housing provides adjustable beds in most of the residence halls. Therefore, the construction and/or installation of lofts is not permitted. Residents may incur an administrative charge for removal of an unauthorized loft. Once they occupy the room, residents may submit a work request for housing staff to raise or lower 17-position adjustable beds.

NOISE, COURTESY HOURS AND QUIET HOURS

Quiet hours are periods when noise that is audible one door away from the source is too loud. Quiet hours are observed during the following times:

- Sunday 10 p.m.–8 a.m. Monday
- Monday 10 p.m.–8 a.m. Tuesday
- Tuesday 10 p.m.–8 a.m. Wednesday
- Wednesday 10 p.m.–8 a.m. Thursday
- Thursday 10 p.m.–8 a.m. Friday
- Saturday 2 a.m.–10 a.m. Saturday
- Sunday 2 a.m.–10 a.m. Sunday

During final exam periods, 24-hour quiet hours are in effect.

Courtesy hours should always be observed when quiet hours are not in effect. During courtesy hours, noise should not be audible three doors away or outside the apartment unit at any given time.

Community councils may vote to modify quiet hours to a more restrictive schedule.

Use of musical instruments in the residence halls is prohibited unless the following conditions are met. Use of instruments still falls under the quiet hours guidelines:

- The use of the instrument is in a designated location (e.g., a piano in a programming room)
- The resident is permitted to play an instrument if they can hear the music only through headphones

Placement of sound equipment or speakers in windows is prohibited.

PETS

Residents may have fish in properly maintained aquariums of 20 gallons or less. Aquariums must be properly maintained and meet UL standards. Each resident is permitted no more than one aquarium. Service and emotional support animals (ESAs) are referenced in the SERVICES FOR STUDENTS WITH DISABILITIES and ADDITIONAL STUDENT ACCOMMODATIONS sections.

RECYCLING AND TRASH

Residents are responsible for the disposal of their trash in the dumpsters outside the building or in the appropriate recycling bins. Residents who fail to properly dispose of trash will be assessed a minimum \$25 fee for trash removal.

Residents are encouraged to participate in the community's recycling program. Recycling bins are included in each room for this purpose. For more information about recycling with University Housing, please visit <https://housing.uga.edu/about-us/sustainability/>.

RESEARCH IN THE HALLS

Research may be conducted in the residence halls only with the prior written approval of the assistant to the executive director of University Housing.

ROOM/APARTMENT ENTRY

The university reserves the right to enter resident rooms and apartments for the purposes of safety, occupancy verification, facility improvements, conducting routine maintenance, health and safety inspections, managing rooms and apartments in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, and/or maintaining a quiet environment where residents may sleep and study. Students will not be given access to any student room or apartment to which they are not assigned. Student rooms and apartments may be searched for legal cause by civil authorities. In cases of suspected criminal violations, a search warrant issued by a magistrate will be used to authorize the search. Whenever possible, University Housing staff will attempt to notify residents of intended room or apartment entry. After leaving a room/apartment, staff will lock the entrance door.

ROOM/APARTMENT FURNISHINGS

Residence halls

Each residence hall room is furnished with a bed frame and mattress, desk/table/pedestal and chair, waste basket and recycling bin, ladder chest/dresser/closet/wardrobe and Ethernet access points for wired Internet. Room size and window dimensions vary from room to room and apartment to apartment.

Residents are not permitted to remove any university furniture from the room. Residents may not move items into their rooms from public areas of the residence halls or other residents' rooms. University Housing does not provide storage space for resident belongings. For safety reasons, bed risers are not permitted.

Brown Hall, Payne Hall and Reed Hall

Brown, Payne and Reed Hall rooms are equipped with a microfridge (a small microwave/refrigerator combination unit).

University Village

Most University Village apartments are unfurnished, but are equipped with an electric stove, refrigerator, microwave and a fire extinguisher. Additionally, some apartments include a dishwasher and/or a washer and dryer.

University Village East (UV East)

The bedroom is furnished with two adjustable beds, two desks, two desk chairs and two dressers. The living room is furnished with a waste basket and recycling bin, sofa, armchair, two small tables and an entertainment stand. The kitchen contains an electric stove, refrigerator, microwave and a fire extinguisher.

McGowan Road and Gilmore Circle

The units located on McGowan Road include basic furniture, kitchen appliances, washers and dryers.

SMOKING

In accordance with the Georgia Smoke Free Air Act of 2005, the use of all forms of Tobacco Products on USG Properties is expressly prohibited. Further, the advertising, sale, or free sampling of Tobacco Products on USG Properties is prohibited unless specifically stated for research purposes. All events hosted by a USG entity and by outside groups on behalf of the USG shall be tobacco-free. For more information on this policy please refer to the [University System of Georgia Tobacco-free Campus](#) policy.

SOLICITATION AND FUNDRAISING

Solicitation is prohibited on University Housing property. Fundraising in residence halls and apartment buildings is limited to housing-sponsored fundraising organizations. Fundraising may only take place in the designated areas of the housing facilities.

Non-housing student groups may only fundraise outside of residential communities. Fundraising activities outside the halls must comply with [guidelines](#) set forth by the department of Engagement, Leadership and Service.

STAIRS, HALLWAYS, BREEZEWAYS, DECKS AND PATIOS

All stairs, hallways and breezeways must always be kept clean and free of obstructions. This includes keeping screen doors at Gilmore Circle, McGowan Road and University Village properly shut. Refuse, loose paper, cans, bottles, furniture, etc., should not be placed in breezeways or grounds near or adjacent to the residence halls and apartments. Dirt, trash, garbage or waste should not be swept out doorways or thrown from windows, breezeways or decks/patios. Laundry, rugs, carpet, etc., may not be placed on breezeway or patio/deck railings. For apartments with private decks/patios, outdoor furniture may be placed in the community if it does not obstruct entrances/exits. The university reserves the right to remove any obstructions that might create unsafe conditions and/or are unsightly.

Specifically, at Gilmore Circle, McGowan Road and University Village:

- Bicycles may not be stored in the breezeways or stairwells and must be stored either in the apartment or the bicycle racks provided near each building in accordance with the housing policy
- Toys or other objects (e.g., hoses, furniture, planters) must not be left in the breezeways or stairwells and may be removed by staff

- The use of any type of outside clothesline or rack is prohibited
- Outdoor construction of any kind is prohibited

UNAUTHORIZED ENTRY OR USE OF HOUSING FACILITIES

Residents are only authorized to enter their assigned unit and can only enter other resident rooms with permission from the assigned resident. Students are not permitted to enter on or into any housing facility, building, office, attic, roof or other university housing-managed or operated property without authorization.

Residents and guests are expected to abide by all signage in the buildings.

VANDALISM AND DAMAGES

All incidents of vandalism will be documented and reported to the UGA PD. Residents are responsible for the condition of their rooms and all the furnishings assigned to them and will be held responsible for damages resulting from vandalism.

If University Housing property is damaged or lost, residents are financially responsible and shall be charged. The department may require residents of an individual room, apartment unit, wing, floor, suite or residence hall to share the expense of repairing or replacing property in common area (such as hallways, studies, lobbies or areas immediately adjacent to the building) when such repairs are determined to be above and beyond normal wear and tear.

University Housing staff will determine charges for damages and cleaning; residents may not replace or repair damaged items. Residents who owe \$5 or more in damages may be assessed a charge through Bursar and Treasury Services for group billing. Residents who fail to pay the assessed charges may have their records flagged, which prevents them from registering, obtaining transcripts or receiving grades.

The intentional or reckless destruction or dismantling of any university property or equipment may result in restitution fees, student conduct proceedings, referral to law enforcement, and/or termination of the housing contract. a. Due to the severity of the safety concern, damage or destruction to emergency/fire safety equipment (e.g., exit signs, sprinkler heads, smoke detectors, or pull stations) may incur a minimum \$350 charge per item, student conduct proceedings and/or referral to law enforcement, as well as termination of the housing contract.

VISITATION

Residents must abide by the visitation option designated for their respective residential facility and the policies set forth for overnight guests, host responsibilities and escorting guests. Consideration must be given to the individual rights and needs of roommates, suitemates and neighbors.

Visitation designations

Buildings are assigned one of two visitation designations:

- Visitation 1 (restricted): Visitation permitted Monday through Thursday from 10 a.m. to 2 a.m. and beginning at 10 a.m. Friday through Saturday and ending at 2 a.m. Monday (Sunday night).
- Visitation 2 (24/7): Visitation permitted 24 hours a day, seven days a week.

Each of the visitation maximum parameters may be reduced, but not expanded, by a resident vote and approval of the executive director. This policy is designed to protect the privacy of each resident.

Roommate's rights have priority over guest's rights. A guest is defined as any individual who has not executed a contract for the residential space they are visiting. This person is being hosted by the resident of that space.

Specific guest regulations are to be determined and mutually agreed upon by the roommates within each room, suite or unit. These regulations can further restrict the current visitation policy, but not broaden. If consensus cannot be met independently, staff will assist in creating a written agreement with the roommates.

Overnight guests

Residents hosting guests overnight in their rooms must abide by the following conditions:

- The guest's stay does not exceed three consecutive nights; situations requiring additional nights must be approved by graduate or professional staff
- The hosting student is a resident of where the guest will stay. If the guest or student will use the bed belonging to the student's roommate, the host must obtain their permission
- Each resident is limited to a total of nine nights per semester in which they may have guests stay overnight. Overnight guests may stay no longer than three consecutive nights. Exceeding these guidelines will be considered infringement on the rights of the other resident(s) in the room, suite or unit
- University Village residents who execute a contract for the entire unit are limited to 14 nights per semester in which they may have guests stay overnight. Overnight guests may stay no longer than five consecutive nights. Residents may request an extension of no more than nine consecutive nights for their guest by contacting the University Village residence hall director by email at least a month in advance of the date of the expected visit. The RHD will decide whether the extension is granted and will contact the resident by email

Host responsibilities

- Residents are responsible for the actions of their guests
- A resident may be found responsible for violating the host responsibility policy for any violations or infractions committed by their guests
- It is the residents' responsibility to inform guests of any University Housing and University of Georgia policies

Escorting guests

- Guests should make prior arrangements to meet their host at the entry point prior to their arrival
- All guests must be escorted by a resident of the building everywhere in the building, 24 hours a day
- All residents are responsible for informing guests of the visitation policy

WINDOWS AND SCREENS

- Unlatching or the removal of window screens or window stoppers is prohibited unless under emergency situations

- Entering and/or exiting the residence hall through a window is prohibited except in case of emergencies
- Damage to the window, screen or any mechanism may result in the resident being financially responsible for its repair or replacement. Defenestration, defined as an act of throwing someone or something out of a window, is prohibited
- No items are allowed to hang outside of a window

COMMUNITY ACTIVITIES

ENGAGEMENT OPPORTUNITIES

Residence hall communities provide an environment for students to live and learn together. Our staff facilitate programs and other engagement opportunities that allow students to interact and develop relationships with one another. Programs and activities may vary from hall to hall, however, each student regardless of residence hall will have an enriching, educational experience.

Residents are encouraged to take part in these programs or develop their own ideas to share their talents.

COMMUNITY COUNCILS

The primary governing bodies in our halls are community councils composed of elected officers and representatives of residents within that hall. Taking part in community council is an excellent way to develop leadership skills, make friends, and become involved in the community. Using hall programming funds, these groups plan programs for their respective hall at regularly scheduled meetings.

Although community councils may vary slightly from community to community, each group's purpose is the same: to implement programs and activities that respond to the needs and requests of residents on issues that affect their living environments.

RESIDENCE HALL ASSOCIATION (RHA)

RHA is a coordinating body among the communities and consists of an executive board of residents and at least one elected representative from each community council. As an advocate for residents throughout campus, RHA works with housing staff and residents to help develop policies, procedures, programs and facilities. RHA sponsors many large-scale programs on campus such as "Dawg Fest," holds leadership forums and co-sponsors many events on campus. In a cooperative effort with the community councils, RHA strives to foster camaraderie among residents and communities across campus. RHA also provides opportunities to travel around the country to attend leadership conferences. To learn more about RHA, visit the website at <https://housing.uga.edu/rha/>

NATIONAL RESIDENCE HALL HONORARY (NRHH)

NRHH is the recognition branch of the Residence Hall Association. NRHH membership at the University of Georgia is restricted to the top 1 percent of all hall residents and is considered a mark of distinction and leadership. NRHH advocates for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. NRHH strives to provide recognition for individuals who have contributed to the advancement of college and university housing. It ensures the advancement of member chapters through resource sharing, programming, and leadership development opportunities to contribute and

support the vision of the National Association of College and University Residence Halls. To learn more about NRHH, visit their website at <https://housing.uga.edu/nrhh/>

HOUSING ASSIGNMENTS INFORMATION

GENERAL INFORMATION

All students in University Housing are required to execute a contract. The contract defines the terms and conditions of occupancy, the housing rate and procedures for termination of the contract. It is each student's responsibility to be familiar with the content of the contract. A general version of the contract is available on the [housing website](https://housing.uga.edu/). Residents can view their specific contract by logging into [The Dawg House](#).

In addition to the contract, students should visit the housing website at <https://housing.uga.edu/> and check their UGA email accounts for important information regarding their assignment and the assignments process and policies, eligibility to live on campus, housing dates and break periods, and check-in and checkout procedures. For questions or clarification of information, please contact the central housing office located in Russell Hall at 706-542-1421 or <https://housing.uga.edu/>

SUMMER HOUSING

A limited number of halls will be open to accommodate students enrolled in summer classes. Students who want to live in University Housing during this period must submit a summer housing application. Contact the central housing office 706-542-1421 for more information.

IMPORTANT PHONE NUMBERS

Athens-Clarke County and the University of Georgia operate within a ten-digit dialing system. The 706 area code must be dialed when making all local calls.

ADMINISTRATIVE OFFICES

Central housing office/Housing Assignments Office	706-542-1421
Fax.....	706-542-8595
Housing Business and Human Resources Office	706-542-8279
Residential Programs and Services	706-542-6533

PHONE DIRECTORY

Black-Diallo-Miller Hall

Front desk.....	706-542-6080
Community office (located in Myers Hall).....	706-542-5217
RA on-call	706-621-9378

Boggs Hall

Front desk (located in Hill Hall).....	706-542-9424
Community office (located in Creswell Hall).....	706-542-6533
RA on-call	706-612-4384

Brandon Oaks

Front desk (710 East Campus Rd.) 706-542-1473
Community office (located in Brown Hall)..... 706-713-2654
RA on-call 706-612-5688

Brown Hall

Front desk..... 706-713-2657
Community office..... 706-713-2654
RA on-call 706-612-5821

Brumby Hall

Front desk 706-542-1490
Community office..... 706-542-8344
RA on-call 706-612-8061

Building 1516

Front desk 706-583-0277
Community office (located in Rooker Hall)..... 706-542-2041
RA on-call 706-612-5068

Busbee Hall

Front desk (located in Rooker Hall)..... 706-542-1780
Community office (located in Rooker Hall)..... 706-542-2041
RA on-call 706-612-5281

Church Hall

Front desk (located in Hill Hall)..... 706-542-9424
Community office (located in Creswell Hall)..... 706-542-6533
RA on-call 706-612-4384

Creswell Hall

Front desk 706-542-8289
Community office (located in Brumby Hall)..... 706-542-8344
RA on-call 706-612-4021

Gilmore Circle

Community office (located in Brown Hall)..... 706-713-2654
RA on-call 706-612-5821

Hill Hall

Front desk..... 706-542-9424
Community office (located in Creswell Hall)..... 706-542-6533
RA on-call 706-612-4384

Lipscomb Hall

Front desk (located in Hill Hall)..... 706-542-9424
Community office (located in Creswell Hall)..... 706-542-6533
RA on-call 706-612-4384

Mary Lyndon Hall

Front desk (located in Myers Hall)..... 706-542-8271

Community office (located in Myers Hall)..... 706-542-5217
RA on-call 706-612-4454

McGowan Road

Front desk (located in Brown Hall).....706-542-2657
Community office (located in Brown Hall)..... 706-713-2654
RA on-call 706-612-5821

McWhorter Hall

Front desk (located in Rooker Hall)..... 706-542-1780
Community office 706-542-2041
RA on-call 706-612-5281

Mell Hall

Front desk (located in Hill Hall)..... 706-542-9424
Community office (located in Creswell Hall).....706-542-6533
RA on-call 706-612-4384

Morris Hall

Front desk (located in Hill Hall).....706-542-6533
Community office (located in Creswell Hall)..... 706-542-5217
RA on-call 706-612-4384

Myers Hall

Front desk..... 706-542-8271
Community office706-542-5217
RA on-call 706-612-4454

Oglethorpe House

Front desk..... 706-542-8384
Community office (located in Myers Hall)..... 706-542-5217
RA on-call 706-612-4368

Payne Hall

Front desk (located in Reed Hall)..... 706-542-8271
Community office (located in Myers Hall)..... 706-542-5217
RA on-call 706-612-4808

Reed Hall

Front desk..... 706-542-8271
Community office (located in Myers Hall)..... 706-542-5217
RA on-call 706-612-4808

Rogers Road

Front desk (710 East Campus Rd.) 706-542-1473
Community office (located in Brown Hall)..... 706-713-2654
RA on-call 706-612-5688

Rooker Hall

Front desk 706-542-1780

Community office 706-542-2041
 RA on-call 706-612-5281

Russell Hall

Front desk..... 706-542-6090
 Community office (located in Brumby Hall)..... 706-542-8344
 RA on-call 706-612-8671

Rutherford Hall

Front desk (located in Myers Hall)..... 706-542-8271
 Community office (located in Myers Hall)..... 706-542-5217
 RA on-call 706-612-4454

Soule Hall

Front desk (located in Myers Hall)..... 706-542-8271
 Community office (located in Myers Hall)..... 706-542-5217
 RA on-call 706-612-4454

University Village

Front desk (710 East Campus Rd.) 706-542-1473
 Community office (located in Rooker Hall)..... 706-542-2041
 RA on-call 706-612-5688

UV East

Front desk (710 East Campus Rd.) 706-542-1473
 Community office (located in Rooker Hall)..... 706-542-2041
 RA on-call 706-612-5688

Vandiver Hall

Front desk (located in Rooker Hall)706-542-1780
 Community office (located in Rooker Hall)..... 706-542-2041
 RA on-call 706-612-5281

OTHER IMPORTANT UNIVERSITY HOUSING NUMBERS

Security.....706-542-4467
 Work Control Office706-542-3999

SAFETY

Athens Fire, Police and Ambulance911
 UGA Police Department706-542-2200

FIRE EVACUATION AND SEVERE WEATHER SHELTER

BUILDING	FIRE EVACUATION LOCATION	SEVERE WEATHER PROCEDURE (TORNADO WARNING)
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BLACK-DIALLO-MILLER HALL	All residents must evacuate. Assemble in the W07 parking lot near Creswell Hall or in the parking lot near Creswell Hall directly parallel to Cloverhurst St. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the building in the interior hallways away from windows. Keep room doors closed. Follow instructions given via UGA Alert.
BOGGS HALL	All residents must evacuate. Assemble in the Legion Field parking lot. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor community hallway or bathroom, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
BRANDON OAKS	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the building away from windows, in an interior closet or bathroom. Follow instructions given via UGA Alert.
BUILDING 1516 HALL	All residents must evacuate. Assemble in the of East Campus Village quad in front of Rooker Hall. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in hallways away from windows, in lower floor stairwells or in an interior closet or bathroom. Follow instructions given via UGA Alert.
BROWN HALL	All residents must evacuate. Assemble in the parking lot in front of Brown Hall and move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in hallways away from windows, in lower floor stairwells or in an interior closet or bathroom. Follow instructions given via UGA Alert.
BRUMBY HALL	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in interior hallways and community bathrooms of the building, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
BUSBEE HALL	All residents must evacuate. Assemble near the E04/Ramsey parking deck. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways, away from windows or in the lower floor stairwells. Follow instructions given via UGA Alert.
CHURCH HALL	Move a minimum of 300 feet away from the building and out of the way of fire safety personnel. Follow instructions given via UGA Alert.	Proceed to the first-floor community hallway or bathroom, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
CRESWELL HALL	All residents must evacuate. Assemble across Cloverhurst Street in the grassy triangle community or across Finley Street on the Russell Hall lawn. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in interior hallways and community bathrooms of the building, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
GILMORE CIRCLE	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the building away from windows, in an interior closet or bathroom. Follow instructions given via UGA Alert.

HILL HALL	All residents must evacuate. Assemble in the Legion Field parking lot. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first-floor community hallway or bathroom, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
LIPSCOMB HALL	All residents must evacuate. Assemble in the Legion Field parking lot. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first-floor community hallway or bathroom, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
MARY LYNDON HALL	All residents must evacuate. Assemble on the front steps of Rutherford Hall. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
MCGOWAN ROAD	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the building at the lowest level possible away from windows, in an interior closet or bathroom. Follow instructions given via UGA Alert.
MCWHORTER HALL	All residents must evacuate. Assemble near the E05/East parking deck. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways, away from windows or in the lower floor stairwells. Follow instructions given via UGA Alert.
MELL HALL	All residents must evacuate. Assemble in the Legion Field parking lot. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first-floor community hallway or bathroom, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
MORRIS HALL	All residents must evacuate. Assemble on the Special Collections Library lawn. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways and community bathrooms, away from windows or in the lower floor stairwells. Keep room doors closed. Follow instructions given via UGA Alert.
MYERS HALL	All residents must evacuate. Assemble at the far end of the quad closest to Soule Hall on the sidewalk nearest Lumpkin Street. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the hallways and community bathrooms, away from windows or in the lower floor stairwells. Keep room doors closed. Follow instructions given via UGA Alert.
OGLETHORPE HOUSE	All residents must evacuate. Assemble in the W11 lot closest to Boggs Hall. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the hallways and community bathrooms, away from windows or in the lower floor stairwells. Keep room doors closed. Follow instructions given via UGA Alert.
PAYNE HALL	All residents must evacuate. Assemble on Reed Quad in front of Milledge Hall. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways and community bathrooms, away from windows or in the lower floor stairwells. Keep room doors

		closed. Follow instructions given via UGA Alert.
REED HALL	All residents must evacuate. Assemble on the sidewalk farthest away from the building near Reed Quad and parallel to Hooper Street. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways and community bathrooms, away from windows or in the lower floor stairwells. Keep room doors closed. Follow instructions given via UGA Alert.
ROGERS ROAD	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the building at the lowest level possible away from windows, in an interior closet or bathroom. Follow instructions given via UGA Alert.
ROOKER HALL	All residents must evacuate. Assemble near the E05/East parking deck. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways, away from windows or in the lower floor stairwells. Follow instructions given via UGA Alert.
RUSSELL HALL	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in interior hallways and community bathrooms of the building, away from glass and windows while keeping room doors closed. Follow instructions given via UGA Alert.
RUTHERFORD HALL	All residents must evacuate. Assemble at the far end of the quad closest to Mary Lyndon Hall. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the hallways and community bathrooms, away from windows or in the lower floor stairwells. Keep room doors closed. Follow instructions given via UGA Alert.
SOULE HALL	All residents must evacuate. Assemble on Myers Quad. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways and community bathrooms, away from windows or in the lower floor stairwells. Keep room doors closed. Follow instructions given via UGA Alert.
UNIVERSITY VILLAGE	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the building at the lowest level possible away from windows, in an interior closet or bathroom. Follow instructions given via UGA Alert.
UV EAST	All residents must evacuate. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Remain in the building at the lowest level possible away from windows, in an interior closet or bathroom. Follow instructions given via UGA Alert.
VANDIVER HALL	All residents must evacuate. Assemble near the E05/East parking deck. Move a minimum of 300 feet away from the building and out of the way of fire safety personnel.	Proceed to the first floor of the building and remain in the hallways, away from windows or in the lower floor stairwells. Follow instructions given via UGA Alert.