

## **STAFF/STUDENT USE OF GEORGIA CENTER FOR CONTINUING EDUCATION AND HOTEL (GEORGIA CENTER)**

### **Section: Business Operations**

**Policy:** This policy outlines the process for contacting the Georgia Center for hotel reservations and the subsequent billing process that occurs when lodging is utilized.

**Purpose:** Occasionally, lodging is needed for University Housing students and/or staff.

**Scope:** This policy applies to staff/students who may need a reservation for lodging at the Georgia Center. For individual reservations, this will include parking and breakfast. For group reservations, this will not always include breakfast. Any other charges are the responsibility of the staff/student occupying the space.

### **Procedure:**

#### **I. Reservation**

- A. If an accommodation is needed at the Georgia Center, staff will reach out via the supervisory chain to their respective housing management team (HMT) associate director/director.
  1. Individual reservations will be made by HMT members.
  2. Group reservations will be made by the executive director or a director.
- B. The HMT member will call the Georgia Center to inquire about availability.  
Front desk number:  
706-542-2134  
Alternate front desk number, Shannon Cohen, Reservations Clerk:  
706-542-9464  
(If a significant number of rooms is needed, first call front desk number. The Georgia Center staff may connect housing staff with the Georgia Center Sales office for group stays.)
- C. If space is available, the HMT member will reserve a space and provide the Georgia Center staff with the email address of the associate director for business and human resources in which to send the direct charge authorization form (DCA). The HMT member will also email the associate director of business and human resources the following:
  - Guest name
  - Guest room # (if applicable)
  - Check-in date/time
  - Anticipated check-out date/time
  - Housing location from where the guest is being relocated (if applicable), and
  - Purpose of stay
- D. The HMT member will provide details (e.g., Georgia Center room number assigned, check-in/out information, parking instructions) to student/staff utilizing the Georgia Center space.
- E. A personal credit card may be asked of the staff/student in the event staff/student wishes to charge meal services and/or if damages occur; however, it is not required for the reservation.
- F. Housing will automatically be listed by the Georgia Center as a sponsor for students under the age of 21.

**II. Checking out**

The HMT member will follow up with the associate director for business and human resources when the student/staff checked out and verify the number of nights stayed.

**III. Billing**

- A. University Housing will be billed \$89 per night per standard room (one king/queen or two doubles).
- B. During a home football game weekend or during other special events/time periods, rates are expected to increase to at least \$259 per night.
- C. The Georgia Center will collect funds from University Housing via direct charge authorization form submitted by associate director for business and human resources.

Created and approved by management team: October 11, 2022