



Date Received:	
Bldg:	Room#:
VS Invoice#:	
Notes:	

APPLICATION FOR GUEST HOUSING 2019-2020

University Housing is pleased to offer a limited number of furnished guest apartments for use by visiting faculty, scholars and special guests of the University of Georgia at UGA's Health Sciences Campus.

SPONSOR INFORMATION:

Every guest must be sponsored by a department or unit of the University of Georgia, with an individual from that unit designated to serve as University Housing's primary contact for the entire duration of the guest's stay. **NOTE: This application will not be accepted without a sponsoring unit and designated contact.**

Sponsoring Department: _____
 Sponsor Contact Name: _____ Title: _____
 UGA Campus Address: _____
 Phone: _____ Fax: _____ E-mail: _____

GUEST INFORMATION:

Guest Name: _____ Male Female Age: _____
 Permanent Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Phone: _____ Fax: _____ E-mail: _____

GUEST DEPENDENT / ROOMMATE INFORMATION #1:

Dependent Name: _____ Male Female Age: _____
 Relationship to Guest: _____

GUEST DEPENDENT / ROOMMATE INFORMATION #2:

Dependent Name: _____ Male Female Age: _____
 Relationship to Guest: _____

ACCOMMODATIONS REQUEST

ARRIVAL Date: _____ Time: _____ / **DEPARTURE** Date: _____ Time: _____

Unit Preference (check one):

- Kenny Road Townhouse (2 bedroom unit):**
 - Private unit: approximately \$1,013/month or \$33.75/night
 - Shared unit: approximately \$615/month or \$20.50/night per bedroom
- Kenny Road Townhouse (3 bedroom unit):**
 - Private unit: approximately \$1,050/month or \$35.00/night
 - Shared unit: approximately \$615/month or \$20.50/night per bedroom w/private bath
 - Shared unit: approximately \$540/month or \$18.00/night per bedroom w/shared bath
- Gilmore Circle House (3 bedroom home):**
 - Private unit: approximately \$1,073/month or \$35.75/night
 - Shared unit: approximately \$615/month or \$20.50/night per bedroom w/shared bath

NOTE: Shared apartment units are typically shared with other guests of the same gender.

The Health Sciences Campus is completely tobacco-free. Linen and full furnishings are included in the cost of rent.

- I would like to share a townhome with another visiting scholar of the same gender.
- I will have a motorized vehicle. All vehicles will need to be registered with UGA's Parking Services prior to arrival at a monthly rate of \$20 per month per motorized vehicle.

FINANCIAL INFORMATION

Guest Housing applications must indicate whether the sponsoring department or the guest is planning to pay the rent and any other costs associated with the guest's stay in UGA Housing.

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

<input type="checkbox"/>	Option A – The sponsoring department is planning to pay for all charges associated with this guest's occupancy:	
Billing Contact Name:		
Campus Address:		
Phone:	Fax:	Email:

Note: An Electronic Ticket must be submitted by the sponsoring department to complete the payment transaction.



<input type="checkbox"/>	Option B – The guest is planning to pay for his/her own housing fees:
<input type="checkbox"/>	Guest will be paying the charge every month
<input type="checkbox"/>	Guest will pay the total amount due by the date specified on the invoice.

I understand that any rent and/or other charges incurred by the guest will ultimately be the responsibility of the sponsoring department. My department or unit accepts responsibility for payment of any unpaid rent or other charges.

Signature of Sponsor

Date

Please submit this application to the attention of the **Senior Coordinator of Health Sciences Campus:**

Postal	Fax 	E-mail 
Health Sciences Campus Housing Office Brown Hall, Room 104 100 Fox Road Athens, Georgia 30609 USA	706-227-4486	To submit by e-mail, save this form as a PDF and attach in a separate e-mail to: hsghsc@uga.edu .

Please direct any questions to the Health Sciences Campus Housing Office at 706-713-2654 hsghsc@uga.edu.