



University Housing  
*Student Affairs*  
UNIVERSITY OF GEORGIA

## Myers Community Resident Guide 2017-2018

The Myers Community Resident Guide is designed to supplement the policies found in University Housing's [Community Guide](#) by providing information and resources specific to Myers Community. Please note that Myers Community residents are responsible for complying with all relevant policies.

### Directory Information

Community Office telephone: 706-542-5217  
Myers 24-hour community desk: 706-542-8271  
Community email Address: [myersec@uga.edu](mailto:myersec@uga.edu)

#### Community Administrative Assistant

April Byrne: 706-542-5217  
Office: Myers Hall 147

#### Residence Hall Directors

Miles Johnson: 706-542-5217  
Office: Myers Hall 147

Steven Campbell: 706-542-5217  
Office: Myers Hall 147

#### Area Coordinator

Ricky Boggs: 706-542-5217  
Office: Myers Hall 147

### Additional Information

#### Building Access

Card swipes are installed at the main entry points of each hall. Residents must carry their UGA ID card at all times and must have a valid building sticker on it. This sticker has a one- to two-letter code that indicates the residence hall where the student lives. Residents must swipe their UGACard, enter their personal 4-digit PIN and press # to unlock the doors. Residents must set up their PIN number on the [University Housing website](#).

Should residents have problems with the card swipe, they should notify the community administrative assistant in Myers Hall. Students may also receive a new building sticker at the community office in Myers Hall, should they be required to replace their UGACard.

All guests must be claimed at the main point of entry and must be escorted at all times by the person who claimed them while they are in the building. The person who claims a guest is responsible for that person while they are in the building. This includes, but is

not limited to, violations of university or housing policies.

Residents of a hall cannot be claimed as guests of another resident.

### Check-In Procedures

Check in for the Myers Community for fall semester is held in the Myers programming room located on the first floor of Myers Hall for all buildings in the community including Mary Lyndon, Myers, Rutherford and Soule Halls. Students may check in at the front desk when the main check in is not open.

Check in after the academic term has begun may be done in the Myers Community Office located in Myers Hall 147. The hours of operation for the Myers Community Office are Monday-Friday, 8 a.m-5 p.m. The office is not open on holidays or weekends.

### Checkout Procedures

When moving out, whether leaving at the end of the year, the semester, or just transferring rooms or buildings, residents must follow these procedures:

#### DURING THE ACADEMIC YEAR

1. Arrange a checkout time with the resident assistant (RA). Remove all belongings and clean the room. The resident and the RA check the room against the Room Inventory Card (RIC) for damages. If there are any damages, they will be noted on the RIC. The damage charges will be assessed by housing personnel. Failure to pay damage costs will result in the flagging of the resident's records and transcripts.
2. Fill out forwarding address information. This information is in the Dawg House, but we have forms you can complete if you have issues updating it in the system. This provides the mailroom staff with the correct address to use when forwarding first class mail.
3. Return the room key to the RA.

#### CHECK OUT AT WINTER BREAK (NOT RETURNING FOR SPRING) AND END OF THE YEAR

1. Schedule a checkout appointment date and time with your RA.
2. Clean out your room and remove all of your belongings. This includes cleaning your area of the room.
3. Meet the staff member at your room on the selected date and time to complete the checkout.

Final checkout for each semester will be indicated on posted notices and in distributed informational memos that will be delivered by email or by means of the RA. Residents should make their travel plans accordingly in order to meet the deadline so they will not be assessed late checkout charges.

Appeals for damage charges must be sent via email to: [myersec@uga.edu](mailto:myersec@uga.edu)

### Fire Evacuation

Residents are required to exit the building if a fire alarm is activated. Failure to leave the residence hall during the activation of the fire alarm could result in a student conduct meeting. If a building alarm sounds, residents are expected to exit the building in a timely fashion. All students need to move a minimum of 50 feet away from the building and out of the way of fire safety personnel. Residents are to cooperate with all housing

staff and emergency personnel. The following locations are where residents of each building should go during a fire alarm:

- Mary Lyndon Hall: Go to the front steps of Rutherford Hall
- Myers Hall: Go to the far end of the quad closest to Soule Hall or, if on the west side of the building, go to the sidewalk on Lumpkin Street
- Soule Hall: Go to the Myers Quad

At the beginning of each semester, there are fire drills held in each residence hall. These fire drills are announced at least 24 hours in advance. Look for postings at the entry points of your residence hall for this notification.

#### Keys: Lost

Residents should carry their keys at all times. Lost or stolen keys should be immediately reported to the community office in Myers Hall. After hours, please report lost or stolen keys to one of the 24-Hour desks so that the lock can be changed. The charge for a lock change is \$45.

#### Keys: Temporary Checkout

If you have misplaced your key, you may check out a temporary key. If you do not think you will recover your key, you must request a lock change through the community office. If you fail to return your key within the 24 hours, your lock will be changed automatically. There is a \$45 charge for a lock security fee and new keys will be issued to you and your roommate. Students should carry their keys with them at all times, always lock their doors and never loan keys to another person in the interest of safety for you and your fellow residents. If you have any questions regarding the key policies, please contact your residence hall director or the community office.

#### Mail and Packages

Mailboxes for all residents of the Myers Community are located in the Myers Hall entryway. Packages may be picked up from the mailroom staff during the hours posted on the mailroom door that is located next to the community office, Myers 147. When picking up a package, residents must present their student I.D. No package will be distributed without proper ID. You will receive an e-mail to your UGA e-mail address when your package is logged and ready for pick up. Packages cannot be picked up until it has been logged in our package system.

Mail is delivered Monday-Saturday and is generally available by 4 p.m. Residents should use their mailbox key to open the mailbox assigned them. If you have questions or lose your mailbox key or have any problems opening your mailbox, please see the attendant at the 24-hour desk in Myers Hall. You can also come by the community office in Myers Hall during regular business hours.

When a perishable item is delivered, it is the resident's responsibility to ensure this package is picked up in a timely fashion after receiving the notice.

Mail should be addressed as follows:

Resident's Name  
Room #, Hall Name  
Street Address of Hall

Athens GA 30609

Refer to [housing.uga.edu](http://housing.uga.edu) for specific street addresses for each hall.

### Severe Weather

In the case of a tornado warning, meaning a tornado has been sighted in the Athens area, residents are encouraged to move to the lowest floor possible to whatever building they may be in at the time. Residents and guests should move away from windows or other items that may become projectiles and into an interior hallway. Myers Hall residents should go to the basement of Myers or first floors of Mary Lyndon, Rutherford and basement of Soule Hall.

Residents are also encouraged to sign up for the [UGA Alert Emergency Notification System](#), which will notify students in the event of a weather or other emergency as determined by the Office of Emergency Preparedness.

### Temperature Control

All Myers Community halls have in-room heat and air control. An air conditioning, heating and ventilation unit is located in each resident's room. Students have complete control of fan speed and temperature.

### Trash

Trash should be disposed of in each building's dumpsters. In Myers Hall this can be done by using the appropriate trash chute. No trash should be left outside of resident rooms or in bathrooms on floors. Small trashcans in or around the building are not for room trash. Failure to dispose of trash appropriately could result in an administrative trash removal fee of \$25.

### Visitation

Option 2 visitation permitted:

- Visitation permitted 24 hours a day, seven days a week.
- Please see the [Community Guide](#) for more information on overnight guest policies.

## **Locations**

### Computer Labs

There is one computer lab located in Rutherford Hall for use by Rutherford residents. No other computer labs are available for use in the Myers Community. The closest computer lab is located in the Science Library located directly behind Soule Hall.

### Ice Machines

Ice machines are located in the following locations:

- Mary Lyndon Hall: first floor kitchen, Mary Lyndon 126
- Myers Hall: first floor kitchen by community desk
- Soule Hall: in all kitchens
- Rutherford: second floor kitchen, Rutherford 260

### Kitchens

Kitchens are provided in each hall and residents are reminded to use extreme caution when cooking. A resident should under no circumstances leave the kitchen unattended

while in the process of cooking. Cleanliness is also essential due to the problems that unsanitary conditions create in residence halls (odors, pests, poor sanitation, etc.). Any kitchen items left in the kitchen areas will be collected by staff. Residents will be held responsible for damages or excessive cleanup charges resulting from misuse of the kitchens.

### Recycling

Recycling in the Myers Community is the responsibility of the residents. Residents should deposit their recycling in the large blue bins marked as paper or plastic that are located by the dumpsters by Myers Hall, Soule Hall and Mary Lyndon Hall. Myers Hall also has bins on each floor in the trash rooms. These bins will be removed if they are being used by residents for items other than recyclables noted on the container itself.

Residents are required to carry their trash to the dumpsters by Myers Hall, Soule Hall, Mary Lyndon Hall and Rutherford Hall.

### Study Rooms and Lounges

There are study rooms and lounges in the following locations:

- Mary Lyndon Hall: Rooms 133, 233, 234, 303 and 332
- Myers Hall: Rooms 138, 139, 141, 143, 238, 338 and 355
- Rutherford Hall: Rooms 31, 117 and 133
- Soule Hall: Rooms 195, 208, 209, 308 and 309

### Vending Machines

Vending machines are in the following locations:

- Mary Lyndon Hall: first floor kitchen, Mary Lyndon 126
- Myers Hall: first floor across from Myers 147
- Rutherford Hall: first floor entryway
- Soule Hall: first floor laundry room, Soule 111

Problems with the vending machines should be reported to the company listed on each individual machine, using the 1-800 support line. You can also report issues with vending machines to Vending Services at 706-542-7933.