



2015 SUMMER GUEST POLICIES AND PROCEDURES

University Housing at the University of Georgia has established the following conference guest policies and procedures to help ensure personal safety and the protection of property. Conference guests and sponsors are responsible for familiarizing themselves with these policies and procedures and abiding by them during their visit to campus. **Violation of these policies and procedures could result in excessive cleaning or damage charges, removal from University Housing and/or criminal arrest.**

ALCOHOL: Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Underage guests found in possession of alcoholic beverages will be asked to dispose of the alcohol under supervision of housing staff. Common source containers (e.g., kegs, punch bowls) are not allowed in the residence halls and apartments. Guests 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 the community outside of the student room or apartment, including the common areas. No open containers of alcoholic beverages are permitted outside of individual residence hall rooms or apartment units. No guest shall furnish, or cause to be furnished, any alcoholic beverage to any person under the legal drinking age. Inappropriate behavior related to the consumption of any alcoholic beverage or any illegal drug is prohibited.

DRUGS: The possession and/or use of illegal drugs and narcotics are against state and university regulations and are not permitted on university property.

CHECK OUT: Please check with the front desk for check out times and procedures. Any guest who checks out without returning their room key and access card will accrue a \$45 lock security program fee and a \$10 access card replacement fee. UGA cannot be responsible for items left in the room after check out.

DECORATIONS: You may decorate your room in a way that does not cause damage. Do not paint your room or decorate door frames, doors, floors, hallways, or walls using stickers, tape or any other products that would cause marring, chipping, holes or other damage. Use of any adhesive or tape besides removable poster squares could result in damage or excessive cleaning charges. The application of shaving cream, soap, streamers, or contact paper to residence hall facilities is prohibited. Vandalism may result in expulsion and assessment of repair charges.

ELEVATORS: Playing on elevators is prohibited. The maximum number of persons on one elevator at one time is listed in or by the elevator. **Overloading the elevators can cause them to break down, which can lead to guests being stuck inside them until repairs can be made by a certified technician.** Guests staying on the second and third floors are encouraged to use the stairs.

FIRE SAFETY: Fire and emergency procedures are posted on the back of each room's door. Please familiarize yourself with evacuation routes. Tampering with fire safety equipment and/or smoke detectors is prohibited and will result in immediate expulsion. Do not attempt to use elevators in the event of a fire or fire evacuation.

FURNITURE: All room furniture must remain in the rooms. Do not move or remove furniture such as mattresses, chairs and/or bedframes from rooms or floor lounges or any other public areas. No furniture may be taken outside the building for any reason. Adjustable furniture must be reset to the original position prior to check out.

NOISE: Be considerate of other conference guests. Each guest is responsible for keeping the noise levels to a minimum at all times so that others are not disturbed.

POSTING OF SIGNS AND INFORMATION: All posters, flyers and notices must be approved by the Residential Programs and Services Office. Sponsors must get approval prior to check in. Non-approved or unauthorized posters or materials are prohibited and will be removed.

ROOF AND LEDGE AREAS: For your personal safety and the safety of others, access to roof and ledge areas is prohibited.

SECURITY: Residence hall security is a shared responsibility. Always lock your door and carry your key and access card. **Do not prop open any floor or building doors.** Report suspicious persons or behavior to a housing official and remember any distinguishing characteristics. Know the people in your group, and report any persons on your floor who are not part of your group. Guests are restricted to the floor(s) assigned to them.

TOBACCO AND SMOKE-FREE CAMPUS POLICY: This policy applies to all employees, students, contractors, subcontractors and visitors. Smoking and tobacco use is prohibited on the entire campus including indoor and outdoor areas, all buildings, recreational areas, lawns, university sidewalks, university vehicles and parking lots. For more information, go to www.usg.edu/policymanual/section9/policy/C503/.

THROWING OBJECTS FROM WINDOWS: For the safety of others, throwing anything from windows is strictly prohibited. Conference guests will be held responsible for personal injuries, property damage and cleaning charges that result from this action.

TRASH DISPOSAL: All trash must be disposed of properly. Trash may be placed in a trash chute or, in residence halls without a trash chute, trash must be placed in the dumpsters outside each building. Large items should be taken outside. Guests are encouraged to recycle.

WEAPONS: The University of Georgia is a designated school safety zone. This means that it is illegal to possess any explosive compound or weapon in or on any property owned or used by the University of Georgia, including residence halls. For more information, go to www.police.uga.edu/weapons.html.

WINDOW SCREENS: Window screens must remain in place to help control insects and to prevent accidents.

COMMUNITY FRONT DESKS

HALL	COMMUNITY	PHONE #
Boggs, Church, Hill, Lipscomb Halls	Hill	706-542-9424
Brown Hall	HSC	706-713-2657
Brumby Hall	Brumby	706-542-8357
Building 1516	Reed	706-583-0277
Creswell Hall	Creswell	706-542-8289
Morris Hall	Reed	706-357-3311
Myers, Mary Lyndon, Rutherford and Soule Halls	Myers	706-542-8271
Oglethorpe House	Hill	706-542-8384
Russell Hall	Russell	706-542-1694

EMERGENCY

Emergency/Fire	Dial 911
University Police	706-542-2200

MAIN HOUSING OFFICE

706-542-1421

HSC COMMUNITY OFFICE

706-713-2654