



University Housing

Conference Policies

Georgia College has excellent residential facilities, which we are excited to share with our summer guests. Please keep in mind that our facilities are designed with the traditional college student in mind. We ask that you carefully read through this document. Our Housing Summer Conference Staff is here to assist you and will be happy to answer any questions you may have either before you arrive or during your stay.

Reservation Information

2015 rates for overnight housing accommodations:
Single Room - \$34.00 per person, per night + sales tax
Double Room - \$26.50 per person, per night + sales tax

*Participants assigned to a room by themselves due to odd numbers will be billed at the double room rate. Participants who are intentionally assigned to a double room by themselves will be billed at the single room rate.

Reservations

Groups must submit, at time of reservation (no later than March 15), an accurate number of participants, leaders, coaches, etc. who will be staying on campus. This projection will be used in reserving spaces and may be changed up to 21 days prior to check in.

Groups will be expected to complete a housing registration form providing information including the exact number of participants 21 days prior to arrival. The total number of participants may fluctuate within 10 people of the number provided.

Groups who do not submit rosters by the deadline may be charged an additional administrative fee. While University Housing will do its best to accommodate any requests or additions to the final roster, University Housing does not guarantee an ability to accommodate all requests nor does University Housing guarantee the ability to house additional participants.

Groups canceling fewer than 21 days prior to arrival risk being charged part or all of the housing charge.

Groups are not guaranteed refunds for participants who arrive late or depart early.

Georgia College has seven residence halls which are used on a rotational basis for summer conferences. We rotate the usage of our halls to ensure that repairs and scheduled maintenance can take place. As a result, we may not be able to accommodate specific hall requests. If there are specific characteristics about a hall that are desirable, (i.e. elevators, large community space, large classroom space, etc.) please share that information with us on the Conference Housing Registration Form

Because of the volume of conferences, it is not always possible for groups to have an entire building to themselves. Such requests will be considered based upon space availability.

Check-In/Check-Out Procedures

At the time of reservation, each group is expected to schedule check in and check out times. Summer Conference Staff will be prepared to issue keys at check in and collect keys at check out in the main lobby of the residence hall being used.

Most of our Summer Conference Staff are students who are taking summer classes. As a result, it is important for check in and check out times to be established early and left unchanged. Groups running more than 15 minutes behind the scheduled check in or check out time may be assessed an additional administrative charge and risk having to reschedule check in or check out.

When all keys have been returned at check out, a Conference Coordinator will do a walk-through of the rooms used. The Conference Coordinator is looking for: items left behind that should be returned to the group, trash left behind, and damages to the room. Group coordinators may request to participate in walk-throughs before a group leaves in order to have an estimate of any damage costs. Any price quoted at walk-through is only an estimate based upon the general cost of repairing similar damages. The exact cost of repair will be determined by GC Plant Operations personnel. The final price will be listed on the invoice.

Group Behavior

Groups bringing participants under the age of 18 are responsible for the behavior, safety and security of their participants. It is an expectation that groups bring an appropriate number of chaperones for the number and age of children. We expect groups to bring at least 1 chaperone per 20 children.

University Housing reserves the right to ask any participant to leave, with no refund to the group, for reasons including but not limited to: intentional or malicious damage to property, harassment, assault, or use of illegal substances or use of alcohol by minors. Any illegal activity will be reported to the University Police Department. Group sponsors will be held responsible for the cost of repairs for any damages or cleaning charges associated with guests' behavior.

For the safety of our guests, no alcohol is permitted in buildings housing guests under the age of 18. If any adult-only group wishes to provide or allow alcohol consumption within the building, the group coordinator must make arrangements with the Housing Conference Coordinators ahead of time to determine the feasibility of this request.

A list of general policies is provided below and should be shared with all participants before their arrival to campus. Some of these policies apply specifically to younger participants. It is the responsibility of chaperones and coordinators to ensure that younger conference participants respect the facilities and their policies.

Milledgeville has several restaurants that offer delivery service. For your safety, we ask that deliveries be picked up at the building entrances. Contact the summer staff for a complete list of restaurants that deliver.

Hazing is strictly prohibited and will NOT be tolerated.

Facilities and Keys

Participants are each issued swipe cards/keys (based upon the residence hall being used) and are responsible for returning these items at check out. The group will be billed for the replacement of any lost keys or swipe cards. If groups bringing young children wish to make alternative arrangements regarding the key/card issue process, please contact the Housing Conference Coordinators in advance.

Our facilities are designed with the traditional college student in mind. As a result, guests will need to bring their own sheets, pillow, towels, toiletries and other personal items. The custodial staff will not clean rooms or make beds during the guests' stay. Toilet paper and trash bags are provided and more may be requested from any conference staff member. Each room is furnished with a twin extra-long bed, chest of drawers, desk, and a small bookshelf per room. Most rooms are suite-style, meaning either one or two people share a bathroom with one or two additional people. A sample floor plan of a room is available on the University Housing website.

We provide coin operated vending machines for you to use in each building. Laundry facilities are available for use with a swipe card which may be purchased from a machine in the campus library, located near the academic buildings.

Each participant in the group will receive a swipe card that provides building and dining hall access (if meals are arranged with dining services) and either a hard key or a swipe card that provides room access. Lost keys/cards should be reported immediately so that they can be deactivated and replaced. Replacement cards and keys are at the participant's expense.

We ask that furniture not be removed from the room. Any damages to rooms or common areas will be charged back to the individual or group responsible. Any participant found damaging property may be asked to leave and will be held responsible for the cost of repairs.

For the security of our guests, all exterior doors are locked and should not be propped open at any time. Do not give your key and/or swipe card to anyone or give access to anyone not associated with your group. Report any suspicious activity to our staff immediately. If you have an emergency, contact Campus Police at 478-804-4400.

Air condition units are controlled by suite. The control panel is in one of the two connected rooms. If Thermostats are tampered with, removed or broken, the camp will be assessed \$125 for each broken thermostat (the cost of replacement).

All trash should be placed in the designated areas outside of the building before you leave. For your convenience a trash bag is placed in each room, and more can be obtained from the hall office during desk hours. If you need a trash bag at any other time, please contact the conference staff. Please do not place room trash in the restrooms or in the common areas. If a room is left excessively dirty, the group occupying that room may be charged for the additional clean up. The toilets in the buildings are NOT industrial toilets, please be mindful of overstuffing the toilets.

While staying on campus, please park vehicles in the designated areas as shown on the parking map. We ask that you refrain from parking on the red or yellow curbs, service, handicap or director spaces. Cars may be towed from these areas.

Georgia College is a tobacco free campus. Illegal substances are not permitted anywhere on GC property.

The use of glitter, spray paint, and other items that may damage building and grounds surfaces is prohibited in and around the residence halls.

Firearms are not permitted anywhere on campus. (Law Enforcement Officers, please contact our Georgia College Police Department at 478-445-4400.)

The residence halls provide several safety features. These include a smoke detector and sprinkler system, emergency notification buttons in each room and emergency boxes around campus. Each building has additional exits for emergency use only. Each building also has a fire alarm system. Tampering with any

of the aforementioned equipment or improperly using fire equipment can result in fines and/or removal from GC property.

If the fire alarm sounds, leave the building immediately. Guests should follow exit instructions provided on the back of each room door.

Emergency exits are clearly marked and will sound an alarm if opened. These should be used only in the case of a fire alarm or other emergency situation. Misuse of these doors will result in a \$100 fine.

Because of the building sprinkler system and the potential for other damages or injuries, horseplay, running and sports of any kind are not permitted within the buildings.

Finalizing Reservations

In order to finalize your group's reservation with University Housing, this document must be returned signed to University Housing no later than March 15 along with the Conference Housing Registration form.

I have read and understand the guidelines outlined above and agree to adhere to these standards while staying in the Georgia College Residence Halls. I also acknowledge my financial responsibility to University Housing for my group's accommodations and any damages caused by my group's participants.

Conference Coordinator Signature

Date

Name (Printed)

Group/Organization

Return documents to:

Mark Craddock
University Housing
CBX 60
Milledgeville, GA 31061