

UGA Skidaway Institute of Oceanography Housing Policy – Updated September 5, 2024

HOUSING RATES are included at the end of this policy.

UGA Skidaway Institute of Oceanography (SkIO) offers on-campus housing for graduate students, UGA faculty, staff, and other university related visitors. **SkIO is a smoke-free campus. Smoking is prohibited on all campus grounds.**

HOUSING TEAM – The housing team consists of Coordinator, Reservationist, and Business Office. Each member of the Housing Team receives your email and thus ensures a quicker response. **Please email all correspondence directly to the housing team at housing@skio.uga.edu.**

Housing Requests - By submitting a housing request form, all guests confirm they have read this housing policy in full, and agree to abide by policies, procedures, rules and regulations in this housing policy. Housing is approved on a first come, first served basis. Due to occasional unforeseen circumstances, tenants may be moved to another unit either temporarily or for the duration of their stay. Student housing of males and females are not normally housed together; however, special requests for certain groups or individuals may be accommodated when requested. Normal housing consists of two single beds per room. Student overflow can be housed in other units as necessary. Faculty are not normally housed with students, although they may be assigned to those units which are primarily designated for student use. Atypically, students may occasionally occupy faculty units on certain occasions; determined on a case-by-case basis. **TO REQUEST HOUSING Individuals must submit a Housing Request Form, located on the Skidaway Institute website, at least five business days prior to day of arrival, but no earlier than 8 weeks.**

Cell Phone and Email information are required for all guests, and is kept private. Campus Sponsor should be a member of either the SkIO faculty or staff.

Groups (2 or more guests) will use a Group Housing Form, which IS NOT located on the website. Charges are to one lead person or string chart number. The lead person will be responsible for completing the Group Housing Form. Cell phone numbers are required for each person. Numbers are for SkIO emergency use only, and are not distributed to anyone for any reason. Please email housing@skio.uga.edu for more information on Group Forms.

All students and interns must submit a Meningococcal Disease Form with Housing Request Form. (*Pursuant to legislation effective January 1, 2004 (Official Code of Georgia Annotated § 31-12-3.2) and the University System of Georgia Board of Regents Policy (408.02) **all students and interns** occupying housing on campus are required to sign a meningococcal vaccine form document regarding their vaccination status.*) **This vaccination is not mandatory but strongly recommended, and the form itself MUST accompany the housing request form before the request will be approved.**

Graduate Students Request for Extension Stays - There is a 6-week limit for housing. Should you require more time, you must contact the Housing Team at least 5 days prior to your original check out time. There are no guarantees that your extension will be approved, but we will do everything possible to accommodate you, which could include moving you to another unit.

Parking – Spaces are adjacent to each housing unit. If housing lots are full, residents may park in the SkIO parking lots. DO NOT PARK IN ANY UNDESIGNATED SPACE.

Check In / Check Out - Housing keys will be given either to tenant's sponsor or left in a designated area. Upon checkout, please leave key on the nightstand next to the bed. A fee of \$20.00 will be charged for lost keys. An additional fee of \$60.00 will be charged for replacement of locks (if necessary).

Late Arrivals and Cancellations Arrivals should occur during normal business hours (Monday-Friday, 9am-4pm). After hours/weekend arrivals may require special instructions, but no staff will be on campus to greet them. Please allow 48 hours for cancellations. Late cancellations or no-shows may be charged a standard nightly fee. Guests delayed due to unforeseen circumstances, please email the Housing Team to inform us of your deferral. We will do what we can to accommodate your deferred arrival.

Unit Furnishings - Provisions include bedroom furniture, linens and kitchen necessities. Each unit has a refrigerator, stove/oven, microwave, and coffee maker. Wireless internet access is available campus wide. There are no land-line telephones in the units. A campus phone number list is available by request via email housing@skio.uga.edu

Housing Units Designated for Faculty and Special Guests

Baggett Apartment - #20 on campus map located in the backside of the Ocean Sciences Instructional Center, this upstairs unit (no elevator) offers two bedrooms, each with a queen-size bed, one bathroom, kitchen and living room. Access to the Baggett is a flight of steps; no elevator is available.

Martin/Thomas Duplex - #21 on campus map located on the bluff behind the Roebling House. Two one-bedroom apartments, each with a queen-size bed. There is a pull-out sleeper sofa in living room area of each apartment.

Rice House - #18 on campus map located to the left just past the Ocean Sciences Instructional Center. A 4-bedroom unit with two bathrooms, a large kitchen and living room. There are six single size beds, two in Rooms A and B, and one each in Rooms C and D. Rice is preferred for faculty or long-term visitors such as sabbatical scientists with their family, but can be occasionally used for large student groups.

Housing Units Designated for Students

The Quad - #22 on campus map located to the right upon entering the campus, consisting of four apartments, **(Carpenter, Knight, Menzel, and Zeigler.)** Each apartment houses up to four individuals. Two bedrooms with two single beds per room, one shared bathroom, kitchen and living room, and a large shared screened-in porch area.

The Commons - #19 on campus map located behind the Quad. Accommodations reflect a dormitory style housing with four bedrooms, each has two single beds. Two bedrooms have private adjacent bathrooms while the other two share one ADA-compliant bathroom located in the hallway. The kitchen and living room are shared quarters. The unit also has a small conference room and a laundry room with two washer/dryers (coin operated.)

Skidaway Institute is on a septic water system, not a sewer system, therefore it is imperative that no tampons, flushable wipes, etc. be flushed.

Utilities - Housing fees include all utilities. All housing units have heat pumps for central heat and A/C. Tenants are asked to be conservative with energy consumption, following a general recommendation of setting in the range of 68° to 75°. **DO NOT turn off heat or A/C when leaving for an extended period of time (such as on a cruise.)**

Laundry Facilities - Coin-operated washers and dryers are available in the small brown building near to the Quad (building #23 on campus map). Change can be made at the Business Office. Residents must provide their own laundry supplies and clean up after themselves. Email/report problems with laundry facilities to the Housing Team by email (housing@skio.uga.edu)

Cleaning - Tenants are responsible for their own cleaning, including sweeping, mopping, dusting, dishes, and household garbage (dumpster located next to Plant Operations building.) Recycling is encouraged when possible (no glass in recycling.) **DO NOT** leave recyclable items behind in the housing unit when vacating. **DO NOT** leave garbage on the housing porches at any time, due to highly inquisitive and hungry wildlife! Each unit is thoroughly cleaned after each checkout. An extra cleaning fee or \$100 may be charged for extreme messes.

Pest Control - Housing units are sprayed on the first Friday of each month. Please alert the Housing Team by email (housing@skio.uga.edu) of any issues.

Wildlife - With over 700 acres of undeveloped land at the Institute, many different and potentially dangerous wildlife such as spiders, snakes, bees, fire-ants, squirrel, deer, foxes, coyotes, possums, wild pigs, alligators, etc. Remain cautious and respectful of all wildlife. Hunting is not permitted. **PLEASE DO NOT FEED THE WILDLIFE.**

Damages - Tenants must report damages as soon as possible to the Housing Coordinator.

ANY DAMAGES INCURRED BY NEGLIGENCE OR MALTREATMENT WILL BE CHARGED DIRECTLY TO TENANTS. Sponsors will be charged for any damage if tenant does not reimburse the Institute for such costs.

Personal Property Rental Insurance - Renters Insurance (on personal property) is not required but is encouraged and is at personal cost to tenants. In the event of fire, theft, flooding due to overflowing tubs, broken pipes, main water breaks, etc., and forces of nature (hurricane, floods due to rain, tornadoes, etc.) tenant understands that UGA cannot be held responsible for any personal belongings due to burglary, vandalism, fire, smoke, and other perils. Before obtaining renters insurance, tenants are encouraged to check their homeowner's insurance policies to inquire about renter coverage that may be available to them through an existing policy.

Visitors - Over-night visitors of tenants require prior approval but is not guaranteed and will be handled on a case-by-case basis. All aforementioned rules, policies and procedures will apply to all tenant visitors, including friends, family, or spouse. Tenant will be required to submit a Visiting Guest Form (see Administration Office for form) to the Housing Team at least five business days prior to visitation date. Regular rates apply.

Pets – Pets are not allowed. **Documented service animals are permitted in housing units with prior approval.** Please contact the Housing Team to discuss your service animal prior to completing reservation.

Problems/Issues – Please contact the Housing Team via email housing@skio.uga.edu for any problems you may encounter while in housing, or by contacting the Housing Coordinator by text. We strive to make your stay at Skidaway Institute of Oceanography as convenient and comfortable as possible.

OTHER:

Swimming in the river off any Skidaway Institute dock is prohibited.

HOUSING RATES and PAYMENTS

- Checks and credit/debit cards are accepted. Payments can be made at the Business Office, located in the Dorothy Roebling Administration building, Room #104. Credit card payments can also be made by phone. Currently, there is no on-line payment available.
- UGA chart strings must be indicated on housing form.
- Billing via invoice is available for non-UGA institutions (requires prior approval; please contact housing@skio.uga.edu)

For after-hours and weekend/holiday check-out, payment is required in full the previous business day.)

Long-term stays: payments are monthly or bi-monthly.

FACULTY / OTHER			STUDENT RATES
No. of Nights	1 Person	Shared Room	
1 – 4	\$63/night	\$47/night per person	\$35/night
5 – 7	\$315 total	\$235 per person	\$175 total
8	\$378 total	\$282 per person	\$210 total
9	\$441 total	\$329 per person	\$245 total
10	\$504 total	\$376 per person	\$280 total
11	\$567 total	\$423 per person	\$315 total
12 – 14	\$630 total	\$470 per person	\$350 total
15	\$693 total	\$517 per person	\$385 total
16	\$756 total	\$564 per person	\$420 total
17 – 31	\$819 total	\$611 per person	\$450 total