

Griffin Campus: Employee Resources

Visitor House

The Visitor House is "home away from home" where one has the opportunity to live on the UGA Griffin Campus for a low, affordable price. Occupancy is available for visiting scholars, graduate students, and post-doctoral employees who are either cooperating with or are employed by the UGA Griffin Campus. The house contains five double occupancy rooms.

Residency Guidelines

1. All tenants are accorded an equal priority for use of the Visitor House.
2. Tenants must have an on-campus sponsor (UGA faculty) and must perform his/her work activities in the Griffin campus.
3. This facility does not accommodate families, dependents, or friends of the visiting scholar, graduate student, or post-doctoral employees.
4. Reservations may be made in advance of the scheduled arrival date, extended only if space is available, and must be made by completing an application.
5. Reservations for late arrivals will be held for up to one month.
6. Early arrival and extended stays are permitted only if it does not interfere with another reservation. Late arrivals will be accommodated only to the extent that they do not interfere with another reservation. Under certain circumstances, tenants may be required to move to accommodate the arrival of another tenant.
7. The length of stay for graduate students should not exceed two consecutive semesters. The summer session is considered one semester.
8. The length of stay for visiting scholars and post docs is limited to six months. An extension of the stay will be based on availability on a month-by-month basis. Requests for an extension of the stay will not be considered until 30 days or less remains in the original agreement.
9. The Visitor House is a smoke-free environment. No smoking allowed.
10. No overnight guests are allowed in the Visitor House under any circumstances.
11. Tenants are expected to comply with the Visitor House etiquette guidelines.

Rate Structure

1. Keys, linens (mattress cover, sheets, pillowcase, thermal blanket, & comforter) and towels (wash, hand, & bath) are issued after a \$50 deposit. This deposit will be returned on departure with the return of all keys, linens, and towels.
2. The rental charge for all rooms is 60% of the lowest double occupancy dorm rate for the UGA Athens Campus. This will be adjusted annually on July 1. The current Griffin rate is \$400.00 (including taxes) per month.
3. The monthly rent is due on the first day of the month. It should be paid at the Griffin Campus Business Office. There will be no refund for early departure. Failure to pay rent by the fifth day of the month will result in expulsion from the Visitor House.

Resident Responsibilities

Household Etiquette

1. Any firearm or weapon, whether operable or inoperable, or any object of like character including but not limited to paintball guns, air soft guns, BB guns, potato guns, knives or razor blades will not be allowed in Visitor Housing.
2. The possession and/or use of illegal drugs and narcotics are against state and University regulations and are not permitted on University property.
3. Harassment or touching or any resident, guest or staff member in a manner to which that person has not consented and that is either harmful or offensive, or actions that cause the reasonable apprehension of such touching will not be tolerated.

Please be respectful of your fellow residence space, whether it be personal or physical. The bathrooms in the home are not gender designated due to ADA, therefore please remember to lock the bathroom door while you are occupying the bathroom.

4. Please take measures to protect furniture and appliances from damage. Use provided hot mats or trivets for hot pots and pans on counters or tables.
5. No animals are allowed in the house. Please do not feed any of the stray animals that may come around the outside area of the house.

Bedrooms

1. Use only the area and furniture designated for each resident.
2. Light and other activities in the bedroom should be off at a reasonable time. If one of the residents needs to stay up later, he/she should go to the common living areas of the house. This will allow the other roommate to rest without interruptions.
3. No incense or candle burning is allowed in the bedrooms.
4. Adequate cleanliness and personal hygiene is expected of the residents. Lack of it may inconvenience the roommate.
5. A small refrigerator is available for each resident. Store food properly and keep the refrigerator clean.

Bathroom

1. Please lock the bathroom door while using the bathroom.
2. Close the shower curtains while taking a shower. Dry yourself inside the tub before stepping out in order to keep the floor dry and clean. Before leaving the bathroom, the shower should be rinsed to remove soap, shampoo, or hairy residues. Curtains should be kept closed after showering to allow it to dry properly.
3. Use a soap dish. Personal care items should be kept in the resident's bedrooms when not in use.
4. Toilet tissue should be flushed. Do not flush any other type of paper.
5. Hand paper towels and sanitary items should be placed in the waste basket.
6. Wipe off the sink after each use.
7. During morning hours, residents should be brief in the bathroom to allow other residents to use it before going to work.

Kitchen

1. Foods should not be left unattended on the stove or in the microwave. Unattendance increases the risk of fire hazards and damage of kitchen appliances. Food, cooked or uncooked can not be left out on counters or tables.
2. Clean the stove and/or microwave immediately after use. Others may need to use these and will appreciate finding them clean.
3. Use the stove's exhaust fan when cooking to remove odors.
4. Cutting boards, counter, sink and sink strainers should be cleaned after each use.
5. When possible, place leftover food and garbage in small disposable containers before placing it in trash cans.
6. Cooking utensils (including pots & pans) should be washed immediately after use. Dishes should not be left in the sink.
7. When possible store all foods in the designated refrigerators in the bedrooms. This will prevent pest infestation in the kitchen area.

Living Room

1. The volume of the television and conversations should be kept at a moderate level. Others may be studying or sleeping.
2. The television should be turned off at 11:30 PM so as to not disturb other residents.
3. Under no circumstance residents or guests should sleep overnight in the living room. Tenants needing to work late at night can study in the living and dining room areas.

Laundry Room

1. Remove clothing from the washer and dryer when the cycle is completed.
2. Check the dryer lint trap after each use. Remove excess lint and place in a waste basket.
3. Do not place/store anything on or near the furnace located in the laundry room.
It is a fire hazard.

General

4. Physical Plant picks up trash daily when the Griffin Campus is officially open. On holidays and weekends, residents should place bagged garbage and other trash in the can located at the side entrance. If this can is full, bagged trash should be taken to one of the nearby dumpsters.
5. The residents or the Resident Monitor should notify the Business Office if repairs or maintenance are needed.
6. It is the duty of the sponsoring faculty to inform arriving houseguests on matters of personal hygiene. The overriding factor for the rules of etiquette is to "Be considerate of others".

Cleanliness Standards and Procedures

1. Tenants are responsible for the cleanliness of their own room and common areas. However, general housekeeping will be done for common areas by Physical Plant personnel on a routine basis.
2. The bathrooms are shared, please be sure to clean up after you use the bathroom, leaving it ready for the next resident. Always lock the bathroom door while you are in the bathroom.
3. The kitchen must be kept clean. No food cooked or uncooked may be left out or uncontained. The trash must be emptied daily. Counters and sink need to be wiped down after being used. No pressure cookers are allowed in the house. Residents are encouraged to provide small appliances such as insta pots for cooking.
4. Please be sure keep your sections of the refrigerator/freezer and cabinets clean.
5. In cases where there is a concern, Physical Plant staff have the right to inspect any room. Whenever possible, the sponsor of the resident will be consulted when inspection is needed.
6. Failure to comply with published procedures and cleanliness standards will result in the following ways:
 - First instance: an immediate warning.
 - Second instance: Immediate notification to the tenant of the consequences of a third instance. The sponsoring faculty member and the Research, Extension, and Instruction Coordinator will also be informed of the tenant's non-compliance. The Visitor Housing Committee will be informed of issues/complaints associated with the house residents.
 - A third instance of the tenant's failure to comply with published procedures and cleanliness standards will result in immediate expulsion, that day, from the Visitor House.

Tenants are financially responsible for any issued bedding as well as the contents of their room. Missing items must be replaced or deposit will be withheld.

Resident Monitor

1. The **Resident Monitor** is appointed by the Visitor Housing Committee and is the liaison between the residents and the Visitor Housing Committee.
2. The Resident Monitor relays the house rules to the new residents.
3. He/she will insure that residents honor the housing guidelines and that residents maintain a reasonable standard of cleanliness in the common areas during weekends and holidays.

Visitor Housing Committee

Visitor Housing Committee

1. The **Visitor Housing Committee** is appointed by the Assistant Dean of the Griffin Campus.
2. The committee oversees the management and maintenance of the Visitor House to ensure its high quality, safe, and efficient operation.
3. The committee includes four faculty members, the Superintendent of Physical Plant and the Business Office Manager.
4. The **Visitor Housing Committee** will communicate with the **Resident Monitor**, address issues or conflicts that may arise at the Visitor House, and coordinate changes and improvements to be implemented at the Visitor House.

Physical Plant Superintendent

The **Physical Plant Superintendent** is responsible for the routine maintenance and required cleaning of the Visitor House. Specific responsibilities include, but are not limited to the following:

1. Perform high standard maintenance of the Visiting House.
2. Clean any unoccupied rooms according to the Griffin Campus cleanliness standards.
3. Inspect rooms and common areas to verify resident compliance with published procedures and cleanliness standards. Routine problems will be reported to the Business Office Manager for resolution.
4. Ensure safety and security of residents.
5. Develop operating procedures in conjunction with the Business Office Manager and the Visitor Housing Committee. Suggested policy changes should be reported to the committee chair.
6. Recommend the purchase of major items of equipment or furniture to the Visitor Housing Committee.
7. Procure housekeeping items for the efficient operation and comfort for residents of the Visitor House.

Business Office Manager

The **Business Office Manager** is responsible for the day-to-day management of the facility. Specific responsibilities include, but are not limited to the following:

1. Schedule occupancy periods and room assignments.
2. Develop operating procedures in conjunction with the Visitor Housing Committee.
3. Monitor compliance with operating procedures and take necessary actions when residents fail to comply with those procedures.
4. Collect rent from tenants and recommend rates/changes to the Visitor Housing Committee.

I have read the Resident Etiquette Rules and the Resident Guidelines posted in the visitor house web site and agree fully to comply with them.

Visitor name

Visitor signature

Date