



**Summary of Georgia Tech Housing Policies and Procedures**

**\*This is a quick reference guide to living in Georgia Institute of Technology Housing. For a full list of all policies and procedures, reference the “2018-2019 Housing Contract” and the “Housing Procedures” on the Department of Housing site at <http://housing.gatech.edu/>\***

**Procedures**

- **Housing Check-in:** To check in to assigned housing, students must go to the appropriate Area Office that runs the assigned complex. There are four area offices:
  - ECHO – East Campus Housing Office
  - WCHO – West Campus Housing Office (8<sup>th</sup> Street, Maulding)
  - NAHO – North Avenue Housing Office (North Ave North/South/East/West)
  - NCHO – North Campus Housing Office (GLC, 10<sup>th</sup> and Home)
- Occupancy dates prior to or beyond the appointed contract dates, will incur a daily rate of \$75.00 per night in addition to any applicable improper check- out or damage fees.
- During your stay on campus, for help with all emergency and non-emergency issues that arise in the dorms, please refer to the housing maintenance site:  
<https://maintenance.housing.gatech.edu/>.
- **Housing Check-Out:** A Student is not officially checked out of the residence hall/apartment until all of the following occur:
  - The Student has removed all personal property from the premises (property deemed abandoned will be discarded at the expense of the Student);
  - The room/apartment has been cleaned by the Student; and
  - The proper check out has been scheduled by the student with a dorm staff member and records and keys have been returned to Georgia Institute of Technology’s Department of Housing Staff.
  - Failure to meet the scheduled check out time or appointment will result in a \$100.00 minimum late check-out fee, with an additional \$50.00 per hour (not to exceed \$250.00.)
- For the detailed check-out inspection and damage fee list, see:  
<https://housing.gatech.edu/move-out#node-154>.

**Policies**

- Georgia Institute of Technology is not responsible for loss or damages to property; therefore, a renter’s insurance policy is recommended.
- Georgia Institute of Technology Facilities representatives can legally enter a student’s assigned apartment at any time.
- Damages – The Student is responsible for damages in the assigned residence hall, room or apartment, including the cost to repair or replace.



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## ATHLETICS

- No physical changes should be made in the residence hall/apartments by the Student without written consent from the Senior Director of Georgia Institute of Technology Department of Housing for Facilities Management.
- Georgia Institute of Technology regulations and Georgia state law do not permit gambling, alcohol in public areas, possession or use of alcoholic beverages by those under the age of 21 or illegal drugs in state-owned buildings.
- Pets are prohibited in or around the residence halls. This also applies to visiting pets.
- Overnight guests are welcome for a period of up to three nights with a maximum of ten nights per semester. For the list of qualifications, refer to section XIII "Overnight Guests" in the student housing contract.

### **Contact Information**

Georgia Institute of Technology Housing  
Delvin Jones – Athletics Housing Liaison  
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