



**Georgia Gwinnett**  
**COLLEGE**

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Student Housing

**Departmental Policies  
and Procedures**

Updated: May 24, 2023

Disclaimer:

The authoritative source of information concerning Board approved policies and procedures is the Policy Manual of the Board of Regents. In the event of conflict between this Guide and The Policy Manual, the Board Policy Manual prevails.

The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of a conflict between this Guide and the Administrative Policy Manual, the Administrative Policy Manual prevails.

The statements set forth in this guide are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While the provisions of this guide will ordinarily be applied as stated, Georgia Gwinnett College reserves the right to change any provision listed in this guide without actual notice to individual students.

Every effort will be made to keep residents advised of any such changes. Information on changes will be available in the GGC Student Housing Office and on-line. Residents are responsible for information regarding guide changes.

Georgia Gwinnett College is an Equal Opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Georgia Gwinnett College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletics and other school-administered programs.

Georgia Gwinnett College  
1000 University Center Lane  
Lawrenceville, GA 30043  
(678) 407-5000  
[GGC website](#)

### **Notice of Non-Discrimination**

Georgia Gwinnett College ("GGC") is committed to maintaining a fair and respectful environment for living, work and study. Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance, including the admissions process and in employment. In accordance with federal, state and local law and the GGC's Equal Employment Opportunity and Affirmative Action Policy, GGC does not discriminate on the bases of sex (including pregnancy, child birth or a medical condition related to pregnancy or childbirth), race, color, creed, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, veteran or military status, genetic information, or any other protected status or characteristic as defined by law in its programs and activities, its admissions process, its employment, and provides equal access. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Sharon Stellato, Interim Title IX Coordinator  
Building B, Suite 3700  
678.407.5085  
TitleIX@ggc.edu

**Table of Contents**

LOCK SECURITY PROGRAM ..... 12

LOCKOUTS..... 13

LOST & FOUND ..... 13

MAIL AND PACKAGES..... 13

MAINTENANCE REQUESTS ..... 13

MISSING PERSONS POLICY AND PROCEDURES ..... 14

RECYCLING AND TRASH..... 15

RESPONSIBILITY FOR RESIDENT PROPERTY ..... 15

ROOM ENTRY ..... 15

SAFETY..... 15

SERVICES FOR STUDENTS WITH DISABILITIES ..... 16

STAFF AVAILABILITY ..... 16

STUDENT EMPLOYMENT..... 16

COMMUNITY LIVING STANDARDS..... 17

RESIDENT TIPS..... 17

  

1. CODE OF CONDUCT ..... 18

2. Acts of Intolerance..... 18

3. Alcohol, Marijuana, and Other Drug Related Misconduct..... 18

4. Bicycles/Mopeds/Motorcycles/Skateboards/Scooters/In-Line Skates /Hoverboards ..... 20

5. Damages/Vandalism ..... 22

6. Decorations/Modifications ..... 22

7. Defenestration ..... 23

8. Disorderly Conduct..... 23

9. Elevators ..... 23

10. Emergency Protocol..... 23

11. Failure to Comply ..... 23

12. Fire Safety..... 23

13. Furniture..... 25

14. General Safety and Wellbeing..... 25

15. Keys/Claw Cards ..... 26

16. Pets..... 26

17. Support Animals .....	26
18. Noise Policy .....	29
19. Posting and Displays .....	30
20. Recordings .....	30
21. Tobacco and Smoke-Free Campus “Breathe Easy” Policy .....	30
22. Solicitation .....	31
23. Unauthorized Entry/Exit or Use of College Facilities .....	31
24. Visitation.....	31
25. Weapons.....	32
26. Windows and Screens .....	32
27. Technology .....	32
HOUSING ASSIGNMENTS INFORMATION .....	33
Yearly Housing Calendar .....	33
Move In/Out Procedures.....	33
Room Assignments .....	34
Reassignment of Space.....	34
Room/Suite Changes .....	34
Housing Fines.....	34
Housing Fines Appeals Process .....	35
IMPORTANT NUMBERS .....	36
GGC Student Housing .....	36
Safety .....	36
Campus Contacts.....	36



The College is committed to keeping you updated about what you can expect for the upcoming academic year. For more information, questions, or updates regarding how COVID-19 may impact campus residential life, please contact Student Housing at [www.ggc.edu/liveoncampus](http://www.ggc.edu/liveoncampus) or visit [www.ggc.edu/PublicHealthFAQ](http://www.ggc.edu/PublicHealthFAQ).



## **RESIDENT RESPONSIBILITY FOR HOUSING POLICIES AND PROCEDURES**

It is the responsibility of the resident to read and understand the materials and directions in their housing contract, the Student Housing Community Guide, GGC Student Handbook, and Student Code of Conduct as well as official emails, posters, policy changes or written/verbal correspondence issued by GGC Student Housing or its agents. A claim of lack of awareness of policies and procedures does not excuse any violations of such.

### **GENERAL INFORMATION**

#### **ACCESS CONTROL**

Students will access the building and their suite through swipe of the Claw Card. Individual access to assigned rooms will be handled through traditional lock and key. Claw Card use will be monitored through the Student Housing Office in RL 1125).

#### **DINING SERVICES**

All residents are required to purchase a residential meal plan. For information, contact GGC Dining Services at 678.407.5860 or visit [Dining Services](#). If a student would like to change their meal plan, they should respond to the email sent by Auxiliary Service. Late move-ins have the opportunity to select/change their meal plan by move in date.

#### **EMAIL COMMUNICATION**

Email is GGC's official method of communication. GGC regularly distributes official communication to residents via their GGC email accounts. Check your account regularly for important housing information regarding room sign-up, break schedules, checkout procedures and other announcements. Every student is responsible for information sent to them via their GGC email account.

#### **EMERGENCY ALERT NOTIFICATION SYSTEM**

Georgia Gwinnett College is committed to the safety of our students, staff, and faculty. Communication is an important component of campus safety and a part of our communication plan includes an alert notification system. Email participation is mandatory for all GGC students, staff and faculty. We also require that each participant provide either a cell phone number for SMS based text messages or a phone number for a voice message alert at a minimum





## **LOCK SECURITY PROGRAM**

Students will have access to the building and their suite through use of the Claw Card. Card use will be monitored through the GGC Student Housing Office (RL 1125). There is no charge for your initial Housing Claw Card; however, there is a replacement fee of \$15. To get a replacement card, go to the Claw Card Office in Building D room 1470. Students must be identified as a resident of GGC Housing to receive a Claw Card with housing accessibilities. Once the Claw Card is received from the Claw Card Office, residents must go to the Student Housing Office (RL 1125) to have the Claw Card programmed to the building and the individual suite. **DO NOT ALTER THE CLAW CARD IN ANY WAY, SUCH AS A HOLE- PUNCH, AS THIS WILL RENDER YOUR CARD USELESS.**

Access to individually assigned bedrooms will be handled through traditional lock and key. Residents are issued a key to their assigned room. If a resident misplaces their hard key, they should report it to the Student Housing Office (RL 1125). Keys lost by residents will result in a

## **LOCKOUTS**

If a resident is locked out of their room, they should report to the Security Desk for assistance. The first two lockouts are free. The resident will be charged \$50 for each additional lockout. Lockout charges will be assessed to the student's account. Any lost cards may result in a fee assessment.

## **LOST & FOUND**

Have you lost an item? Found an item? Contact the Security Desk of your building or the Student Housing Office (RL 1125) to report a loss or claim an item.

## **MAIL AND PACKAGES**

Upon request, resident mailboxes will be provided. Mailbox assignments and combinations are provided by the Claw Card Office in D1470. Residents must present valid identification to receive their assignment and combination. Residents are responsible for submitting address changes to the US Postal Service. Packages not picked up within 30 days will be returned to sender. Mail, packages and other correspondence sent to residence hall residents should be addressed using the following format:

{Resident's Name}  
1000 University Center Lane  
{Attn: Box Number}  
Lawrenceville, GA 30043

## **MAINTENANCE REQUESTS**

GGC Facilities provides routine maintenance to the residence halls. Residents who wish to request repairs in their room or suite should submit a maintenance request via the online [Housing Maintenance Request](#). In the event of an emergency, contact GGC Student

Housing (RL 1125) . Repairs made for damages that go beyond normal wear and tear will be assessed a fee.

Smoke detectors are in each residence hall room and should never be disconnected. If they begin to beep, a maintenance request should be submitted to have the battery replaced.

## **MISSING PERSONS POLICY AND PROCEDURES**

Reports regarding any student attending school or living in on-campus housing (including all housing managed by Georgia Gwinnett College) who is missing must be referred immediately to the Office of Public Safety at phone number 678-407-5333. Students living in on-campus housing are required to identify a contact person or persons whom the College will attempt to notify after the student is determined by the Office of Public Safety to be missing. Students must list these individuals as their emergency contact persons. All student contact information registered with the College is held confidentially by the College.

### **Student Housing Resident Parking**

The Student Housing Resident Parking is an effort to address the specific needs of residents in Housing Buildings 1000, 2000 and 3000 where the demands for overnight and extended stay parking are considered to be greatest.

Only individuals issued a "Housing Resident" decal are authorized to park in the Building 1000 parking lot. All Student Housing residents registering a vehicle on campus will be issued a Student Housing Resident decal for their vehicle. This decal is required to park in the Student Housing resident only parking lot.

Only Housing staff who are issued a resident parking decal are authorized to park in the Building 1000 parking lot.

Authorized visitors must go to the Parking Office and request a temporary Student Housing Resident Parking visitor pass. The temporary Student Housing Resident Parking visitor pass must be displayed in the windshield of the vehicle. Authorized visitors are required to park in the designated parking spots in the 3000 lots.

Building 1000 parking passes may be obtained at the Parking Office, Building D, 1123.

### **Disabled Permit Parking - Resident Housing Area**

The disabled parking spaces in the Building 1000 parking lot area are always available to anyone displaying a valid disabled permit decal or tag.

### **STUDENT PARKING APPEALS**

Students wishing to appeal a traffic/parking fine may appeal to the Parking and Appeals Committee. Traffic/parking appeals must be filed in the Office of Parking Services within seven (7) business days of the issue date of the citation. Students wishing to appeal the decision of the Parking and Appeals Committee may submit a written request for appeal to the Senior Associate Vice President for Student Affairs or his/her designee within 15 calendar days of the decision of the Parking and Appeals Committee. The decision of the Senior Associate Vice President for Student Affairs or his/her designee represents the final institutional decision for student parking appeals.

### **Parking Office Hours and Address**

Monday – Friday: 8 a.m. – 5 p.m.

Parking Office  
Georgia Gwinnett College  
Building D, 1123  
1000 University Center Lane  
Lawrenceville, GA 30043

### **RECYCLING AND TRASH**

Residents are responsible for disposing of their trash in the hall's designated trash chute. Residents who fail to properly dispose of trash will be assessed a minimum \$ 30.00 housing trash fine. Please dispose of recyclable items in appropriate recycle bins,

### **RESPONSIBILITY FOR RESIDENT PROPERTY**

Although every effort is made to optimize security, the College cannot assume responsibility for the loss or damage of resident's property; residents are encouraged to carry renter's insurance. Residents should carry their key and lock their doors to reduce the threat of theft of their belongings.

### **ROOM ENTRY**

The College reserves the right to enter student rooms for the purposes of health & safety inspections, facility improvements, routine maintenance checks to manage rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, or to maintain a quiet environment where residents may sleep and study. Students will not be given access to any student room which is not their own. Student rooms may be searched with probable cause by civil authorities. GGC Student Housing staff will attempt to notify residents of intended room entry but they are not required. After leaving a room, staff will lock the bedroom door.

In the event that someone other than the resident needs to access the resident's room, they must be on the Resident Emergency Contact List (bluecard/Star Rez). Student Housing staff will attempt to contact the resident for verbal authorization.

Residents will not be given access to their rooms when the buildings are closed. Please plan accordingly to take all items needed during breaks.

### **SAFETY**

Public Safety is available to all residents. To request security, call 678 .407 . 5333 . For emergencies call 911.

For information on public safety, please refer to [Public Safety](#).

Safety escorts on campus may be requested by calling Public Safety at 678.407.5333 or visiting Building D.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Accommodations are determined on a case-by-case basis. All requests for accessible housing accommodations must go through the Office of Disability Services who will work in collaboration with the Student Housing Office (RL 1125). Residents must request services and accommodations by making an appointment with the Office of Disability Services along with submitting the required documentation to support the request for services and accommodations.

## **STAFF AVAILABILITY**

GGC Student Housing Office (RL 1125) is open between the hours of 9:00 a.m. and 5:00 p.m. – Monday through Friday. A Resident Assistant is on duty from 5:00 p.m. to 8:00 a.m. – Monday through Sunday. In addition to student staff, a professional staff member is on call 24 hours daily to assist with emergencies and major facilities issues.

## COMMUNITY LIVING STANDARDS

### INTRODUCTION

Choosing to be a member of GGC's student residential community is choosing to live in a richly diverse setting that encourages all people to realize their fullest potential. Such a community must allow for many opinions and beliefs, recognize and respect individual differences, and offer a level of personal security that fosters growth. We all arrive on campus with varying degrees of knowledge and understanding about people different from ourselves, and the opportunity to learn about others is one of the great benefits of life at Georgia Gwinnett College.

Refer to GGC Equal Opportunity, Affirmative Action, Prohibited Discrimination and Harassment Policy which can be found in the Student Handbook in its entirety the [Student Handbook](#).

GGC Student Housing offers a community that encourages residents to develop the personal skills and perspectives necessary to become positive and productive members of society. A key component of future success is the ability to acknowledge individual differences and ideas.

It is up to each of us to encourage productive interactions and relationships among our community residents; there is much to be taught, learned and shared. So stretch yourself, and get to know someone different from yourself. Learn what another culture is all about. Your experience will be enriched by it.

### RESIDENT TIPS

Living on campus gives you the best of all worlds – independent living in state-of-the-art residence halls, surrounded by other students and staff in a socially and academically supportive environment. With this independence also comes responsibility.

Important tips to a successful GGC Student Housing experience:

1. Be neighborly – treat others as you want to be treated AND as they want to be treated.
2. Get to know your suitemates and neighbors.
3. Communicate openly and honestly. If you have a suitemate conflict, please contact your RA.
4. Follow the rules.
5. Use common sense and pay attention.
6. Lock your door and use the peephole.
7. Keep records accurate – update e-mail, phone, etc. in Banner and with the Student Housing Office (RL 1125).
8. Attend all mandatory meetings.
9. Pay your housing bill in a timely manner.

10. Participate in programs and activities.
11. Get enough sleep, eat healthy and exercise.
12. Manage your time and money wisely.
13. Keep your suite clean.
14. Keep your guests with you and make sure they follow all policies.
15. Cooperate with staff – they are just doing their jobs!
16. Resolve your own issues. Do not have your parents make a phone call that YOU should be making!

**GGC Student Housing CODE OF CONDUCT** All student must comply with [GGC's Student Code of Conduct](#) which can be found on GGC's website and in the [GGC Student Handbook](#). In addition, all residents must comply with the following GGC Student Housing Code of Conduct.

### **1. Use of Face Coverings**

Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing. Face coverings are not required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

### **2. Acts of Intolerance**

Acts of intolerance are behaviors that, by intent and/or outcome, harm or threaten to harm a person or group. These behaviors are motivated by prejudice toward a person or group because of their race, religion, ethnicity, abilities, national origin, gender, body size, socioeconomic status, or sexual orientation. This is not an exhaustive list. An act of intolerance can include either overt or covert actions, including verbal attacks and/or physical assaults on students and/or their property (including residence hall doors), as well as jokes, posters, or comments.

### **3. Alcohol, Marijuana, and Other Drug Related Misconduct**

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. Georgia Gwinnett College expects those of lawful age who choose to use alcohol off campus to do so responsibly. In addition, the US Department of Education requires that higher educational institutions receiving funds must certify that it has adopted and implements a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" to comply with the Drug Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B.)



All students are prohibited from the following:

- a. Possession and/or consumption of alcohol on campus. Exceptions must be approved by the President of the College.
- b. Use and/or possession of marijuana and/or other illegal drugs.
- c. Possession of alcohol beverage containers (including decorative collections).
- d. Use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
- e. Possession of drug paraphernalia, including but not limited to bongs or glass pipes.
- f. Providing or facilitating the use, possession and/or distribution of alcoholic beverages.
- g. Providing or facilitating the use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
- h. Appearing at a college activity or on College property in a state of intoxication and/or under the influence of alcohol and/or other drugs.
- i. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- j. Driving under the influence of alcohol or other controlled substance.
- k. Use and/or possession of a prescription drug if the prescription was not issued to the student or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued.
- l. Appearing at a college activity or on College property in a state of intoxication and/or under the influence of alcohol and/or other drugs.
- m. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- n. Driving under the influence of alcohol or other controlled substance.
- o. Use and/or possession of a prescription drug if the prescription was not issued to the student or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued.

#### **4. Bicycles/Mopeds/Motorcycles/Skateboards/Scooters/In-Line Skates /Hoverboards**

Bicycles may not be operated or stored in hallways, stairwells, or any other areas inside the hall. Bicycles should not be attached to railings, benches, trees or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles left unattended anywhere in the halls, other than inside student rooms, shall be treated as abandoned property. Persons may not ride bicycles within the residence halls.

Motorcycles, mopeds, scooters and similar vehicles are not permitted inside the residence halls. Because of fire safety concerns, these vehicles should never be parked near or against the building. All vehicles not in designated parking may be towed.

The use of recreational wheeled devices (including, but not limited to skateboards, kick scooters, roller skates, or in-line skates) is prohibited anywhere within the residence halls. Persons may use these devices on walkways adjacent to the residence halls for transportation only (i.e., no acrobatics) and with due regard for pedestrian rights.

The use, possession, or storage of Hoverboards, Swagways, or similar devices, is prohibited in all GGC buildings.

#### ***9.12.8 RECKLESS SKATEBOARD AND BICYCLE USE***

Georgia Gwinnett College has a responsibility to prevent and deter behaviors that are likely to cause personal injury, property damage, and/or disrupt college operations. This policy bans reckless skateboarding and bicycle use that endanger safety, college property, or threatens normal campus activities. Skateboarding and bicycling are not crimes. However, actions that may endanger oneself or other individuals, damage property, or disrupt the mission of the College are not considered to be harmless activities. The Office of Public Safety is responsible for the safe operation of the campus and may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles, motorized bicycles, scooters, skateboards, and roller skates/blades on campus.

#### **Reckless Skateboard/Bicycle Use**

In the context of this policy, Reckless Skateboarding/Bicycle Use refers to the use of any wheeled vehicle or device in a manner that endangers public safety, threatens college property, or disrupts college operations. This use includes, but is not limited to, maneuvers

that are aerial or that transition from campus walkways on to stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs. It also includes using skateboards, scooters, roller skates/ blades, and bicycles in ways that clearly create unsafe conditions (e.g., traveling at unsafe speeds, traversing downhill with no method of stopping, etc.). The use of any such device is not permitted in any building on GGC property unless authorized by the Office of Public Safety.

### **Fire Concerns/Safety**

Due to fire concerns surrounding Hoverboards, GGC has chosen to prohibit the use, possession, or storage of Hoverboards, Swagways, or similar devices in all GGC buildings. This includes, but is not limited to residence halls, classroom buildings, administration buildings, and indoor recreational facilities. Residential students who own Hoverboards and similar devices shall not bring them to campus due to fire concerns regarding the batteries that operate the boards. Although not prohibited, GGC strongly cautions against storing these products in vehicles.

### **Responsibilities**

All students, staff, faculty, and campus visitors are required to use wheeled vehicles in a manner that is safe, respects the rights of others, and adheres to applicable Georgia statutes and other related campus policies. Moreover, the reckless use of skateboards and bicycles, as defined in this policy, is not permitted. Pedestrians have the right of way on sidewalks in the interior of campus. Those individuals using wheeled vehicles are encouraged to walk their wheels in areas of campus where there is high pedestrian traffic.

All faculty, staff, students, and visitors to Georgia Gwinnett College are expected to adhere to this policy and the applicable procedures. All have a collective responsibility to promote the safety and health of the campus community. Effective implementation depends on the respect and cooperation of all members of the College community. Members of the campus community are encouraged to be aware and remain in compliance with the policy. Overall responsibility for the policy includes providing guidance concerning the scope, definitions, requirements, and enforcement.

### **Enforcement**

Campus Police are solely charged with the enforcement of this policy by preventing or stopping individuals who are engaged in reckless skateboarding and bicycling activities, as defined in this policy. Campus Police may refer Georgia Gwinnett College student violators to Student Integrity, and in the case of Georgia Gwinnett College faculty and staff, to the appropriate Dean or Department Head. In accordance with O.C.G.A. 16-11-35, Campus

Police may advise those not affiliated with Georgia Gwinnett College to leave the campus. For comments or questions regarding this policy, members of the campus community and the community at large are encouraged to call Campus Police 678-407-5333 for more information.

## 5. Damages/Vandalism

Malicious or unwarranted damage or destruction of items of College property; items rented, leased, or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the College, student groups, or others is prohibited. Residents are responsible for the condition of their suites and rooms and all the furnishings assigned to them. If the suite or room is damaged, or its furnishings damaged or lost, residents are financially responsible and shall reimburse the College. Residents of an individual room or residence hall may also be required to share the expense of repairing or replacing property in common areas (such as living rooms, kitchens, bathrooms, hallways, studies, lobbies, etc.) when such repairs are determined to be above and beyond normal wear and tear. Residents are expected to immediately report any damages/destruction/vandalism to the GGC Residence Life Office (RL 1125).

Charges for damages and cleaning will be determined by the College; repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges will have a hold placed on their record, which prevents them from registering for classes, obtaining transcripts, or receiving grades. All residents are responsible for their guests' behavior.

## 6. Decorations/Modifications

Decorating individual rooms in the residence halls is encouraged. Have fun and be creative, but GGC Student Housing Staff must ensure no safety or fire hazards are created, and we must be able to perform periodic maintenance. Tape, nails, and items that would remove paint or leave a mark are not permitted.

Residents will be required to redesign all structures and decorations that do not meet the standards set by Housing and/or the Fire Marshall of the State of Georgia. If these changes are not made, GGC Housing reserves the right to remove all construction from the room.

### a. General Requirements

All residents must meet the following general requirements when decorating rooms:

1. Electrical accessories must be UL-approved (as indicated on the accessory).
  - i. Electrical devices may not be spliced into existing wires; use only extension cords.
  - ii. Drapes/curtains/window coverings using spring-mounted tension rods are permitted. No nails, screws, or curtain rod fixtures of any other type may be used.
2. The use of contact paper in residence halls is prohibited.
3. Residents **may not** paint their rooms.
4. Hanging items outside resident room windows is prohibited.
5. Decorations are not allowed on any windows.
6. No flags, banners, or other cloth/flammable decorations are to be hung from the ceiling. All decorations should leave an 18" clearance from the ceiling.
7. Electrical signs are not permitted.

- b. Holiday Decorations – please see section on Fire Safety for further information.
1. No live trees are permitted in the residence halls.
  2. Artificial trees made of aluminum or any other metal may not be wired with tree lights.
  3. Decorations are not allowed on any windows.
  4. Leaves, grass, straw, or other natural flammable items may not be placed in residence hall common areas or student rooms, suites and/or suites.

## **6. Defenestration**

Throwing items from residence hall windows is prohibited.

## **7. Disorderly Conduct**

Behavior that interferes with the normal functioning of a residence hall or unnecessarily impedes on the rights of students and/or staff is prohibited. This includes, but is not limited to: behavior where the safety of participants, other students or property is compromised; hall sports; water fights; pranks; running in the halls, student displays/demonstrations that create a disruptive environment; lewd or indecent behavior; or other actions of a person or group that require a response by a GGC Housing staff member, law enforcement officer, security personnel, or other GGC employee.

## **8. Elevators**

Persons shall not tamper with or ride on top of an elevator at any time. Ringing the elevator bell in non-emergency situations is prohibited.

## **9. Emergency Protocol**

All students must follow emergency protocol as instructed by GGC policies and/or staff.

## **10. Failure to Comply**

Failure to comply with directions of College officials (including Resident Assistants and other Student Housing staff members), security personnel, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so are prohibited.

## **11. Fire Safety**

- a. Air Conditioners/Heaters – Persons may not install air conditioners or ceiling fans in their rooms. AC units and electric space heaters are not permitted. Other appliances/items may not be plugged into outlets designed specifically for AC use.
- b. Barbeque Grills – Persons are not permitted to use or store barbeque grills in the residence halls.
- c. Candles and Incense – Possession or use of all candles and incense for any purpose is prohibited in the residence halls.
- d. Cooking – Persons should not leave their food items unattended in the microwave.

- i. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.
- e. Kitchen Appliances – The only kitchen appliances permitted in the residence hall are
  - i. Blenders, coffee makers (no exposed heating elements), popcorn poppers, toasters, crock pots and rice cookers. Appliances in use must be supervised at all times. When not in use, appliances must be unplugged; failure to unplug or properly supervise appliances may result in a Student Integrity/Student Conduct violation. Appliances cannot have a detachable plug, must be in good condition, and must meet all code requirements. Any collected grease from approved appliances must be disposed of in solid form in the trash (not in a drain). Mini-refrigerators less than four cubic feet and Energy Star certified are permitted.
- f. Extension Cords/Multi-plus Adaptors - Extension cords may be used under the following conditions:
  - i. Multiple-outlet adapter “strips” with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms.
  - ii. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
  - iii. Only properly grounded extension cords (three pronged) may be used with appliances that require grounding (appliances with cords having three prongs).
  - iv. Extension cords may not be placed under carpet, furniture, or other materials.
- g. Evacuation – Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by appropriate Student Housing staff is mandatory. Re-entry into a building before receiving confirmation from appropriate hall staff, police officer, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted when the alarm is sounding. For safety reasons, using an elevator to evacuate a building is not permitted. The College will not be responsible for any harm caused by reentry into the building before permitted. Residents may be charged a minimum fine of \$150 for failing to immediately evacuate.
- h. Fire Hazard - The reckless obstruction of a fire exit in a residence hall or at a residence hall-sponsored activity is prohibited. Stairwell and other fire doors may not be propped open unless supported by a magnetic fire door closer. No combustibles or debris may be kept in corridors or stairwells.
- i. Fire Safety Equipment – Tampering with, vandalizing or misusing fire safety equipment is prohibited. Fire safety equipment includes, but is not limited to alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers.
- j. Fireworks - The possession and/or use of fireworks on campus is prohibited.

- k. Halogen Lamps – All “floor style” halogen lamps are prohibited in residence halls.
  - i. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or less are acceptable.
- l. Personal Care Electrical Devices – Hair/blow dryers, curling irons, straightening irons, and other personal care electric devices must be plugged directly into the outlets.
- m. Sprinklers – Persons are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

## **12. Furniture**

- a. Each resident room is furnished with a bed frame and mattress, desk and chair, chest of drawers, night stand, closet space, and high-speed Internet service. Room size and window dimensions vary from room to room. Students may not move College-provided furnishings into or out of their rooms. Exceptions must be approved by GGC Student Housing Office.

## **13. No furniture is to be removed from floor lounges or other public areas.**

- c. Residents are not permitted to construct lofts, waterbeds, wall partitions, or any similar structure.

## **14. General Safety and Wellbeing**

Residents are expected to take responsibility for the overall general safety and well-being of themselves individually and the residential community as a collective. Engaging in any behavior that impedes the general safety and/or well-being of self and/or others is prohibited. This may include, but is not limited to, the following actions:

- a. Creating an unsafe environment by leaving doors unsecured;
- b. Failing to notify the appropriate authorities when knowledge exists of a situation that may impede the general safety and/or well-being of the community;
- c. Failing to maintain one’s living environment in accordance with reasonable health, cleanliness, and safety expectations as determined by GGC Student Housing.

GGC reserves the authority to conduct reasonable Safety and Wellbeing checks of all residents.

#### 14. Keys/Claw Cards

Residents must maintain possession of their (specific) residence hall key and Claw Card at all times. Keys and Claw Cards must not be distributed, shared, or loaned to others.

#### 15. Pets

Pets (including fish) are not allowed in the residence halls. Animals needed for medical purposes will be evaluated for approval on a case-by-case basis.

#### 16. Support Animals

**Reviewed May 26, 2016**

#### *4.1.5.2 EMOTIONAL SUPPORT ANIMALS*

Georgia Gwinnett College (GGC) is committed to making reasonable accommodation to afford people with disabilities an equal opportunity to access its programs, services, and activities.

#### Definitions

##### A. Pet

A “pet” is any animal kept for ordinary use and companionship. Service animals and emotional support animals, as defined below, are not considered pets. Pets are prohibited indoors on the Georgia Gwinnett College campus.

##### B. Service Animal

A “service animal” means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. For definition of Emotional Support Animals please see below.

Service animals will be permitted to accompany people with disabilities in all areas of GGC’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. GGC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Additionally, GGC cannot ask about the nature or extent of a person's disability to determine whether a person’s animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, GGC faculty and staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

- a) Is the dog required because of a disability?
- b) What work or task has the dog been trained to perform?

For additional information, please contact the Office of Disability Services.



C. Service Animal In Training

Georgia law allows animals that are being trained to be service animals to access GGC Facilities.

D. Emotional Support Animals

“Emotional support animal” is an animal that provides emotional support that eases one or more identified symptoms or effects of a person’s disability. Unlike service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses.

Emotional support animals are not allowed to accompany persons with disabilities in all areas of GGC, but they may reside in Residence Life with people with disabilities. Before an emotional support animal can move into GGC Residence Life with a person with a disability, a request must be submitted to GGC’s Office of Disability Service and approval must be granted (preferably at least 60 days prior to move in). Requests must include documentation from a licensed physician or mental health provider, and must meet the documents criteria set forth on the GGC website (link will be provided later)

### Responsibility

GGC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:

- compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- keeping the animal under control and taking effective action when it is out of control; and
- feeding and walking the animal, and disposing of its waste.

Owners are required to bag waste and dispose of in outdoor receptacle bins/dumpsters. Do not use the building internal trash chutes.

GGC will not require any surcharges or fees for service animals or emotional support animals. However, a person with a disability may be charged for damage caused by a service animal or emotional support animal to the same extent that GGC would normally charge a person for the damage they cause.

People with disabilities who are accompanied by service animals or emotional support animals must comply with the same College rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

### Exceptions and Exclusion

GGC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded if:

- it is out of control and effective action is not taken to control it;
- it is not housebroken (or in the case of a support animal that deposits waste in a designated cage or litter box, the owner fails to clean such cage or box such that the cleanliness of the room is not maintained); or
- it poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

In considering whether an animal poses a direct threat to the health or safety of others, GGC will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

In the event that restriction or removal of an assistance animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the assistance animal present. The person may also contact the Office of Disability service to reevaluate their reasonable accommodation(s).

### Etiquette for Members of GGC Community

To ensure equal access and nondiscrimination of people with disabilities, members of the GGC community must abide by the following practices:

- Allow assistance animals to accompany people with disabilities on campus;
- Do not ask for details about a person's disabilities;
- Do not pet an assistance animal, as it distracts the animal from its work;
- Do not feed an assistance animal;
- Do not deliberately startle, tease, or taunt an assistance animal; and
- Do not separate or attempt to separate a person from their assistance animal.

If you have a disability that may be affected by the presence of animals, please contact the Office of Disability Services. GGC is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

## 17. Noise Policy

- a. General Policy Regarding Noise: Each resident is responsible for keeping noise levels to a minimum at all times inside the residence halls and on adjacent property outside the residence halls. Certain specialized floors may further restrict noise levels. Noise levels should be low enough so as not to disturb others. Offensive noises are expressly prohibited.
- b. Electronic Equipment: All radios, televisions, stereo equipment or any other appliances or items which generate noise or sound shall be turned down to a level that does not annoy or interfere with the quiet enjoyment of the other residents.
- c. Instruments: No percussive or electronically amplified musical instruments may be played on the premises, with the exception of approved student activities in common areas. Non-electronically amplified acoustic instruments may be played on the premises at a level that does not annoy or interfere with the quiet enjoyment of the other residents.
- d. Courtesy Hours: Courtesy hours are in effect at all times; 24 hours a day, 7 days a week, and 365 days a year. Noise originating anywhere on one floor/section/suite should not be audible within another floor/section/suite or outside the building. A resident may at any time ask another resident to reduce the noise. Compliance is necessary to maintain community standards and to ensure an environment for academic success.
- e. Quiet Hours: During the established quiet hours, noise (including, but not limited to music, voices, laughter) coming from a student's room must not be audible within the rooms of other students or within another floor/section/suite/hallway or building. Students must also keep noise in the hallways to a minimum. Housing staff will confront violations with or without a complaint from another student.

Quiet hours are established as follows:

Sunday 11:00 p.m. to Monday 8:00 a.m.

Monday 11:00 p.m. to Tuesday 8:00 a.m.

Tuesday 11:00 p.m. to Wednesday 8:00 a.m.

Wednesday 11:00 p.m. to Thursday 8:00 a.m.

Thursday 11:00 p.m. to Friday 8:00 a.m.

Saturday 1:00 a.m. to 10:00 a.m.

Sunday 1:00 a.m. to 10:00 a.m.

Noise policies will be amended to 24-hour quiet hours on the last day of classes through the final exam period. The specific dates will be posted within the residence areas, depending on the academic term.

## 18. Posting and Displays

Posters and flyers or materials of a similar type may be posted on designated bulletin boards with the approval of the Student Housing staff.

Residents are not permitted to display flags, flyers, posters, banners, or materials of a similar type in any window or in their suites where they can be visible outside the suites.

## 19. Recordings

Except as permitted under Georgia law, unauthorized recordings (audio/video/other related devices) are strictly prohibited inside the residence halls. Written authorization must be obtained through the Office of the Dean of Students at least 48 hours prior to any recording.

## 20. Tobacco and Smoke-Free Campus “Breathe Easy” Policy

Smoking and the use of tobacco products is prohibited inside all residential facilities. Hookahs are not permitted within the residence halls or on the adjacent property outside the residence halls.

### *8.2.89 Tobacco and Smoke-Free Campus “Breathe Easy” Policy*

**(Reviewed May 26<sup>th</sup> 2016)**

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Georgia Gwinnett College or its affiliates is expressly prohibited. For purposes of this policy, “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Georgia Gwinnett College properties unless specifically stated for approved educational purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the Georgia Gwinnett College Community or its affiliates. The use of tobacco products is prohibited in vehicles – private or public vehicles - located on Georgia Gwinnett College campus and/or facilities within the operational control of Georgia Gwinnett College.

This policy applies to persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. Events hosted by Georgia Gwinnett College or its affiliates shall be tobacco-free. Events hosted by outside groups on behalf of Georgia Gwinnett College shall also be tobacco-free.

### **Enforcement**

The overall enforcement and authority of this policy lies with the authorized campus officials, but it is also a shared campus community responsibility, which means students, faculty, staff, and contractors share in the responsibility to help keep the campus tobacco-free.

**Violation of Policy**

GGC employees who do not comply with the policy may be issued verbal and written Reprimands and are subject to other personnel actions. GGC students who do not comply with the policy may be issued verbal warnings and written student integrity memorandums of counseling and are subject to other student integrity actions. Visitors refusing to comply with this policy may be asked to leave campus and are subject to additional actions, as deemed appropriate by campus officials and the Office of Public Safety.

**Resources Available for Tobacco Cessation**

From time to time, Georgia Gwinnett College will make available resources to assist employees and students with tobacco cessation as well as educational materials and other wellness information.

**21. Solicitation**

Solicitation and/or selling within the residence halls are only permitted in compliance with applicable College policy and the approval of Student Housing. GGC's Offices of Development and Student Affairs must be contacted to address any solicitation. Research may be conducted in the residence halls only with the prior written approval of GGC Student Housing.

**22. Unauthorized Entry/Exit or Use of College Facilities**

No resident shall make or abet unauthorized entry into, exit from, or use of any College facility, building, office, attic, roof, or other College property. Residents shall not enter resident rooms to which they have been neither assigned nor invited. Failure to adhere to this requirement may result in trespass charges and/or other actions as deemed appropriate by the College.

**23. Visitation**

The primary purpose of GGC campus housing is to provide a secure, comfortable residential environment conducive to learning and personal growth.

## **24. Weapons**

Except as permitted by local, state, and federal law, possessing firearms, ammunition, explosives, other weapons, or dangerous chemicals on College property are prohibited.

Prohibited devices include but are not limited to air guns, sling shots, zip guns, knives with a blade of two inches or more from hilt to blade tip, knives having a switchblade or automatic blade opener, blackjacks, bolo knives, machetes, swords, spears, any club-type hand weapons, pyrotechnics, throwing stars, nunchucks, throwing knives or any objects or materials capable of causing and/or used by the offending person to cause or threaten physical harm. Exceptions may include kitchen knives and other kitchen utensils. Licensed gun owners must register with the Office of Public Safety if they choose to keep a gun in their vehicle while on campus. Licensed gun owners and owners of other weapons must be in compliance with Georgia law. Where applicable, guns may not be removed from the vehicle at any time while on campus.

Any device capable of discharging a chemical or other type of spray or substance specifically designated and marketed for the purpose of self-defense against sexual assault is permitted. The GGC policy may be found in APM 8.2.88.

## **25. Windows and Screens**

Residents may not remove window screens or window stoppers, throw items through, or hang anything externally from residence hall windows.

Entering and/or exiting any residence hall through windows is prohibited except in case of emergencies.

If you need additional information on the Housing Code of Conduct contact GGC Student Housing or the Director of Student Integrity.

## **26. Technology**

Routers are prohibited.

## HOUSING ASSIGNMENTS INFORMATION

### Housing Contract

All residence hall students are required to sign a GGC Student Housing Contract. The GGC Student Housing Contract defines the terms and conditions of occupancy, the housing pricing structure, and procedures for termination of the contract. It is each resident's responsibility to be familiar with the content of the contract.

Residents who wish to appeal their housing contract while remaining enrolled at the College must submit their appeal online at [Student Complaints and Appeals](#). Residents are bound by the terms of the contract unless otherwise approved by the College. For more information, contact the GGC Student Housing Office (RL 1125).

To be eligible to live in a College residence hall, undergraduate students are required to be currently enrolled in at least one class. Residents must have a zero balance and be paid in full as determined by the college prior to move-in. Dual Enrolled students are not eligible to live in campus housing.

### Yearly Housing Calendar

College residence halls open as announced in publications prior to the fall term. During Winter Break the residence halls will be closed. Please contact the Student Housing Office for additional information.

### Move In/Out Procedures

Move-In information is sent to students. When a resident moves into their assigned space in GGC Student Housing, they will receive a copy of their Unit Condition Form (UCF). It is the responsibility of the resident to check their room carefully upon move-in to ensure that the information cited on the UCF coincides with the actual condition of the room. If there are any discrepancies between the UCF and the actual room conditions, the student must notify the Student Housing Office (RL 1125) within 24 hours of checking in.

Anytime a resident moves out, whether moving off-campus, leaving GGC, or transferring to another hall, the resident is expected to follow the appropriate check out procedures outlined by Student Housing.

Failure to complete these tasks at check-out will result in additional charges:

1. Remove all your belongings and clean your room, bathroom and suite, including common rooms. The Student Housing office will then check the room against the UCF for damages and/or cleanliness.

- a. If there are any damages and/or cleaning charges/fines, they will be noted on the UCF. The damage charges will be assessed by Housing personnel. Failure to pay damage costs will result in the hold being placed on the resident's records, transcripts, and registration. Further class attendance may be blocked until the account is balanced.
2. Complete the Resident Check Out Form and Exit Survey located in the Student Housing office, Building 1000, Suite 1125.
3. Place your room key and Exit Survey in the envelope, seal the envelope, and give your envelope to the assistant at the desk. After hours, slide the envelope under the office door.

It is important to note, residents that break their contract early will be assessed the Early Termination fee of \$500. For additional information about early termination, please refer to your housing contract.

### Room Assignments

Assignments for all students will be determined by the GGC Student Housing Office (RL1120).

### Reassignment of Space

GGC Student Housing Office (RL 1120) may reassign students to other spaces, rooms, or halls when it's deemed to be in the best interest of community, or when it's determined that a student is not actually residing in his or her assigned space.

### Room/Suite Changes

Residents who change rooms during the year, leave the halls, or begin residency once the term begins should be sure to follow all published check-in or check-out procedures. Failure to follow guidelines may result in fees and/or a referral to the judicial process. Check-out will always include surrender of room key and deactivation of Claw Card.

### Housing Fines

Below is a list of possible fines. This list is neither exhaustive nor in order of severity.

Housing Fines	Fine
Improper Check-out	\$25 (minimum)
Improper Room Change	\$25 (minimum)
Late Departure	\$25/hour; \$125 maximum/day
Lock-out	1 <sup>st</sup> and 2 <sup>nd</sup> free, \$50 for additional lock-outs
Lock Change	\$180 (minimum)
Trash per bag	\$30 (minimum)



## Housing Fines Appeals Process

Residents who are billed for damages and/or fined for Housing-related violations may appeal the damage or fine assessment. All appeals must be submitted within 72 hours from the date notification of charges was issued through GGC e-mail and/or upon checking out. All appeals must be submitted via the following link: [Student Complaints and Appeals](#).

Appeals must clearly demonstrate why the resident charged with the damage or fine believes they are is not responsible AND must identify the responsible party, if known. Verifiable supporting documentation/materials must be submitted at the time an initial appeal is filed.

Residents will be notified of any decisions in writing via their GGC e-mail address.

If the resident's appeal is denied, the resident may submit a second appeal to the Student Appeals Committee via the Student Account Appeals Process (as outlined in the GGC Student Handbook).

## IMPORTANT NUMBERS

### GGC Student Housing

Student Housing Office (RL 1120)	678.407.5501
Residential Education Office (RL 1125)	678.407.5503
Building 1000 Security Desk	678.407.5172
Building 2000 Security Desk	678.407.5107
Building 3000 Security Desk	678.407.5331
Building 1000 After Hours RA Cell Phone	678.628.7994
Building 2000 After Hours RA Cell Phone	678.628.7869

### Safety

Campus Escort Vehicle	678.407.5333
Fire, Police, and Ambulance	678.407.5333 or 911
GGC Police	678.407.5333
Non-Emergencies	678.407.5333
Emergencies	678.407.5333 or 911
Domestic Violence Hotline	800.334.2836
Georgia Crisis & Access Line	800.715.4225
Georgia Drug Abuse Helpline	800.338.6745
Georgia Emergency Management Agency	800.879.4362
Gwinnett County Health Department	770.822.8850
Gwinnett Medical Center	678.312.1000
Poison Control Center	404.616.9000
Rape Crisis Hotline (Gwinnett Sexual Assault Center – GSAC)	770.476.7407
Suicide Helpline	800.784.2433
Diversity, Institutional Equity, Title IX Program Administration	678.407.5010

### Campus Contacts

Academic Enhancement Center	678.407.5191
Bookstore	678.407.5986
Career Development and Advisement Center	678.407.5702
CLAW Cards	678.407.5529
Counseling Center	678.407.5592
Dining Services	678.407.5655
Directory Assistance	678.407.5000
Disability Services	678.407.5883
Financial Aid	678.407.5701
New Student Connections	678.407.5754
Parking Services	678.407.5015
Recreation and Intramural Sports	678.407.5970
Registrar's Office	678.407.5700
School of Business	678.407.5396
School of Education	678.407.5603
School of Liberal Arts	678.407.5601
School of Science and Technology	678.407.5602
Student Center Information Desk	678.407.5000
Student Complaints/Appeals	<a href="#">Student Complaints and Appeals</a>
Student Health Insurance	<a href="#">Student Health Insurance</a>

Student Integrity	678.407.5661
Student Involvement	678.407.5582
Student Affairs	678.407.5882
Student Success Programs	678.407.5234
Student Technology Support	678.407.5611
Wellness & Recreation Center	678.407.5970