



**LOYOLA
UNIVERSITY
CHICAGO**

Thank you for choosing Loyola University Chicago as your housing opportunity. We look forward to hosting you at our Lake Shore Campus. Our room availability runs from May 23rd until August 7th. Space can be limited, so we encourage you to make your reservation as soon as possible. To reserve a room, you may do so by completing the Overnight Housing Application on the following page. Below you will find important information regarding the details of your stay, including descriptions of the room-types available. We ask that you please read through the information before proceeding on to the application.

Housing Options: Linens and towels will be provided, and for guests staying longer than one week, these will be replaced weekly. Laundry facilities are available on-site. In order to place you in a Double Occupancy Room, you must provide a roommate's name at the time you submit your application. In addition, the person you indicate must also submit your name. If a roommate is not identified, your application will automatically change to Single Occupancy status and be charged at the Single Occupancy Room rate.

Traditional Residential Hall Housing: Traditional Residential Hall housing is a single-or double-occupancy room that may have a private or community bathroom.

Double Occupancy Room: Two guests share a room, each pay the double occupancy rate.

Single Occupancy Room: Single Occupancy Rooms include one private room.

Long-Term Stays: For stays that require housing for four (4) weeks or more, we offer a weekly rate. If your stay is 30 days or more, the hotel tax is not applicable.

Apartment-Suite Residential Hall Housing: Apartment-suite style housing consisting of two double-occupancy private bedrooms that share a common living room and kitchen. Each kitchen includes a refrigerator, stove, oven, and a microwave.

Double Occupancy Room: Two guests share a room within an apartment-suite, each paying the double occupancy rate. You will share the common living space and kitchen with guests in the adjoining bedroom.

Single Occupancy Room: Single Occupancy Rooms include one private room within an apartment-suite. You will be sharing the common living space and kitchen with other guests.

Apartment-Suite: Apartment-Suite living includes private use of an apartment suite for a maximum of four guests. Pricing is based on two guests, with a charge for the each additional guest.

Long-Term Stays: For stays that require housing for four (4) weeks or more, we offer a weekly rate. If your stay is 30 days or more, the hotel tax is not applicable.

Guest Policy: Please be advised that if you have visitors during your stay with us, they must register with the front desk. A driver's license or state ID is needed for proof of identification. It is our policy that your guest be accompanied by you at all times.

Amenities:

Pots and Pans: A set of pots and pans, along with cooking utensils, are available to rent on a short-or long-term basis.

Laundry Card: Our in-house laundry facility requires a laundry card in order to activate the washers and dryers. A card may be purchased for \$5, of which \$3 is available to purchase machine time. Cards can be refilled at the vending machine located in the laundry room.

Parking: We do offer overnight parking on our Lake Shore Campus for \$7 a day. Arrangements can be made at the Parking Office on Lake Shore Campus on the northwest corner of Sheridan Rd. and Winthrop Ave.

Wireless Internet: Wireless internet is available throughout the residence hall. By indicating that you would like to obtain this service, we will provide login and password information upon check-in. A four-digit Personal Identification Number (PIN) is required to set-up an account. The last 4-digits of the credit card you used for your deposit will be your PIN. Please note that if you choose to request this service at a later date, we require 48 hours for a request to be activated.

Payment Terms:

A one-night deposit is due with the application, to process your request. This deposit is refundable up to 72 business hours prior to arrival, minus a \$25 processing fee. Your refund will come in the form of a check. The remaining balance of your projected stay must be received 48 hours prior to your arrival. If for some reason you need to cancel or amend your reservation, please contact us at: 773-508-8090 or e-mail: atyour servicedesk@luc.edu.

We look forward to hosting you soon,

The 2010 Loyola Conferences Team



LOYOLA UNIVERSITY CHICAGO

OVERNIGHT GUEST HOUSING APPLICATION Summer 2010-Lake Shore LOYOLA UNIVERSITY CHICAGO CONFERENCE SERVICES 1032 W. Sheridan-340 Granada Center, Chicago, IL 60660 773-508-8090 * atyourservicedesk@luc.edu * Fax: 773-508-3181

APPLICANT INFORMATION:

EVENT ATTENDING: _____

Please Print Clearly

Last Name _____ First Name _____ Middle Initial _____

Gender: _____ Female _____ Male Date of Birth: ____/____/____

Address (Number and Street) _____

City _____ State/Province _____ Zip/Postal Code _____

Home/Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

ROOM PREFERENCE:

Date of: Arrival-_____ Departure-_____ # of Nights: _____

(Check-in is from 3:30 p.m.—7:00 p.m.)

(Check-out is from 7:30 a.m.—10:00 a.m.)

Check in begins May 23, 2010

Final check out is no later than August 7, 2010

Room Type: Definitions on the room types can be found on the cover page.

_____ Traditional-Double Occupancy Room: \$55.00 + \$8.47 Tax = \$63.47 per night, per person.**

_____ Traditional-Single Occupancy Room: \$75.00 + \$11.55 Tax = \$86.55 per night.

_____ Apartment Style-Double Occupancy Room: \$75.00 + \$11.55 Tax = \$86.55 per night, per person.**

_____ \$280.00 + \$43.12 Tax = \$323.12 per week.**

_____ Apartment Style-Single Occupancy Room:

_____ \$100.00 + \$15.40 Tax = \$115.40 per night.

_____ \$315.00 + \$48.51 Tax = \$363.51 per week.

_____ Apartment-Suite:

_____ \$280.00 + \$43.12 Tax = \$323.12 per night; each additional guest, \$50.00 +\$7.70 Tax = \$57.70.**

_____ \$574.00 + \$88.41 Tax = \$662.41 per week; each additional guest, \$50.00 +\$7.70 Tax = \$57.70.**

**Please Denote Roommates

1. _____ 2. _____ 3. _____

AMENITY REQUESTS:

_____ Pots and Pans: _____\$25 per week _____\$75 for 4 weeks or more

_____ Laundry Card: _____\$5

_____ Internet Service—Wireless

_____ Parking _____\$7 per day at Lake Shore Campus

PAYMENT:

Please Follow the instructions for processing a credit card payment found on the last page of application) Once you have completed the process, please fill in the requested information below:

Order # _____ Last 4-digits of credit Card: _____

OFFICE USE ONLY:

_____ # OF NIGHTS @ _____ Lodging Due \$ _____ Hotel Tax Due \$ _____ Amenities \$ _____ Estimated Total \$ _____

OFFICE USE ONLY:

Deposits/Payments:

Payment 1 \$ _____

Date _____ CK/CC# _____

4040 \$ _____

4041 \$ _____

2035 \$ _____

Remainder \$ _____

Notes:

Payment 2 \$ _____

Date _____ CK/CC# _____

4040 \$ _____

4041 \$ _____

2035 \$ _____

Remainder \$ _____

Notes:



LOYOLA
UNIVERSITY
CHICAGO

Terms and Obligations:

Contractual Agreement and Eligibility for On Campus Housing: If this application is accepted and approved by Loyola University Chicago, the application will automatically convert to a residence hall contract (also referred to as a housing agreement) between the occupant and the University. The contract grants the occupant a limited license to use and occupy an assigned room under the terms and conditions stated in the contract, without establishing a landlord/tenant relationship or vesting any property interests in the occupant. No deletions or amendments to this contract will be accepted without prior consent from the Department of Conference Services. In interpreting the contract, the laws of the state of Illinois will apply. **Assignment Policy:** The inability to honor assignment preferences will not void the contract. The University reserves the right to change room assignments and occupancy levels or to terminate or refuse to accept a housing agreement, in the interest of health, discipline, housing needs, or welfare of the occupant or other occupants. The occupant may not transfer his/her right to occupy a residence hall to anyone else and may not sublet any part of the premises. **Damages:** The occupant will pay for any damages to his/her room and the room furnishings. Liability charges for damage done in corridors, stairs, washrooms and common areas of the residence hall will be divided among all occupants living in the hall unless the responsible person(s) is (are) determined. Room damages are recorded on the room inventory form every time the occupant changes rooms and/ or checks out. **Liability:** The University is not responsible for theft, loss or damage to occupant personal property and encourages all occupants to carry appropriate personal insurance. Belongings left after the contract closing date will be considered abandoned property and will be disposed of by the University. **Check in and out/ Room Care:** The Occupant may move into the residence halls at times listed on their assignment notice. Upon moving into the assigned room, each occupant will complete, sign and turn in a Room Inventory Form. The occupant shall give proper care to the room assigned and its furnishings. Occupants are responsible for cleaning their room, removing waste materials and maintaining sanitation and safety conditions acceptable to the Department of Conference Services. The Occupant shall not move University furniture out of his/her room. Furniture allocated to common areas shall not be removed from these areas. The occupant is not allowed to paint his/ her room. **Room Entry:** The university reserves without restrictions, the right to allow authorized personnel to enter occupant rooms. Authorized University personnel may remove items that are in violation of University, federal, state or municipal regulations. A reasonable effort shall be made to have occupants in question present if their rooms are to be searched. The occupant will be informed as soon as possible after such an entry is made and advised if authorized staff has discovered any violations. **Rules and Regulations:** Occupants are required to comply with the laws of the United States of America, the state of Illinois, all ordinances and regulations of the city of Chicago as well as Loyola University Chicago policies, procedures, rules and regulations. Failure on the part of the occupant to comply with these laws, ordinances, policies, procedures, rules and regulations, shall constitute a breach of contractual agreement and may result in fine, removal from residence hall, and/or cancellation of this agreement at the option of Loyola University Chicago.

I have read and understand the terms and obligations provided for above, on the agreement, and agree to be bound by the provisions of the same. I, the undersigned, officially submit my housing agreement as of

_____, 2010. Signature: _____

Please Return Housing Application With Payment To:

Summer 2010 Housing
Loyola University Chicago Conference Services
1032 W. Sheridan Rd.—340 Granada Center
Chicago, IL 60660
Fax: 773-508-3181



LOYOLA
UNIVERSITY
CHICAGO

**Online Payment Directions
Summer 2010-Lake Shore**

LOYOLA UNIVERSITY CHICAGO CONFERENCE SERVICES
1032 W. Sheridan Rd.-340 Granada Center, Chicago, IL 60660
773-508-8090 * atyour servicedesk@luc.edu * Fax: 773-508-3181

For your convenience, we have some easy ways to pay for your stay.

Payment by Check: Please make your check payable to Loyola University Chicago and mail to:
If sending a check, please write the name of the attending guest on the memo line.

Conference Services– Summer Housing
1032 W. Sheridan Rd.-340 Granada Center
Chicago, IL 60660

Payment by Credit Card: To pay by credit card, please follow the instructions below.

You can obtain our credit card processing system by going to www.luc.edu/summerhousing.

CS-Summer Housing: Select “Accommodation Deposit/Payment”

Accommodation/Deposit Payment: Enter the amount due. A one-night deposit is due at the time you file your application. Note that the amount charged should include accommodation fees plus tax. Full payment is also accepted. Proceed by pressing “Add to Cart”

Payment Options: Enter your contact information. Proceed by pressing “Continue”

Shopping Cart: Please check the information provided and proceed by pressing “Checkout”

Contact Information: Confirm your e-mail address and proceed by pressing “Continue.” An email confirming your payment will be sent to this address.

Payment Methods: Enter your credit card and billing address information and proceed by pressing “Use This Payment Method”

Review Order: Please review your payment and make any necessary changes. If no changes are needed, please proceed by pressing “Submit Your Order”

Order Receipt: When your order is processed, you will receive an order number. Please record this number on your registration form, to verify payment has been made. We also recommend that you print out a copy of the payment confirmation for your records.