



**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 starts on May 31st with our latest check-out on August 2nd. Space can be limited at times, so we encourage you to get your reservation in as soon as possible. To reserve a room, you may do so by completing the Transient Housing Application, following this page. Below you will find information about your stay, descriptions of the room-types available, and other important information. 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 go into a Single Occupancy status and 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.

Housing Options: We offer a variety of housing options, descriptions follow.

Double Occupancy Room: Two people will share a room and each pay the double occupancy rate.

Single Occupancy Room: Single Occupancy Room includes 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 microwave, dishwasher, refrigerator, stove and oven.

Housing Options: We offer a variety of housing options, descriptions follow.

Double Occupancy Room: Two people will share a room within an apartment-suite, each paying the double occupancy rate.

You will be sharing the common living space and kitchen with other individuals.

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

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

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 someone visit you during your stay with us, they will need to register with the front desk. A drivers license is needed for proof of identification. Your guest will need to be accompanied by you at all times.

Ammenities:

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.

Wireless Internet: Wireless internet is available throughout the residence hall. By indicating that you would like to obtain this service, we will have the necessary login and password information available for you at the time of your 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 number. 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 at the time of the contract being returned, to guarantee your space. 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 will be charged 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 2009 Loyola Conferences Team



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OVERNIGHT GUEST HOUSING APPLICATION
Summer 2009-Lake Shore
LOYOLA UNIVERSITY CHICAGO CONFERENCE SERVICES
6525 N. Sheridan-230 Sullivan Center, Chicago, IL 60626
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: _____

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.)

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

_____ Traditional-Double Occupancy Room: \$55 + \$8.47 Tax = \$63.47 per night Roommate: _____

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

AMMENITY REQUESTS:

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

_____ Laundry Card: _____\$5

_____ Internet Service-Wireless

_____ Parking (Lake Shore Campus) \$7 per day

PAYMENT:

Please Follow the instructions for processing a credit card payment found on the Online Payment Directions Page (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:

Lodging Due \$ _____

Hotel Tax Due \$ _____

Amenities \$ _____

Estimated Total \$ _____

Deposits:

1st Night \$ _____

Date _____ CK/CC# _____

4040 \$ _____

4041 \$ _____

2034 \$ _____

Remainder \$ _____

Notes:



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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 person will complete, sign, and turn in a Room Inventory Form, which will be an accurate and complete record of the contents and conditions of the room. The occupant shall give proper care to the room assigned and its furnishings. Students 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:** Residents 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 resident 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

_____, 2009. Signature: _____

Please Return Housing Application With Payment To:

Summer 2009 Housing
Loyola University Chicago Conference Services
6525 N. Sheridan—230 Sullivan Center
Chicago, IL 60626
Fax: 773-508-3181



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OVERNIGHT GUEST HOUSING APPLICATION
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773-508-8090 * atyour servicedesk@luc.edu * Fax: 773-508-3181

- 1.) You can obtain our credit card processing system by going to: www.luc.edu/summerhousing
- 2.) **CS-Summer Housing:** Next to the Accommodations- option, open the “View Details”
- 3.) **Accommodations:** Enter your desired accommodation from the drop-down menu along with the quantity. Proceed by pressing “Add to Cart”
- 4.) **Accommodations-Options:** Enter your contact information. Proceed by pressing “Continue”
- 5.) **Shopping Cart:** View shopping cart to make sure all of your room information is correct. Please proceed by pressing “Continue Shopping”
- 5.) **CS-Summer Housing:** You will be directed back to the CS-Summer Housing page. Next to the Tax option, open the “View Details”
- 6.) **Tax:** Select the tax rate that corresponds with your room from the drop-down menu along with the quantity. Proceed by pressing “Add to Cart”
- 7.) **Tax-Options:** Please enter your name and proceed by pressing “Continue”
- 8.) **Shopping Cart:** View shopping cart again to make sure all of your information is correct. Please proceed by pressing “Check Out”
- 9.) **Delivery Address:** Confirm your e-mail address and proceed by pressing “Continue”
- 10.) **Payment Methods:** Enter your credit card and billing address information and proceed by pressing “Use This Payment Method”
- 11.) **Review Order:** Please review your payment and make any necessary changes. If no changes are needed, please proceed by pressing the “Submit Your Order”
- 12.) **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.