



# INTERNAL SUMMER CONFERENCES

## CAMPUS HOUSING GUIDELINES, TIMELINES, AND GENERAL INFORMATION

May 30, 2018–August 1, 2018 | [housing.uic.edu/conferences](http://housing.uic.edu/conferences)

### WELCOME

Thanks for stopping by!

We are excited you have considered UIC as a host for your upcoming summer conference.

UIC has a rich history of accommodating many internal as well as external groups at our University and we enjoy these opportunities to further grow and expand partnerships in the area.

Here at UIC, we have an endless number of options to cater to your conference

needs and we strive to provide the best experience possible to all guests staying with us.

UIC's Meetings and Conferences Office coordinates the logistics for each group's visit by making arrangements for housing, meals, meeting space, audiovisual equipment, parking, and recreational needs.

We look forward to the opportunity to host your group on our campus this summer!

### HOUSING

Available June and July

Welcome to the University of Illinois at Chicago Campus Housing! While we recognize that this is not your home, we want all our guests to feel as comfortable as if it were.

Housing at UIC is safe, affordable, and comfortable as well as being centrally located near the heart of the city. UIC Campus Housing offers many housing options to fit your housing needs.

Here at UIC, we offer both single and double occupancy rooms in air-conditioned residence halls throughout our east, south, and west sides of campus.

Our facilities offer...

- traditional style rooms include a community bathroom on each floor
- cluster style rooms are a combination of single and double occupancy units which share a small cluster bathroom within their own private suite
- suite style is the same as a cluster with the addition of a living room space
- apartment style provides everyone with their own private bedroom, sharing the common spaces within the unit

Each room is equipped with a twin bed, desk, and chair for each participant. Wheelchair accessible rooms are also available. Feel free to visit our website at [housing.uic.edu/halls](http://housing.uic.edu/halls) in order to view photos of the different buildings and housing options we have available to offer. If you have any questions, or if you would like suggestions to which housing might be a good fit for your groups needs, we would encourage you to reach out to our Campus Housing Office as they would be happy to assist.

Standard linen is provided for all rooms and includes...

- blanket
- pillow
- pillowcase
- sheets
- towels
- washcloth

Shampoo, hand soap and drinking glasses are also supplied. Individual rooms are cleaned prior to arrival and keeping the units cleaned are the responsibility of the guests. However, daily housekeeping of public areas and shared bathrooms are cleaned daily. Additional housekeeping services may be pre-arranged for an additional fee.



# INTERNAL SUMMER CONFERENCES

CAMPUS HOUSING GUIDELINES, TIMELINES, AND GENERAL INFORMATION

May 30, 2018–August 1, 2018 | [housing.uic.edu/conferences](http://housing.uic.edu/conferences)

## RATES

Summer 2018 Internal Housing Rates

### Nightly (per person)

<b>Single Student Residence</b> Apartment Style	<b>\$44 single</b>	<b>James Stukel Towers</b> Suite Style	<b>\$32 double, \$42 single</b>
<b>Thomas Beckham &amp; Marie Robinson Hall</b> Apartment Style	<b>\$54 single</b>	<b>Polk Street Residence</b> Cluster Style	<b>\$30 double, \$37 single</b>
<b>Commons North</b> Cluster Style	<b>\$43 single</b>	<b>Courtyard</b> Cluster Style	<b>\$26 double, \$34 single</b>
		<b>Commons South</b> Traditional Style	<b>\$26 double, \$34 single</b>

### Weekly (groups staying 28 days or more)

<b>Single Student Residence</b> Apartment Style	<b>\$254 single</b>	<b>James Stukel Towers</b> Suite Style	<b>\$187 double, \$255 single</b>
<b>Thomas Beckham &amp; Marie Robinson Hall</b> Apartment Style	<b>\$310 single</b>	<b>Polk Street Residence</b> Cluster Style	<b>\$145 double, \$198 single</b>
<b>Commons North</b> Cluster Style	<b>\$249 single</b>	<b>Courtyard</b> Cluster Style	<b>\$152 double, \$208 single</b>
		<b>Commons South</b> Traditional Style	<b>\$152 double, \$208 single</b>

## CHECK-IN

All participants must present ID at check-in

### East Campus

**700 S. Halsted Street, 2nd Level  
312-355-6500**

Conference groups housed on the east side of campus report to the East Area Office (front desk) to check-in and to check-out. Residence Halls on the east side include Courtyard (CTY), Commons North (CMN), Commons South (CMS) and Commons West (CMW). Collectively, these halls are known as the Student Residence and Commons (SRC).

### West Campus

**1933 W. Polk Street, Lower Level  
312-355-6400**

Conference groups housed on the west side of campus report to the West Area Office (front desk) to check-in and to check-out. Residence halls on the west side include Student Residence Hall (SRH), Polk Street Residence (PSR) and the Single Student Residence (SSR).

### South Campus

**TBH, 1250 S. Halsted Street  
312-355-6100**

**MRH, 811 W. Maxwell Street  
312-355-6200**

Conference groups housed in Marie Robinson Hall or Thomas Beckham Hall report to the front desk, on the lobby level of the halls, to check-in and to check-out.

**JST, 718 W. Rochford  
312-355-6000**

Groups housed in James Stukel Towers report to the front desk on the second floor for check-in and check-out.

**CHECK-IN TIME: After 10:00am**

**CHECK-OUT TIME: Before 10:00pm**



# INTERNAL SUMMER CONFERENCES

## CAMPUS HOUSING GUIDELINES, TIMELINES, AND GENERAL INFORMATION

May 30, 2018–August 1, 2018 | [housing.uic.edu/conferences](http://housing.uic.edu/conferences)

### DINING

Catering, meal plans, and personal provisions

#### Summer Food Service

Participants whose meals are part of a package will be issued meal cards, for use in the east cafeteria. There is a 5% service fee for meal cards. Meals purchased are non-refundable and charged at either the guaranteed or actual number depending upon which is greater.

UIC offers summer guests “all-you-care-to-eat” dining in the cafeteria at Student Center East. Guests may eat all they want while in the cafeteria but nothing may be taken out of the cafeteria.

#### Meal Guarantees

The cafeteria in Student Center East will be open for breakfast, lunch and dinner whenever there are a minimum of 150 people guaranteed for a meal and payment has been made in advance. This could be a combination of 3 or 4 conference groups who total 150 people. Otherwise, the cafeteria will not be open.

#### Catering

Requests for box lunches, barbecues, formal buffets, receptions, and banquets are welcome. Refreshment service is also available. Our catering staff is happy to work with conference groups to meet their needs. Please contact your event administrator for more information.

#### Kitchen Facilities and Vending Machines

Common area kitchens/cooking facilities are located within each residence hall. The common area kitchen/cooking facilities are very limited and guests must provide their own cooking/microwave utensils. UIC Campus Housing does not provide any cookware/eatware for these areas. Please do not remove any cookware/eatware from these areas which are not your own. Fridges are available within these areas, however UIC Campus Housing is not responsible for any lost or stolen items. We do ask that guests be respectful with all shared areas and clean up after themselves as well as share the space with others. Vending machines are also located in each residence hall.

Meal	Stations	Count
<b>Breakfast</b> \$5.94	Hot Stations/Pastry	100
<b>Lunch</b> \$9.07	Pizza/Grill/Composed Salad	50–74
	Pizza/Grill/Composed Salad/Premade Deli Sandwiches	75–99
	Pizza/Grill/Composed Salad/Premade Deli Sandwiches/Hot Stations	100–149
	Pizza/Grill/Salad Bar/Full Deli/Hot Stations	<b>150+</b>
<b>Dinner</b> \$10.29	Pizza/Grill/Composed Salad/Premade Deli Sandwiches/Hot Stations	50–149
	Pizza/Grill/Salad Bar/Premade Deli Sandwiches/Hot Stations	<b>150+</b>

### PARKING

Bus, car, and special rates

#### Daily

Parking is available for up to \$13.00 per day, or per exit, from an assigned parking garage or lot.

Bus parking is available for \$27.00 per day.

#### Weekly

Special parking rates for conference guests staying more than one day are \$37.00 per week and \$95.00 per month. Weekly and monthly rates include unlimited in/out privileges.

For more information regarding parking and rates, feel free to visit their website at [parking.uic.edu](http://parking.uic.edu).



# INTERNAL SUMMER CONFERENCES

## CAMPUS HOUSING GUIDELINES, TIMELINES, AND GENERAL INFORMATION

May 30, 2018–August 1, 2018 | [housing.uic.edu/conferences](http://housing.uic.edu/conferences)

# ACCOMMODATIONS

Meetings, recreation, mailing and internet access

### Meeting Spaces

UIC Campus Housing has many different meeting spaces available within the residence halls which allow small groups to gather and meet within their perspective building. We also have a theater with auditorium style seating and a main stage located in our James Stukel Towers (JST) building on our South Campus.

The residence halls on the east and west sides of campus are physically connected to the Student Centers. The Student Centers offer a large array of meeting, recreational, and dining spaces. Student Center's meeting rooms can accommodate a range of 10 to 750 participants depending on the space. Public areas may not be used in place of a meeting room. A group holding a meeting in a public area could be asked to leave the area.

James Stukel Towers (JST), on South Campus, is right next door to the UIC Forum, the conference style university event venue. With more than 22,000 square feet, the Forum is just the right size for events with capacities from 60 to 3,000 participants.

### Recreational Facilities

Recreational facilities are conveniently located near both Student Centers. Admission is by "Prior Arrangement Only". The daily fee is \$15.00 per person; and the monthly fee is \$96.67 per person.

All participants must present a government issued photo ID for admittance. The daily fee for children (ages 8 and under) is \$6.00 and children (ages 9 - 17) is \$10.00. All children must be accompanied by a parent or legal guardian at all times.

### Laundry

Free 24-hour laundry facilities are located within each residence hall.

### Incoming Mail

Incoming mail for conference participants should be addressed to the following:

Name of Participant  
(c/o Name of Conference Group)  
Attn: Brett Bennett

#### East Campus

UIC Campus Housing (MC 117)  
700 South Halsted Street, Chicago, IL 60607

#### West Campus

UIC Campus Housing (MC 579)  
1933 West Polk Street, Chicago, IL 60612

#### South Campus (MRH)

UIC Campus Housing (MC 116)  
811 West Maxwell Street, Chicago, IL 60608

#### South Campus (TBH)

UIC Campus Housing (MC 112)  
1250 South Halsted Street, Chicago, IL 60607

#### South Campus (JST)

UIC Campus Housing (MC 112)  
718 West Rochford, Chicago, IL 60607

If your team will be expecting a large shipment either prior to or during your groups stay, please give prior notice to the Affiliate Housing Coordinator at least 72-hours in advance of expected delivery.

Please include a return address! Sometimes mail arrives after a guest has already checked-out. Mail will be returned to sender if a guest is no longer staying with us.

### Internet Access

Wireless internet access may be arranged in advance at an additional fee and these services can be used throughout our entire campus internet services are billed directly to the conference group—not to individuals. Costs should be arranged at the time of contracting. If internet is not arranged by the group prior to arrival, individuals may request this at the main desk of the building, however please be aware codes may take up to 1 business day to be generated and sent to the individual.



# INTERNAL SUMMER CONFERENCES

## CAMPUS HOUSING GUIDELINES, TIMELINES, AND GENERAL INFORMATION

May 30, 2018–August 1, 2018 | [housing.uic.edu/conferences](http://housing.uic.edu/conferences)

### POLICIES

Rules and regulations to provide a comfortable stay

#### Smoking

UIC is a smoke-free campus. Smoking is prohibited in ALL residence halls and campus buildings. This includes all types of electronic cigarettes, vaporizers, and hookahs.

#### Posting

Any posters or signs should be affixed with painter's tape. Sign postage as well as purchasing of tape is the responsibility of the group.

#### Facility Condition Reports

Pre-room and post-room condition reports and common area damage reports are completed by UIC Conferences staff. Any damage incurred during a group's stay is the financial responsibility of the sponsoring organization.

#### Personal Property

It is suggested that all guests lock their rooms when not occupied and carry their room key with them at all times. UIC is not responsible for the loss of money or valuables belonging to any person or for loss or damage to an individual's property. Provisions for storing luggage and other personal property of guests are not available outside of personal bedroom space.

#### Additional Charges

There are additional charges for lost keys and lost linen (per item for sheets, towels, washcloths, pillows and blankets. Keys can cost up to \$350 to replace). All charges, in addition to any room damages and/or building damages, are billed directly to the conference group. The UIC Meetings and Conferences Office does not bill individuals.

### AGREEMENT

Forms and conditions agreed upon for your stay

Each summer group must provide a single director or coordinator who will work directly with UIC Conferences staff. All youth groups must have an adult director.

Please obtain a copy of "GUIDELINES FOR YOUTH GROUPS," if applicable. An official UIC contract must be executed at least 28 days prior to the group's arrival. A nonrefundable deposit (25% of estimated charges) must accompany the contract.

Rooms will not be held without a deposit. The contract will be drawn up by the group's director or coordinator (contact person) and UIC's Director of Meetings and Conferences.

A group's needs must be planned for well in advance and must be indicated on the contract. This includes requests for different check-in or check-out times or arrangements; special considerations and/or accommodations for persons with disabilities; catered meals such as box lunches or barbecues; meeting, recreational or classroom space; extra security personnel;

and other similar types of requests which involve pre-planning.

The FINAL guaranteed number of sleeping rooms needed, the final balance, and the participant rooming list are due no later than 28 days prior to arrival.

Housing is billed at 100% of the contracted amount. Groups will be charged for "no shows." Each group must provide an accurate electronic PARTICIPANT ROOMING LIST. This list should indicate full names of your guests, gender identification, arrival and departure dates, and the pairings for shared rooms if applicable.

Once your group has checked-in, very few (if any) room changes will be allowed. Each conference group is required to obtain liability insurance, at its own expense, with the University of Illinois named as an additional insured. Your UIC Meetings and Conferences contact person will be able to provide specific details. Make all checks payable to: University of Illinois at Chicago (UIC) and mail to UIC Meetings & Conferences Office.

 **Campus Housing**

[housing.uic.edu/conferences](https://housing.uic.edu/conferences)

**UIC Campus Housing Office**

Brett Bennett  
Affiliate Housing Coordinator  
UIC Student Residence Hall, Room 220  
818 S. Wolcott Avenue (MC 579)  
Chicago, IL 60612  
Phone: (312) 355-6310  
Fax: (312) 355-6304

**UIC Meetings and Conferences Office**

UIC Student Center East, Room 214  
750 S. Halsted Street (MC 117)  
Chicago, IL 60607-7011  
Phone: (312) 413-5040  
Fax: (312) 355-5583