



## WEEKLY GUEST HOUSING APPLICATION & CONTRACT SUMMER 2008

It is important that all information below is accurate and complete. Assignments will be made upon receipt of the completed application and reservation payment. Reservation DEADLINE is by Noon on the Friday prior to your Sunday check-in. PLEASE PRINT.

Guest: \_\_\_\_\_ (Last name, first name)      DOB (Age): \_\_\_\_\_      Gender:  Male  Female

Current Address: \_\_\_\_\_      Local Phone: (    ) \_\_\_\_\_

\_\_\_\_\_      Home (or Cell) Phone: (    ) \_\_\_\_\_

School attending: \_\_\_\_\_      Home Address: \_\_\_\_\_ (If different)

\_\_\_\_\_      \_\_\_\_\_

Email Address: \_\_\_\_\_      Reason for accommodations: \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_

**A. Roommate Preferences: *Must be mutual request. It is recommended that application contracts be submitted together.***

Name \_\_\_\_\_ Email/Phone \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Email/Phone \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Email/Phone \_\_\_\_\_ Age \_\_\_\_\_

**B. Physical or health concern to be considered when making assignments (explain):**

\_\_\_\_\_  
\_\_\_\_\_

**C. Additional information to consider when making the room assignment:**

\_\_\_\_\_

**D. Occupancy dates:** Check each week for which you are requesting accommodations. Contracts are issued for the entire week (Sunday through Saturday nights, Sunday check-out). Charges are **NOT** prorated for partial weeks.

- |  |   |   |
|--|---|---|
| 1. <input type="checkbox"/> May 25 - 31 (limited availability) | 5. <input type="checkbox"/> June 22 - June 28 | 9. <input type="checkbox"/> July 20 - July 26                     |
| 2. <input type="checkbox"/> June 1 - June 7                    | 6. <input type="checkbox"/> June 29 - July 5  | 10. <input type="checkbox"/> July 27 - Aug 2                      |
| 3. <input type="checkbox"/> June 8 - June 14                   | 7. <input type="checkbox"/> July 6 - July 12  | 11. <input type="checkbox"/> Aug 3 - Aug 9 (limited availability) |
| 4. <input type="checkbox"/> June 15 - June 21                  | 8. <input type="checkbox"/> July 13 - July 19 |   |

**E. Occupancy Preference and Charges:** All floors for summer housing are co-ed and non-smoking. Due to space limitations, single occupancy rooms (suites and apartments) may not be available. Please indicate first, second and third choice.

- \$381 per week** Quad Semi-Suite, double occupancy, meal plan (required)     **\$456 per week** 4 Bedroom Apt, private bedroom, NO meals
- \$606 per week** Quad Semi-Suite, single occupancy, meal plan (required)     **\$540 per week** 4 Bedroom Apt., private bedroom, WITH meals

**NOTE:** All Room Rates are subject to Hotel and Motel Tax of 15.4%. If you stay longer than 30 consecutive days, this tax is not applicable.

The guest understands that this agreement may be terminated without further notice by University Center Management should the guest fail to maintain him/herself in good standing, as defined in the terms and conditions attached to this application contract.

**TERM & PAYMENT:** The term of this agreement is for the period indicated above. Each guest is responsible for the complete payment of housing and meal plan charges for the period indicated above prior to occupancy. Guests may not be provided occupancy if payment has not been received prior to arrival.

**MEAL PLAN:** Guests residing in a suite-style unit are required to participate in the meal plan. Meal plans are optional at extra cost for apartment residents. Further information is provided in the Terms and Conditions section.

**RESERVATION PAYMENT:** The guest must pay the required reservation fee in an amount equal to 50% of the total housing cost of occupancy preference indicated above. The reservation fee will be applied in full toward summer housing charges and is refundable only if University Center is unable to grant occupancy or with 30-days advance written notice of cancellation by guest. Remaining balance (full payment for length of stay) is required prior to arrival.

**CANCELLATION POLICY:** With a written 30-day notice of cancellation, the reservation deposit may be refunded in full.

Cancellations received less than 30 days before the intended check in date will result in the reservation deposit not being refunded.

**PARENT/GUARDIAN SIGNATURE:** Residents **MUST** be 18 years of age as of the date of his or her signing of this contract.

The undersigned hereby certifies to have read the attached Contract Terms and Conditions in full, understands the terms, and guarantees payment of all charges or obligations. The undersigned further agrees to pay all of the charges arising under this contract and any extension thereof when due, together with all fees and other costs necessary for the collection of any amount that is past due.

**Guest Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Emergency Contact Information:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**A reservation payment equal to 50% of charges is required when  
submitting this Application-Contract.  
Check, money order, American Express, Discover, MasterCard or Visa are accepted.  
Full payment for the length of stay is due prior to arrival.**

**FOR MORE INFORMATION:**

If you have any questions regarding University Center Terms and Conditions or Summer Housing Application, please contact the UC Management Office at 312-924-8000 or fax to 312-924-8100. The office is open Monday – Friday, 8 a.m. – 5 p.m.

You may also email [info@universitycenter.com](mailto:info@universitycenter.com) with subject line titled "Summer Housing."

**Mail completed application and reservation fee to:**

University Center, C/O Weekly Summer Housing  
525 South State Street, Chicago, IL 60605

**CREDIT CARD CHARGE**

**Credit Card Type:** AmEx VISA Master Card Discover  
(Please Circle)

**Credit Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**I understand and agree to the charges above.**

\_\_\_\_\_  
**Authorized Card Holder's Signature**

**OFFICE USE ONLY**

Filing Number \_\_\_\_\_

Assignment \_\_\_\_\_

RMS \_\_\_\_\_

ID Card System \_\_\_\_\_

Meal Plan \_\_\_\_\_

Confirmation \_\_\_\_\_



## WEEKLY GUEST HOUSING – SUMMER 2008 CONTRACT TERMS AND CONDITIONS

**Please read carefully.**

*University Center is located in the south loop of Chicago – home to numerous festivals, concerts, and more. Beds in apartment and suite-style units are available during the non-academic summer months when University Center becomes a full-service conference facility. You'll enjoy the numerous cultural institutions, sporting events, retailers, restaurants and entertainment venues only Chicago has to offer - and you'll have access to hundreds of full and part-time job opportunities, work-study programs and corporate internships. Public transportation is at your doorstep. Harold Washington Library Center, the country's largest municipal library, is right across the street. And, of course, Chicago's magnificent lakefront, world-renowned parks, beautiful beaches and marvelous museums are all just steps away.*

**RESERVATION PAYMENT:** An initial payment equal to 50% of the housing charges is required when submitting the application-contract . Full payment of the balance is due prior to arrival. All checks must be made payable to University Center and delivered to the UC Management Office. The resident’s Drivers License or State ID number must be written on all checks. Please attach any invoice received. (Note: An initial payment equal to the amount for single occupancy, does not guarantee assignment to a single.)

**CANCELLATION POLICY:** Upon a written 30-day request for cancellation, the reservation deposit may be refunded in full. Cancellations received less than 30 days before the intended check-in date will result in the reservation deposit not being refunded.

**LENGTH OF STAY:** Housing assignments are issued for the entire week, Sunday through Saturday. Rates are **NOT** prorated for partial weeks.

**HOUSING & MEAL PLAN COST:** Prices are per person and based on full occupancy of each unit. Residents may be consolidated (required to re-locate within the building) if a vacancy exists within their unit.

<u>Unit Type</u>	<u>Housing Charge</u>	<u>Meal Charge</u>	<u>Housing &amp; Meal Charge</u>	<u>Total (w/tax applied to stays less than 30 days)</u>
<b>4 Bedroom Apartment (Private Bedroom)</b>	\$456.00	\$84 (Optional)	\$540.00	\$526.22 NO meals \$623.16 WITH meals
<b>Quad Semi-Suite (Double Occupancy)</b>	\$381.00	Included	\$381.00	\$439.67
<b>Quad Semi-Suite (Single Occupancy)</b>	\$606.00	Included	\$606.00	\$699.32

**MEAL PLAN:** Residents assigned to a suite are required to participate in the summer meal plan. The meal plan includes 10 all-you-care-to-eat meals per week (retail items not included), plus \$20 in “Flex” spending, per week. Flex dollars can be used toward retail items sold in the Dining Center. Unused meals and flex dollars do not carry over. Apartment residents are not required to purchase a meal plan but may do so at an additional cost of \$84 per week.

**DINING SERVICES:** Service hours are Monday through Friday 7:00 a.m. to 9:30 a.m. for breakfast; 11:00 a.m. to 3:00 p.m. for lunch; and 4:30 p.m. to 7:30 p.m. for dinner. Saturday and Sunday 11:00 a.m. – 1:00 p.m. for Brunch; and 4:30 p.m. to 7:00 p.m. for dinner. All dining hours are subject to change. Modified service with shortened hours may occur for special events or holidays and will be announced accordingly. Meals are served either a la carte or “all-you-care-to-eat.”

**CHECK-IN/CHECK-OUT:** Check-in time is after 3 p.m. each Sunday. Residents must check-out with the staff on duty on or before 10:00 a.m. Sunday of the last week for which they have contracted. Residents do not check-out during continuous weeks of occupancy. Residents who fail to check-out with staff at the end of their contract period will be subject to having their belongings packed and moved into storage, and the lock to their room door changed. The guest will be billed for all expenses related to packing, moving, and storing their belongings, the cost for the lock change, in addition to normal cleaning and damage charges (if any).

**UNIT ASSIGNMENTS:** **Specific unit assignments are available upon check-in.**

**ROOM AMENITIES:** University Center supplies basic furniture such as desk, chair, dresser, closet, bed, blinds, mattress, and telephone with free local calls. Halogen lamps are prohibited.

**Apartments** consist of four individual bedrooms, two bathrooms and a kitchen and living area. The common living areas include a couch, chair, coffee table, end table, shelving units, and dining table with four chairs. The kitchen includes a stovetop oven, microwave, full-size refrigerator and a dishwasher. (Dinnerware and cooking utensils are not provided)

**Suites** consist of two bedrooms with two beds in each room joined by a shared bathroom. A floor lounge with kitchen is provided on each floor.

**LIABILITY:** University Center assumes no liability for the loss or damage to personal property. Personal property is brought onto the premises at the risk of residents. Residents are urged to lock their doors at all times and to make sure their renter’s insurance policy is current.

**RIGHTS:** University Center reserves the right to remove or reassign residents at any time during the term of occupancy to ensure safety or for efficient operations. It is mutually agreed that all provisions of the *University Center Resident Handbook for 2007-2008*, ([http://www.universitycenter.com/assets/uc\\_stdnt\\_hndbk\\_06.pdf](http://www.universitycenter.com/assets/uc_stdnt_hndbk_06.pdf)), all school policies, and all State, Federal, and local laws, are incorporated herein. Upon check-in, it will be necessary for guests to complete the Resident Handbook Acknowledgement of Policies and Emergency Contact Form.

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**UNIT TYPES:** Below is a sample room layout for the 4 Bedroom Apartment and the Quad Semi-Suite. The actual layout and square footage may vary slightly.

