



**Conference Services - Loyola Lodging**  
 26 E Pearson St. | Chicago, Illinois 60611  
 p (312) 915-6178 | f (312) 915-6255  
 Loyolalodging@luc.edu

Thank you for choosing Loyola University Chicago's Water Tower Campus for your summer housing accommodations, we look forward to hosting you. Our Summer 2024 Housing for interns runs from the nights of **June 1st until August 1<sup>st</sup>**. Summer intern housing does require a **minimum stay of 60 days**. We offer a variety of choices for our summer housing. Space can be limited, so we encourage you to make your reservation as soon as possible. **If your internship dates require you to arrive earlier/depart later than the above housing dates, we may have housing available in our hotel. Please note this is in the same building as your intern housing.** If you'd like to make a reservation, please fill out the application attached in this brochure and send it to [loyolalodging@luc.edu](mailto:loyolalodging@luc.edu). After your application is approved, you will receive instructions on how to make your reservation online. Due to the large number of applicants, please allow 72 hours for our office to contact you regarding your inquiry. We ask that you please read the following information thoroughly before filling out your application.

## Residential Apartments at our Water Tower Campus

Apartments consist of two lockable bedrooms of either single- or double-occupancy, which share a common living space and kitchen. Each kitchen has full-sized appliances including refrigerator, stove, oven, microwave, dishwasher, and garbage disposal. The beds in the apartments are extra-long twin style beds. Each bedroom includes one desk (with chair) and one dresser, per person. The living room includes a sofa and side table. Utilities are included. A whole apartment walk thru will be scheduled for within 5 days of the first guest's check out to ensure all guests are aware of any damages or potential excessive cleaning fees. Final review of the apartment for damages and cleanliness will be made after all guests have checked out. Please note that linens are not included. A list of items available to rent can be found on the second page of this brochure.

## Housing Options

### ◆ *Double-Occupancy Room:*

Two guests will share one private bedroom within an apartment, each paying the double-occupancy rate. You will share the common living room and kitchen with guest(s) in the adjoining bedroom. 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 indicated must also submit your name. If a roommate is not identified, your application automatically changes to Single-Occupancy status and you will be charged at the Single-Occupancy room rate.

### ◆ *Single-Occupancy Room:*

Single-Occupancy Rooms include one bed within a lockable bedroom/bathroom within the two-bedroom apartment. You will be sharing the common living room and kitchen with guest(s) in the adjoining bedroom.

### ◆ *Full Two-Bedroom Apartment:*

This option includes private use of a full two-bedroom apartment for a maximum of four guests. Pricing is based on the nightly rate of the apartment and your apartment size will be determined based on the number of people signing up at the time of the reservation. (You'll either have one or two beds per bedroom. You may also have a triple occupancy apartment with two beds in one bedroom and a single bed in the other).

## Pricing

Residential Housing	Nightly Rate	Cost Based on a 30-day month
Bed in a Double-Occupancy Room	\$40.00/per person	\$1,200.00/per person
Single-Occupancy Room	\$68.00/per person	\$2,040.00/per person
Full Two-Bedroom Apartment	\$132/apartment	\$3,960.00/month



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## Amenities

### ◆ **Cardio/Yoga Fitness Center:**

Passes to our Cardio and Yoga Fitness Center located within the building are available at the At Your Service Desk at no charge, when available. You can also reserve a time for a pass to be available making sure that your workout routine stays on track. On your first visit you will need to fill out a waiver form to use the facility.

*There is a two-hour time limit when borrowing a gym pass.* Hours for the fitness center will be posted at our front desk.

### ◆ **Laundry Facility:**

Laundry facilities are available on-site.

### ◆ **Parking:**

We offer overnight parking on our Lake Shore Campus at the current rate of \$8 a night. The Lake Shore Campus is approximately eight miles north of the Water Tower Campus and close to an “L” Red line stop and several bus stops. The current pricing for a one-way trip on the train is \$2.50, and \$2.25 for the bus.

### ◆ **Wireless/Ethernet Internet:**

Two wireless internet access codes are free for stays over 60 nights. Each additional code can be purchased for \$10. For the duration of your stay per device, ethernet/wi-fi connections are available for \$25 for a gaming system or streaming device such as a Fire TV stick, Roku, etc. *We kindly request that you please inform us prior to your arrival if you would like or need this connection.*

### ◆ **Loyola Lodging**

For parents interested in visiting their child during the summer, we have hotel rooms available for your lodging needs. For rates, amenity information and more, please email [loyolalodging@luc.edu](mailto:loyolalodging@luc.edu).

## Rentable Items:

Items available for rent ( <i>limited quantities available</i> )	Price
Plates, Bowls, Silverware, Mugs, Glasses	Upon Request
Pots & Pans, Cooking Utensils	\$125
Bathroom Set: Hair Dryer and Shower Caddy	\$50
Iron with Ironing Board	\$50
Television ( <i>Please note: there is no cable access in the apartment</i> )	\$150
Linen Program: You will receive 2 of each: Large Towel, Hand Towel, Wash Cloth, Bathmat, Bottom Sheets, Top Sheets, Pillow and Pillowcases. 1 of each: Bed Spread, and Blanket.	\$50 per set



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## Location and Safety Information

Baumhart Hall, located on the Water Tower Campus is located at 26 East Pearson Street, in one of the greatest neighborhoods in Chicago-the Gold Coast. Conveniently located two blocks west of Chicago's historical Water Tower and Magnificent Mile. Traveling throughout the city is quick and easy as we're just a short walk to multiple CTA bus stops and a Red line "L" stop. Search our address at [www.googlemaps.com](http://www.googlemaps.com) to get full view of our exceptional locations.

Our At Your Service Desks are staffed 24-hours every day during our intern season. To gain access to the apartments, all residents must swipe in with their assigned room card. **For security purposes, guests of residents are required to check-in at the At Your Service Desk and leave a government form of ID.**

## Payment Terms and Requirements

After your application has been approved you will receive instructions on how to make your reservation online. If there is no longer availability at Loyola Lodging, you will be informed that you're on a wait list. If you so choose, you will be kept on the wait list and if lodging becomes available you will be notified. **In order to complete your reservation, a \$1,500 reservation deposit is required. The \$1,500.00 will be applied to your total cost. The remainder of your balance will be due 7 days prior to arrival.**

**You are required to submit a \$500 damage deposit.** This damage deposit will be refunded to you at the end of your stay as long as there is no damage to the apartment and the apartment is left clean and move-in ready condition (in the same condition as when you moved into it). Any excessive cleaning fees will be deducted from your damage deposit. The damage deposit must be made on a credit card and will only be refunded on the same card. **You are also required to submit a certificate of renter's insurance with at least \$100,000 in liability insurance, naming Loyola University Chicago, its affiliates, including Mundelein College, and each of their respective agents, employees, officers, directors, and trustees as an additional insured.** This can be purchased through an insurance agency such as State Farm, Allstate, Progressive, etc. If you or your parent/guardian has a homeowner's insurance policy, you may also have this claim added onto the policy for the time you're residing at Loyola Lodging. The damage deposit and certificate of renter's insurance are both due at least 7 days prior to arrival and are mandatory for every person in the apartment. If any of the required items are not turned in before your arrival, you will not be checked into your accommodation.

## Cancellation Policies

If you need to change your reservation to accommodate an earlier check-out date, you must notify us (via e-mail) of your new check out date **at least 72 business hours prior to your arrival. After that time if you decide to check-out early, you will not receive a refund for the nights you did not stay.** Your departure will be considered an early departure, and the room/apartment no longer habitable by you, and available for Loyola Lodging to potentially turn around for another guest.

If for any reason you need to cancel your entire summer lodging reservation, a refund will only be given if your cancellation is made at least 21 days prior to your check-in date. However, **your deposit of \$1,500 will not be refunded, as it confirms your stay and is a cancellation fee.** If you cancel your entire reservation within 21 days of check-in, **your \$1,500 deposit will not be refunded, and you may be assessed an additional fee.**

If for any reason your stay changes and falls short of 30 nights, your rate will be adjusted to the nightly room rate associated with the number of nights you stayed, if applicable will also include the hotel lodging tax (currently 17.4%). Any balance would be due prior to departure. No refunds will be given. If there is a situation in which you break University policies or state laws and you are asked to move out of your residence, you will not receive a refund of any kind.



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## Loyola Lodging Policies

### ◆ *Guest Policy:*

Please be advised that if you have visitors during your stay with us, they must register with the At Your Service Desk. Your guest's driver's license or state ID will be held at the desk while they're in the building. It is our policy that your guest be always accompanied by you. Guests cannot stay longer than 72-consecutive hours, without prior permission from Conference Services Management. You can request permission by e-mailing [loyolalodging@luc.edu](mailto:loyolalodging@luc.edu). If an apartment is shared, roommates and apartment mates must agree upon guests staying overnight.

### ◆ *Drug, Smoking, Vaping and Alcohol Policy:*

Residents and guests are subject to Illinois State Law, which prohibits the sale, possession and consumption of tobacco products and alcoholic beverages by any person under the age of 21. No one is permitted to serve tobacco products or alcohol to minors (person under 21 years of age). Alcoholic beverages may only be consumed in the residence halls by guests who are 21 years of age or older and may not be transported or consumed in open view in public or common areas of your Residence Hall. These areas include lobbies, hallways, stairwells, elevators, suites, lounges and special-use rooms. Alcohol in excess as determined by Conference Services Staff (including, but not limited to kegs of beer) is not allowed in your residence. **The University reserves the right to allow authorized personnel to enter rooms.** When such entry is deemed necessary, the University will seek within all reasonable bounds to protect the occupant's privacy. Authorized University personnel may remove items that are in violation of federal, state, local, or University regulations. The use or possession of marijuana or any non-prescription drugs on Loyola property violates University policy. Furthermore, **smoking of any kind is prohibited within your Residence Hall.** If smoking is done in the building by those residing in the apartment or their guests, this will result in cleaning fees, and possible eviction from the property. **Please note that Loyola is a smoke free campus including tobacco, vaping, or marijuana.**

### ◆ *Quiet Hour Policy:*

Excessive noise during 11 p.m. and 8 a.m. is prohibited.

### ◆ *Bicycle Policy:*

At no time are bicycles allowed to be brought inside any campus building. This policy includes all students, faculty, staff and guests and includes residence halls, academic and administrative buildings. There is an outdoor bike corral located in the vicinity of your residential location. It is strongly advised that you register your bike with Campus Safety, and any theft should be reported to Campus Safety as well. Campus Safety recommends using a Kryptonite Evolution Series 4 U-Lock.

### ◆ *Apartment-Mate Introduction:*

If you choose a room option, we will assign an apartment-mate to reside in the second bedroom. This person will also be a summer intern/summer Conference Services guest and will be assigned based on their gender and length of stay at Loyola Lodging. After they are assigned, we will introduce the two of you via e-mail. We hope by doing this you can get to know your summer apartment-mate and you can discuss any "household items" you will each be bringing.

### ◆ *Lockout Policy and Lost Keys:*

The first time you're locked out of your apartment or bedroom, we'll unlock the door for you free of charge. Each additional lockout will be charged at \$50 and you are responsible for paying the fee within 24 hours. If you were to lose any keys or prox cards, the replacement costs are \$125 per key and \$130 for the prox card.

♦ **COVID-19 Policy:**

Everyone in Baumhart Hall is expected to comply with the Covid-19 requirements of Loyola University Chicago. This includes, and not limited to, residences, guests, employees, and third parties. These requirements are detailed here: <https://www.luc.edu/healthsafetyandwellbeing/covid-19inforesources/vaccineinformation/>

Should you become ill during your stay, please self-isolate, and contact the At Your Service desk at (312) 915- 6067 immediately. We will promptly undertake additional Covid-19 protocols for your safety and the safety of other guests and employees. Should we need to, and have the availability, we may move you to a quarantine room.

# LOYOLA LODGING SUMMER 2024 INTERN LODGING APPLICATION

Please print throughout the entire application all fields are required and must be completed, signed, and submitted by the applicant.

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

University: \_\_\_\_\_ Subject of study: \_\_\_\_\_

If you are sponsored by a government/public/private agency that will be paying for your stay, please list the agency along with the contact information for us to speak directly to them. Please note that full payment is due prior to arrival. If your agency will not be able to pay for your stay prior to arrival, lodging may not be approved. *If you are paying for your stay privately, leave this blank:*

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

## INTERNSHIP INFORMATION

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

HR/Manager's Name: \_\_\_\_\_ HR/Manager's E-Mail: \_\_\_\_\_

Internship Dates: \_\_\_\_\_

## HOUSING INFORMATION

Please read the attached summer intern housing guide for full details before making your housing selection.

Our intern housing runs from **June 1st through August 1st**. Check-in time starts at 3:30 p.m. and check-out time is by 10:30 a.m. There is a limited amount of space for those interested in arriving earlier or staying later. Please note that you may need to move to a different apartment within the building, or from another campus, we'll work with you on transport. Requests will be granted on a first-come, first-served basis.

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**Double-Occupancy**- \$40 per person, per night. This option is only available if you have someone to share the bedroom with. If a roommate is not identified, your application automatically changes to Single-Occupancy status and you will be charged at the Single-Occupancy room rate of \$68 per night.

**Single-Occupancy** - \$68 per person, per night. You'll have your own private bedroom/bathroom within a two bedroom apartment. The second bedroom will be occupied by a summer intern/summer Conference Services guest of the same gender who we will assign.

**Full Two-Bedroom Apartment**- \$132 per apartment, per night. This apartment has a maximum capacity of four people (up to two per bedroom). The apartment you're assigned (either one-bed or two-beds per room) will be based on the number of people listed below. Please specify who will be sharing each bedroom:

### Bedroom 1:

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

### Bedroom 2:

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

Please note that if you're listing a roommate or apartment-mate, they must also fill out an application and list you as a roommate as well. We will not pair you up unless both/all guests in the apartment list one another.

- If you're interested in renting any items (or if you're in need of linens), list them here. *For item list, refer to the Amenities section of the Summer Intern Brochure.*

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- Would you be interested in attending planned excursions such as baseball games, concerts, movies in the park, etc. with other summer interns? Yes  No  If yes, please give examples: \_\_\_\_\_
- Would you be interested in any sort of meal plan if one were available? Yes  No
- Would you be interested in meal kits like *Hello Fresh* if available? Yes  No

***By submitting this application, I agree to the policies and Terms and Conditions. I have read the Summer Internship Brochure and Application in full, and understand the information. I understand that no linens are included, and that I will adhere to the university's policy on COVID-19 protections.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Due to the high volume of applicants, please allow 72 hours for our office to contact you regarding your application. For privacy reasons we are only able to communicate with the applicant regarding their stay. Please e-mail your completed application along with any questions or concerns to [loyolalodging@luc.edu](mailto:loyolalodging@luc.edu) or fax to 312-915-6255. We look forward to having you as our guest!**

### **RESERVATION & WAITLIST INFORMATION, REQUIREMENTS, AND CANCELLATION POLICY**

After your application has been approved you will receive instructions on how to make your reservation online. If there is no longer availability, you will be informed that you're on the waitlist. If you so choose, you will be kept on the waitlist and if lodging becomes available you will be notified. **In order to complete your reservation, a \$1,500 deposit will be due. The remainder of your balance will be due 7 days prior to arrival.**

**You are required to submit a \$500 damage deposit. This damage deposit will be refunded to you at the end of your stay so long as there are no damages to the apartment and the apartment is left clean and move in ready (in the same condition as when you moved into it).** Any excessive cleaning fees will be deducted from your damage deposit. The damage deposit must be made on a credit card **in a separate transaction** and will only be refunded on the same card. You are also required to submit a certificate of renter's insurance with at least \$100,000 in liability insurance, naming Loyola University Chicago, its affiliates, including Mundelein College, and each of their respective agents, employees, officers, directors, and trustees as additionally insured. This can be purchased through an insurance agency such as State Farm, Allstate, Progressive, etc. If you or your parent/guardian has a home owner's insurance policy, you may also have this claim added onto the policy for the time you're residing at Loyola Lodging. The damage deposit and certificate of renter's insurance are both due at least 7 days prior to arrival and are mandatory for every person in the apartment. If any of the required items are not turned in before your arrival, you will not be checked into your summer accommodations.

If you need to change your reservation to accommodate an earlier check-out date, you must notify us (via e-mail) of your new check out date at least 72 business hours **prior** to your arrival. **After that time if you decide to check-out early, you will not receive a refund for the nights you didn't stay.** Your departure will be considered an early departure, and the room/apartment no longer habitable by you, and available for Loyola Lodging to potentially turn around for another guest.

If for any reason you need to cancel your entire lodging reservation, a refund will only be given if your cancellation is made at least 21 days prior to your check-in date. **You will receive a full refund minus your \$1500 deposit. If you cancel your entire reservation within 21 days of check-in, your \$1,500 deposit will not be refunded, and you may be assessed an additional fee.**

If for any reason your stay falls short of 30 nights, your rate will be adjusted to the nightly room rate associated with the number of nights stayed and if applicable will include the hotel lodging tax (17.4%). Any balance would be due prior to departure. No refunds will be given. If there is a situation in which you break University policies or state laws and you are asked to move out of Loyola Lodging, you will not receive a refund of any kind.

**OFFICE USE:**

Date received: \_\_\_\_\_ # on list: \_\_\_\_\_ Kx #: \_\_\_\_\_ Apartment #: \_\_\_\_\_

Dates of stay requested: \_\_\_\_\_

Early arrival requested? \_\_\_\_\_ Accommodated? \_\_\_\_\_

Late arrival requested? \_\_\_\_\_ Accommodated? \_\_\_\_\_

Apartment-mate assigned: \_\_\_\_\_ Intro. E-mail sent: \_\_\_\_\_

Confirmation E-Mail Sent: \_\_\_\_\_ Deposit received: \_\_\_\_\_ Full payment received: \_\_\_\_\_

Damage Deposit Received: \_\_\_\_\_ Renters insurance received: \_\_\_\_\_ Terms & Conditions: \_\_\_\_\_

Items for rent: \_\_\_\_\_

Waitlist Order #: \_\_\_\_\_ Notes: \_\_\_\_\_