



# GENERAL INFORMATION

## GUIDELINES AND TIMELINES FOR SUMMER CONFERENCE GROUPS

May 30, 2017 - August 1, 2017

### WELCOME

We are excited to say that UIC has a rich history of hosting many social, civic, church, academic, etc. groups for internal and external clients. The meeting options for Room spaces and layouts are endless. The campus offers up many spaces and amenities to fit your exact conference/meeting. UIC's Meetings and Conferences Office coordinates the logistics for each group's visit to UIC by making arrangements for housing, meals, meeting

space, audiovisual equipment, parking and recreation. The information and guidelines that follow are designed to answer questions about summer housing operations and to provide details about contract completion, the nonrefundable deposit, final guaranteed counts, room assignments, rooming lists and deadlines. We look forward to each group having a pleasant stay on our campus!

### HOUSING

#### **Housing Accommodations - Available June & July**

Housing at UIC is safe, affordable and comfortable. Campus Housing offers both single and double occupancy rooms in air-conditioned residence halls on the east, west, and south sides of campus. Our facilities range from traditional double rooms (with about fifty people to a floor and community bathrooms) and cluster style rooms (with three doubles and two singles sharing a bathroom) to two and four bedroom apartments. Each room is equipped with single beds, desks and chairs. Wheelchair accessible rooms are also available.

Standard linen is provided in the daily room rates and includes a blanket, pillow, pillowcase, sheets, towels and a washcloth. Hand soap and a drinking glass also are supplied. Linen is exchanged once a week. *Long Term Guests* may obtain a standard linen packet for \$25 for their stay. The guest will need to launder these packets themselves. Individual rooms are not cleaned on a daily basis; however, daily housekeeping of public areas is provided and bathrooms are cleaned thoroughly at least once a week. Any additional housekeeping services may be arranged for a fee.

## RATES

### Summer 2016 Housing Rates

Daily Room Rates	
Single Rooms Only	Double and Single Rooms
<b>Single Student Residence</b> - private bedroom, shared kitchen & bathroom. <p style="text-align: right;"><b>\$54 per Night</b></p>	<b>James Stukel Towers</b> - shared bathroom <p style="text-align: center;"><b>\$80 per Night</b> [\$40/person] [\$52 Single]</p>
<b>Thomas Beckham Hall &amp; Marie Robinson Hall</b> - private bedroom, shared kitchen, bath, living area. <p style="text-align: right;"><b>\$65 per Night</b></p>	<b>Polk Street Residence</b> - shared bathroom <p style="text-align: center;"><b>\$72 per Night</b> [\$36/person] [\$45 Single]</p>
<b>Commons North</b> - private bedroom, shared bathroom <p style="text-align: right;"><b>\$52 per Night</b></p>	Courtyard - shared bathroom; Commons South, or Commons West - community bath <p style="text-align: center;"><b>\$64 per Night</b> [\$32/person] [\$41 Single]</p>
Weekly Room Rates for Long Term Guests (4 weeks minimum stay. \$25 linen packet is required. Laundry on own.)	
Single Rooms Only	Double and Single Rooms
<b>Single Student Residence</b> - private bedroom, shared kitchen & bathroom. <p style="text-align: right;"><b>\$249 Week</b></p>	<b>James Stukel Towers</b> - shared bathroom <p style="text-align: center;"><b>\$370 Week</b> [\$185/person] [\$252 Single]</p>
<b>Thomas Beckham Hall &amp; Marie Robinson Hall</b> - private bedroom, shared kitchen, bath, living area. <p style="text-align: right;"><b>\$300 Week</b></p>	<b>Polk Street Residence</b> - shared bathroom <p style="text-align: center;"><b>\$282 Week</b> [\$141/person] [\$192 Single]</p>
<b>Commons North</b> - private bedroom, shared bathroom <p style="text-align: right;"><b>\$240 Week</b></p>	Courtyard - shared bathroom; Commons South, or Commons West - community bath <p style="text-align: center;"><b>\$296 Week</b> [\$148/person] [\$200 Single]</p>

CHECK-IN TIME: After 1:00 p.m.

CHECK-OUT TIME: By 11:00 a.m.

## CHECK-IN

### East Campus

The East Area Office is located at 700 S. Halsted Street, 2nd Level; telephone number is 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

The West Area Office is located at 1933 W. Polk Street, Lower Level; telephone number is 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

Thomas Beckham Hall (TBH) is located at 1250 S. Halsted Street; telephone is 312-355-6100. Marie Robinson Hall (MRH) is located at 811 W. Maxwell Street; telephone is 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. James Stukel Towers (JST) is located at 718 W. Rochford; telephone is 312-355-6000. Groups housed in James Stukel Towers report to the front desk on the second floor for check-in and check-out.

## GENERAL INFORMATION

### Parking

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. **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. (There is a 12% service fee for parking passes to be available at check-in, versus mailed ahead of time.)

### Meeting Facilities

The residence halls on the east and west sides of campus are physically connected to the Student Centers. The Student Centers offer meeting, recreational and dining spaces. Meeting rooms can accommodate 10 to 750 participants. 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.

### Summer Food Service

Participants “on their own” for meals may use the cash lines available in all the dining facilities on campus. 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 the guaranteed number or actual 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 prices are: **\$5.77 for Breakfast; \$8.81 for Lunch; and \$9.99 for Dinner**

Meal hours: **7:30am—9:00am, Breakfast; 11:30am—1:00pm, Lunch; and 4:30—6:00pm, Dinner.**

Meal hours may vary based upon guaranteed group numbers. Please take this into consideration when planning your event activities.

### 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. UIC Catering Services is ready to assist with times when the cafeteria is not available.

### Catering

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

### Vending/Laundry/Kitchen Facilities

Vending machines and laundry facilities are located in each residence hall. The common area kitchen/cooking facilities are very limited and guests must provide their own cooking/microwave utensils. To use the laundry service, guests will have to contact laundry in advance or add Dragon Dollars at a pay station in the student center. Or contact laundry in advance.

## GENERAL INFORMATION CONT.

### Recreational Facilities

Recreational facilities are conveniently located near both Student Centers. **Admission is by “Prior Arrangement Only”. The daily fee is \$15 per person; and the monthly fee is \$87.50 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. All children must be accompanied by a parent or legal guardian at all times.

### Incoming Mail

Incoming mail for conference participants should be addressed as follows:

Name of Person

c/o Name of Conference Group

- **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

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/Email Stations

UIC does not provide Internet access in individual rooms unless arranged in advance. Internet Services are billed directly to the conference group—not to individuals. Costs should be arranged at the time of contracting. Email stations are conveniently located in Daley Library to enable guests to check their email.

### Smoking

UIC is a smoke-free campus. Smoking is prohibited in the residence halls and campus buildings.

### Posting

Any posters or signs should be affixed with painter's tape. Conferences staff will gladly post a group's signs.

### 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. 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.

### 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.

## GUIDELINES AND TIMELINES

**Each summer group must provide a 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 one (1) month 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. PLEASE NOTE: 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 four (4) weeks prior to arrival.** PLEASE NOTE: Housing is billed at 100% of the contracted amount. Groups will be charged for "no shows."

**Each group is responsible for handling its own room assignments.** The Conferences staff will not assign roommates. The staff will be happy to provide floor plans and rosters as well as suggestions to groups who may need extra help in making room assignments. PLEASE NOTE: When making assignments, you should assign all rooms and all floors to capacity. All double rooms should have two people, and a floor should be completely filled before using the next floor.

**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. Once your group has checked-in, very few (if any) room changes should be made!

**Each group should plan to provide the Conferences staff with at least two (2) copies of their Final program or conference schedule (to include a timetable and locations of the group's activities).** Receipt of the program or schedule before arrival on campus will help us in our preparations for your group.

**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.**

## CONTACT

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