



THE UNIVERSITY OF  
**CHICAGO**

**Residential Services**

**Summer Conference Program**

**Policies, Procedures and Amenities**

## Welcome!

We want to make your stay with The University of Chicago a pleasant one. This brochure is intended to provide you with information regarding the residence halls and the services available to you during your stay.

If you ever need assistance – problems with your room, directions, and/or have any general informational questions about items presented in this brochure – feel free to contact the front desk of your residence hall. The front desks operate 24 hours a day/7 days a week.

In case of an emergency, contact University Police at 1-2-3 from any campus phone or 773-702-8181.

Thank you and welcome!

A handwritten signature in black ink that reads "Ashley R. Clement". The signature is written in a cursive style with a large, looped initial "A".

**Ashley Clement**

Summer Conference Manager

Residential Services | Campus and Student Life

## Table of Contents

|   |    |
|---|----|
| <b>Residence Hall Information</b>           | 1  |
| • Check-in and Check-out                    | 1  |
| • Linens                                    | 2  |
| • Housekeeping                              | 2  |
| • Laundry                                   | 2  |
| • Trash                                     | 3  |
| • Recycling                                 | 3  |
| • Lost and Found                            | 3  |
| • Summer Conference ID                      | 4  |
| • Guest Procedures                          | 4  |
| • Mail                                      | 5  |
| <b>Residence Hall Amenities</b>             | 6  |
| • Telephone                                 | 6  |
| • Television                                | 6  |
| • Vending Machines                          | 6  |
| • Kitchen Facilities                        | 6  |
| • Email and Internet                        | 7  |
| • Computer Use                              | 7  |
| • Printing/Copying                          | 8  |
| • Courtyard Use                             | 8  |
| <b>Dining Information</b>                   | 9  |
| • Cathey Dining Commons                     | 9  |
| • Other Dining Locations                    | 9  |
| <b>Parking and Transportation</b>           | 10 |
| <b>Safety and Security</b>                  | 11 |
| <b>Residence Hall Rules and Regulations</b> | 12 |
| • Alcohol and Illegal Drugs                 | 12 |
| • Smoking                                   | 12 |
| • Noise and Curfew                          | 12 |
| • Pets                                      | 12 |
| <b>Emergency Procedures</b>                 | 13 |
| • Fire Safety                               | 13 |
| • Weather and Tornadoes                     | 14 |

## **Residence Hall Information**

---

### **Check In**

- To check in you must register at the front desk of your assigned hall— Stony Island, South Campus Residence Hall or Max Palevsky Central (regardless of a specific assignment in Max Palevsky, all check ins occur at Max Palevesky Central).
- Upon check in you will receive a Summer Conference ID that will allow you to access your room. The ID should be worn and visible at all times.

### **Check Out**

- Check out time is 10am, unless special arrangements have been made by your conference organizer.
- Failure to check out by the specified time will result in an automatic additional charge of one night's stay at the applicable nightly rate.
- Exceptions to the check-in and check-out times must be approved in advance.
- Please check out at the front desk of your residence hall where you checked in and return your Summer Conference ID.

### **Before You Check Out...**

- Return linens (sheets and towels only) to the first floor lounge/lobby.
- Place all furniture back in its original position.
- Double-check all drawers and the closet for personal items.
- Turn off all lights and close windows.
- DO NOT turn off the air conditioning; set the air conditioning to its coolest setting:
  - 68 degrees at South Campus and Stony Island
  - Blue (coldest) at Max Palevsky
- Empty trash from residence hall room.

**Linens**

- Each conference guest will be provided with a flat and fitted sheet, a blanket, pillow, pillowcase, and towels.
- Additional blankets can be requested at the front desk of the residence hall.
- You may exchange your linens every Tuesday and Friday from 7am to 1pm in the first floor lounge or main lobby of the residence hall.
- Pillows and blankets should be left on the bed for the duration of your stay.

**Housekeeping**

- Bedrooms and bathrooms will be cleaned before arrival and common areas of the residence hall will be cleaned daily.
- Vacuum cleaners are available for guests to check out at the front desk (in Max Palevsky you must go the Max Palevsky Central Desk).
- Irons can be checked out at the front desk depending on availability (in Max Palevsky you must go the Max Palevsky Central Desk).

**Laundry**

- Laundry rooms are located in the basement of each building. Each load of laundry costs \$1.00 (normal wash) or \$1.25 (super wash). To dry, each load is \$1.00.
- There are cash value centers for laundry in the lobby of Max Palevsky Central and South Campus. A laundry card can be purchased at these machines and value can be loaded onto a laundry card at these locations.
- If you have problems with a machine or need laundry refunds from a laundry machine, please inform the front desk clerk. Let the clerk know the machine number and the amount lost. Unused card balances are non-refundable.

**Trash**

- Trash rooms are located at the end of each hall in Max Palevsky Residential Commons and Stony Island. Trash rooms in South Campus Residence Hall are in various locations throughout the building mostly near elevators.
- Summer conference guests are responsible for removing waste from their residence rooms.

**Recycling**

- The summer conference program participates in the University single-stream recycling program.
- Look for designated bins in lounges, common areas, hallways, and/or trash rooms.
- Acceptable include glass, aluminum, paper, cardboard, and plastic.
- Recycled items have to be clean (empty of food and, if possible, rinsed).

**Lost and Found**

- The Lost and Found is located at the front desks of the residence halls.

**Summer Conference ID**

- While on campus, you are required to wear your Summer Conference ID.
- For your safety, desk clerks will ask you to show your ID upon entering the building. We encourage you to wear your ID cards while on our campus to be easily identifiable as a part of the summer conference program.
- You should only enter and exit each building through the main entrances showing your ID. If you exit through an emergency exit, the alarm will sound.
- If you have temporarily misplaced your ID card or have locked yourself out of your room, you may receive a temporary unlock code from the front desk.
- There is a \$25 charge for replacement or lost ID cards.
- Unauthorized possession, use or misuse of ID cards or unlock codes is not permitted.

**Guest Procedures**

- All summer conference guests must sign in any visitors that they receive at the front desk.
- Upon check in, the visitor will be required to present a valid photo ID to the desk clerk.
- Summer conference guests are responsible for their visitors at all times.
- Visitors may be in the building at any time during the day with the summer conference guest, but must check out with the desk clerk by 10pm.

**Mail**

- Mail can be picked up at the front desk at any time throughout your stay.
- The front desk will sign for all priority packages. Guests receiving packages will have a package slip in the file listed under their conference name at the front desk.
- Do not send mail prior to your arrival, mail is only accepted while the conference is on campus. Mail will not be forwarded.
- Mail received before or after your stay will be returned to the sender.

To receive mail and packages during your stay, use the address information for your assigned building.

Your Name  
Attn: Summer Conferences (group name)  
**Max Palevsky Central**  
1101 East 56<sup>th</sup> Street  
Chicago, IL 60637

*Or*

Your Name  
Attn: Summer Conferences (group name)  
**South Campus Residence Hall**  
6031 South Ellis Avenue  
Chicago, IL 60637

*Or*

Your Name  
Attn: Summer Conferences (group name)  
**Stony Island Hall**  
5700 S. Stony Island Ave.  
Chicago, IL 60637



## **Residence Hall Amenities**

---

### **Telephone**

- Summer conference guests may make local and domestic long-distance phone calls at no additional charge from their room.
- Making international calls from your room requires the use of an outside calling card.
- Voicemail is not available for summer conference guests.

### **Television**

- In South Campus, each House Lounge has a television available for the guests. In each of the Max Palevsky buildings (East, West, and Central) there is a TV located on the first floor. In Stony Island there is a TV located in the first floor lounge. The conference coordinator can check out the remote control at the front desk. Limited channels are available.
- Cable is not provided in the residence hall rooms.
- There is a \$50 replacement fee for any lost or damaged remotes.

### **Vending Machines**

- In each of the buildings coin operated vending machines are available on the first floor.

### **Kitchen Facilities**

- Kitchens are available only on a limited basis and are not equipped with any cooking utensils, pots, pans, etc.
- It is the user's responsibility to clean the kitchen after use.

**Email and Internet**

- Each residence hall has a computer lab that summer guests may utilize to access email.
- Each residence hall is equipped with wireless internet throughout the building and can be accessed by using your CNET ID provided at check in.
- Ethernet cables are not provided.

**Computer Use**

- There is a computer lab in each of the Max Palevsky buildings (East, West, and Central). In South Campus, there are 8 computer labs, one in each House Lounge. In Stony Island, there is a computer lab located on the first floor. Each lab has login information posted in order for guests to use the computers.
- Guests may access the wireless network by using their University of Chicago CNet ID. CNet ID instructions will be given to guests during check in after signing a user agreement.
- Users must agree to observe all University of Chicago Information Technology Services rules, regulations, and guidelines regarding the use of the campus network. These guidelines can be found at: <http://itservices.uchicago.edu/policies>.
- Copies of the Eligibility and Acceptable Use Policy (EAUP) and the File Sharing Policy are available at the front desks of the residence halls.
- If you experience problems, please report these to the front desk for assistance.

**Printing/Copying**

- Each building offers printing and copying with the purchase of a copy card.
- Print release stations/copiers are located by the front desks of the residence halls.
- Copy cards can be purchased at the Regenstein Library, located at 1100 East 57<sup>th</sup> Street. Full details are available at: <https://printing.uchicago.edu/>
- Black and white printing costs \$.10 per page and color printing is \$.15 per page.
- For problems using the Canon printer/copier in each residence hall, please email [canon@lists.uchicago.edu](mailto:canon@lists.uchicago.edu).
- Unused balances on copy cards are non-refundable.

**Courtyard Use**

- Courtyards may be reserved by your conference organizer through Residential Services.
- The following rules are in effect for the courtyard areas of Max Palevsky Residential Commons and South Campus Residence Hall:
  - Quiet hours begin at 10pm from Sunday to Thursday and 11pm on Friday and Saturday.
  - No ball playing allowed – including, but not limited to, Frisbees or soccer balls.
  - Guests are not permitted to use grills.
  - Smoking is not permitted.

## **Dining Information**

---

### **Cathey Dining Commons**

- The main summer conference dining location is Cathey Dining Commons, located at 6025 S. Ellis Ave.
- If you have a meal plan or maroon dollars, the front desk at Cathey Dining Commons will scan your ID card to allow access. Cash is also accepted. All meals at Cathey Dining Commons are all-you-care-to eat.
- Cathey Dining Commons is open daily and has the following hours of operation:

Breakfast:        7:30am – 9:00am (hot)  
                          9:00 - 9:30am (continental)

Lunch:            11:30am – 1:30pm

Dinner:           5:15pm – 7:00pm

### **Other Dining Locations**

- Maroon dollars, credit cards and cash are accepted at various dining locations across campus.
- À la carte dining choices are available throughout campus at a variety of locations.

Hours of operations Monday through Friday:

C-Shop:                    7:30am – 11:00am  
                          Location- Reynolds Club

Hutchinson Commons:    11:00am – 2:30pm  
                          Location—Reynolds Club

Midway Market:            11:00am – 3:00pm  
                          Location—South Campus Residence Hall

## **Parking and Transportation**

---

- For information regarding transportation and parking at the University of Chicago, refer to <http://visit.uchicago.edu/transportation.shtml> or information regarding public transportation throughout Hyde Park and the Chicago area, refer to the following website from the Chicago Transit Authority: [www.transitchicago.com](http://www.transitchicago.com).
- Go Airport Express operates out of both Midway and O'Hare airports and will drop you off right in front of South Campus Residence Hall. To schedule a pick-up, go to [www.airportexpress.com](http://www.airportexpress.com) or call 1-888-284-3826 (press option 1 to be connected to an operator immediately).

## **Safety and Security**

---

### **Safety**

- Under no circumstances should heat detectors, smoke detectors, fire extinguishers, fire hoses, standpipes or fire sprinklers be tampered with or disabled. These are life-safety devices intended for emergency situations. Likewise, under no circumstances should automatic door closing devices be removed.
- It is not permitted to go out on the roofs or fire escapes, or any area deemed as a "restricted area" of the residence halls and dining commons except in an emergency.
- At no time is it permissible to throw *any type or size* of objects from the windows, fire escapes, or roofs of residence halls. Such actions are subject to disciplinary action.
- Possession of firearms of any kind, explosives, firecrackers, or other dangerous objects or materials in the residence halls is prohibited.
- Window screens are not to be removed from windows. Windows are not to be used for entrances or exits except in the case of an emergency.

### **Security**

- Only building staff, summer conference guests and their visitors are permitted to enter the residence halls.
- No one should prop open an outside door to permit someone who is not a resident to enter the building.
- Security screens and/or window stops are installed on all first floor rooms and on rooms adjacent to fire escapes and porches.

## **Residence Hall Rules and Regulations**

---

### **Alcohol and Illegal Drugs**

- All guests are required to follow federal, state, and local laws regarding alcohol consumption and possession.
- Alcohol is not allowed in any common areas (i.e. lounges, hallways, stairwells) of the residence halls.
- The possession, use, or distribution of illegal drugs is not permitted.

### **Smoking**

- Smoking is not permitted in the summer conference program residence halls, including public spaces and enclosed courtyards.
- Smoking is not permitted within 15 feet of the entrance of a residence hall.

### **Noise/Curfew**

- While each conference group will establish their own curfew and quiet hour policies, 24-hour courtesy hours are in effect at all times in the residence halls.
- By ordinance of the City of Chicago, the following curfew is in effect for those 17 years of age and younger:
  - Sunday—Thursday: 10pm to 6am
  - Friday—Saturday: 11pm to 6am

### **Pets**

- With the exception of documented animals, summer conference guests are not permitted to have pets in the residence halls.

### **Other Reminders**

- Any sports including ball are not allowed inside the residence and dining halls.

## **Emergency Procedures**

---

- In case of an emergency, contact University Police at 1-2-3 from any campus phone or 773-702-8181.
- There are 357 emergency phones in the Hyde Park area. Simply press the button and you will be immediately connected to a University Police dispatcher.

### **Fire Safety**

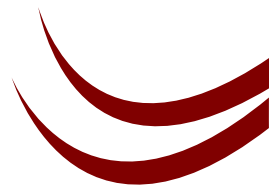
- If you discover a fire, immediately pull the nearest fire alarm pull station and evacuate the building immediately.
- If you hear the alarm sound, evacuate the premises immediately. Do not use the elevators. Follow the provided evacuation procedures.
- If you are in your room when an alarm sounds, feel the door to the corridor before opening it. If the door is hot, keep it closed. Cover or stuff clothing in the cracks around the door. Take no unnecessary chances to get out of your room. Unless you are in immediate danger, you may be safer where you are. Hang a sheet out of your window to alert the Fire Department to your location.
- If your room door is cool, open it slightly. If the hall appears safe, leave by one of the fire stairwells. If possible, close the windows and door to your room when you leave. Do not lock your door. Turn the room lights on. Knock loudly on the room doors next to yours to alert your neighbors.



- If you are in the basement, follow hallway to the nearest exit sign, go up one flight of stairs to exit on first floor.
- If you must leave in heavy smoke, stay as close to the floor as possible. A wet cloth over your face may aid breathing.
- The fire department will notify when it is safe to re-enter the building.

**Tornado/Severe Weather**

- Upon the issuance of a tornado warning, the University Alarm system will sound. Upon hearing the siren, residents and guests should take shelter in the basement or lowest floor. Guests should avoid rooms with windows.



**Max Palevsky Residential Commons**

1101 E. 56th Street

Chicago, IL 60637

773-834-9202

**South Campus Residence Hall**

6031 S. Ellis Ave

Chicago, IL 60637

773-702-4550

**Stony Island Hall**

5700 S. Stony Island Ave

Chicago, IL 60637

773-795-2999