

UIC Guest Housing Contract

This document, when agreed upon through form of payment, is a request to use and occupy University of Illinois at Chicago residence hall accommodations. This is an AGREEMENT between the Individual Guest and the University of Illinois at Chicago. It entitles the Guest(s) to the use of assigned University housing only in such manner as set forth herein and in accordance with the regulations of the University. This contract is binding for all individuals of a group reservation or of reservations made on behalf of an individual automatically, even if the individual who submits payment is not the Guest(s) staying on campus. This contract does not constitute a lease or create a landlord - tenant relationship between the University and the Guest(s). This AGREEMENT, unless otherwise provided, shall be binding for the dates of your reservation further confirmation by the University:

Requirements for UIC Guest Housing Program

Guests must be an affiliate of the University or connected to the University in some manner. Guest(s) must be at least 18 years of age, or have a parent or guardian present throughout the entire stay who is above the age of 18. All guests within a party are the responsibility of the sole individual who officially checked in at our front desk.

Check-In / Check-Out

Guest check-in occurs after 4:00pm of the approved check-in date unless previously arranged with the UIC Guest Housing Coordinator. Check-in is located at 1933 West Polk Street front desk. Guests are required to show form of picture ID as well as sign a key pick up form at the desk confirming you have taken possession and responsibility of all keys issued. All checkouts must occur by 10:00am on the scheduled departure day.

Rates and Billing

Guests will be required to submit payment in full by credit card via an online payment link (which will be provided after your application is processed) prior to check-in unless previously arranged with the UIC Guest Housing Coordinator. Payment is the sole responsibility of the individual applicant for the entire amount due. Payment cannot be accepted at our desk and must be submitted by a personal electronic device.

Cancellation (A) To cancel a reservation, written notice is required to UIC prior to occupancy. If notice of cancellation is received after a guest moves in, a refund for the number of unused nights minus a \$25.00 administration charge will be assessed.

(B) If the guest does not check in within three days of their scheduled arrival and has not given prior written notice of their late arrival to Housing, their housing reservation will be canceled. If payment has already been received by the University, step (A) will begin effect starting from the 4th day of the scheduled reservation.

(C) If the guest vacates the room prior to the end of the scheduled stay without submitting a cancellation request to UIC Campus Housing and checking out and returning their keys at the residence hall desk, they will not receive a refund.

Termination of Occupancy

UIC reserves the right at any time, in its sole discretion, to terminate this Agreement, to suspend the Guest(s) from housing at our UIC Guest Housing program, to postpone or cancel the assignment of any space, or to postpone the commencement of the Guest(s) stay (A) if the guest fails to pay any sum due under this Agreement when due, violate any other term of this Agreement, or fail to occupy or improperly vacate the assigned space; (B) if the assigned space is unavailable for dormitory use or unusable due to any damage, construction, renovation, or repair; or (C) for any other reason that UIC, in its sole discretion, deems to be good cause. If this Agreement is terminated because of the Guest's failure fully to perform any of the obligations under this Agreement, the Guest will continue to be responsible for all fees due under or as a consequence of this Agreement for the entire original stay. Sublease of any unit is strictly prohibited.

Room Assignments

Specific room assignments will be made by the Guest Housing Coordinator. The Guest Housing Coordinator will attempt to accommodate roommate requests, provided it receives the request in writing from each roommate. Room assignments are made without regard to race, creed, color, age, veteran's status, sexual orientation, or national origin. The Guest Housing Coordinator reserves the right to assign applicants to available space, alter any assignment at any time, and deny or revoke the privilege of housing to any Guest who disrupts the residence hall environment, or violates any provision of this Agreement. If a vacancy occurs in an apartment, the remaining Guest(s) will accept an assigned apartment mate. Where there is a vacant space, the apartment must be maintained by the Guest(s) in a manner that will allow another Guest to move in immediately without prior notice to the Guest(s).

Regulations

The Guest agrees to review and abide by all policies and regulations of UIC and Housing that are or shall become effective during the duration of Guest's stay. These policies and regulations are included in the Resident Student Handbook found online at housing.uic.edu/handbook. If the Guest violates any such policy or regulation, they may be subject to disciplinary action and/or termination of this Agreement without refund by UIC, in its sole discretion.

Security

Guests who enter or leave by locked security doors are responsible for leaving them in a locked position. Doors must not be propped open at any time. Keys should be carried at all times, and are not to be loaned. Guest(s) should report anyone or anything suspicious or any lost or stolen articles to the building front desk immediately. In case of emergency, contact our UIC Police at (312) 355-5555. The University does not assume responsibility for loss or damage to personal items or for personal injury.

Keys

Guests are assigned keys for access to their building and apartment. Under no circumstances are these keys to be loaned or given to anyone else. Upon check-out from University housing, all keys must be returned. Failure to do so will result in a replacement fee including the changing of the lock head. Guests who lose their keys during the course of their stay on campus must report such loss to the building front desk immediately and pay the same charge as above. If there is a police report verifying that the keys were stolen and not lost there will be no charge.

Amenities

Each apartment will be supplied with basic cookware and eat ware such as a coffee maker, toaster, set of pots and pans, set of dishes and cups, and a set of cooking utensils as well as eating utensils. All of these items must be in the apartment upon check out. If all items are not accounted for, all guests will be held responsible for the replacement fee.

Visitors

Visitation is granted between the hours of 10:00am – 10:00pm for our Shared Space housing option. Any Guests occupying our Private Apartment option have 24 hour guest visitation access. Guests are responsible for the conduct of their visitors and all visitors are subject to the same terms and conditions outlined in this contract (which also includes other individuals staying within a Private Apartment). All visitors must check in at the front desk and check out before they leave. No more than three visitors per Guest are allowed at any one time.

Room Access

UIC reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice to the Guest to make repairs; to inspect for compliance with health, fire, or building codes or with UIC policies or regulations; or because of any situation that UIC, in its sole discretion, deems to be a danger to health, safety, or property.

Apartment Condition

(A) The Guest shall maintain the room in a clean, safe, and undamaged condition at all times. Guests assigned to the room shall be jointly responsible for cleaning and maintaining any kitchens, bathrooms, or other common areas. (B) When the Guest vacates the assigned space, they shall remove all personal property (including food) and leave the room and any furnishings clean and in the same condition they were in when the Guest commenced occupancy, ordinary wear and tear excepted. Guests agree that UIC may promptly dispose of any personal property left in the room after the end of the scheduled stay. UIC will assess cleaning, repair, and disposal charges equally among all guests assigned to the room, unless individual responsibility is established before departure. (C) Charges for damage to any public area or furnishings in a housing facility may be assessed, in UIC's sole discretion, against any or all of those assigned to the apartment.

Responsibility for Personal Property

The University does not assume responsibility for and Guest hereby expressly releases University from any and all liability related to:

(A) Loss or damage to articles of personal property that occurs in its buildings or on its grounds.

Guests are encouraged to carry appropriate insurance to cover such losses.

(B) Power outages including those that result in the loss of stored computer memory, data, and/or files or voltage spikes or surges which damage computers or any appliance. Guests are encouraged to use voltage surge protectors.

Responsibility for Common Areas (hallways, stairwells, elevators, lounges, studies, etc.)

Guests are expected to take every precaution to assure that common areas are not abused.

Removal of common area furnishings or equipment from their proper location constitutes theft of University property.

Move Out Procedures

Guests shall vacate their assigned space, and officially check out and return all keys, by 10:00am on the final day of the scheduled stay (immediately upon cancellation or termination of this Agreement). If the Guest does not officially check out, return keys, and vacate the space by that date, UIC reserves the right to change the locks for the room and not allow the Guest to enter the room or the facility in which it is located. Guests shall also be responsible for all costs and direct or indirect damages suffered by UIC in connection with a Guests failure to check out and vacate by that date, including, without being limited to, the cost of accommodations for each person who would otherwise have occupied the assigned space and all legal and other expenses incurred by UIC in connection with removing Guests from the space.

Drugs and Alcohol

The use, possession, or distribution of narcotics or illegal drugs is strictly prohibited on campus and in the residence hall. The unauthorized use, possession, or sale of any drugs, including those sometimes prescribed for medical purposes will not be tolerated at any time. Guests under the age of 21 who purchase or knowingly possess any alcoholic beverages violate State law. In addition, any Guest who furnishes an alcoholic beverage to a person who is under 21 years of age violates state law. Alcohol is not allowed in common areas of the residence hall. Any violation of this Section will be grounds for immediate termination of this AGREEMENT.

Smoking

All UIC residence halls are non-smoking facilities. This includes all types of electronic cigarettes, vaporizers, as well as hookahs.

Firearms, Explosives and Candles

Firearms, fireworks, ammunition, explosives, weapons of any sort, flammable liquids, incendiary devices, Bunsen burners and torches are not allowed on campus. Setting a fire, or using any time of open-flame (including candles) or open filament device (including incense) within the residence halls is strictly prohibited. This is strictly enforced in the residence hall. It is against Illinois law to possess or use fireworks.

Fire Protection

The University will not tolerate Guests starting fires of any sort in or near the residence hall, or elsewhere on campus, unless it is in a designated place like a BBQ. If a Guest is found tampering with fire alarm mechanisms and/or fire extinguishers and/or refusing to vacate a building in the event of a fire alarm, may result in the Guest(s) being removed from the premises immediately and no refund of fees will be made. The Central Housing Office may assess Guests either collectively or individually for false alarms and/or damage to alarm mechanisms or extinguishers. Candles, incense, and other combustible materials may not be used in University buildings including guest apartments.

Pets

No pets (excluding designated service animals approved through our University Office of Disabilities) are allowed.

Internet and Cable TV

Guests will be provided with complimentary cable access. Internet is an additional fee of \$10/month and can be requested at time of reservation. If Guest(s) arrive and wish to purchase internet after check-in, Guest(s) may do so at the residence hall desk. Guests must provide their own computers, televisions (shared space only), and cables for both. Please be aware that there is a combined 6 GB upload/download data transfer limit on Res-Net network connections per 24-hour period starting at midnight of each day. As we have a limited amount of bandwidth available for Res-Net users that must be shared, we have to impose a limit to prevent abuse. If you do exceed the 6 GB limit, you will be sent only one warning email that applies to your entire stay at UIC. If you once again exceed the 6 GB limit during the stay, your Res-Net account will be suspended for a period of time determined by the amount of upload/download data transfer. To check your Res-Net GB usage, log onto bandwidth.uic.edu. Using Res-Net means that you understand and agree to abide by the above policy statement in order to continue receiving network access. For a full listing of internet usage policies and procedures, feel free to visit the ACCC website at <http://www.accc.uic.edu/policy/wireless/>.

Additional Policies

- A)** Radio, television antennas and satellite dishes of any sort may not be installed on the exterior of the residence hall.
- B)** Objects may not be dropped or thrown from the windows and/or balconies and screens may not be removed.
- C)** Vehicles with combustion engines may not be stored in the residence hall.
- D)** All Guests are expected to maintain a reasonable sound level in their apartments at all times.
- E)** Guests are expected to uphold all University policies
- F)** Guests are expected to be respectful to our buildings, staff, and all other residents within our buildings.

Assignments-Medically Related Needs

It is the policy of the University to ensure meaningful access to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. Accordingly, Guests must notify UIC in writing at least 30 days before their scheduled arrival on campus of any disabilities that may require reasonable accommodation. Note: some accommodations may require medical documentation.