

**International House at  
The University of Chicago  
Resident Handbook Summer 2017**  
Effective Feb 15, 2017

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**Welcome to International House.** We're pleased that you've chosen to live with us during your time in Chicago. The purpose of this handbook is to provide you with an overview of the policies, procedures and expectations of International House residents.

International House at the University of Chicago, founded in 1932 by John D. Rockefeller, Jr. is a dynamic program center and residence for students from around the world, including the United States. The mission of International House is to promote cross-cultural understanding, mutual respect and friendship among students and scholars and on the part of the people of metropolitan Chicago toward individuals of all nations and backgrounds.

International House is part of a larger vision conceived by YMCA official Harry Edmonds that included Houses in four other cities – New York, Berkeley, Paris and Tokyo. Today the vision of International House has become realized. The Chicago House has been home to over 42,000 persons from nearly every country. Living together in an atmosphere that provides for the free exchange of ideas and knowledge, its residents are enriched by diversity while representing their own unique backgrounds.

The House also serves the greater Chicago community as a cultural center for a diverse range of outstanding programs. Our varied activities range from lectures and films to concerts and theater performances, from cultural celebrations and educational programs to discussion forums and debates on world issues. As we move past our eighty-fifth year, International House at the University of Chicago plays a vital role in preparing tomorrow's leaders for a global future.

## **Admissions**

Admission to International House at the University of Chicago is a selective process that attempts to bring together individuals from a wide variety of regions, cultures and institutions. Applicants must complete an Application for Residence, submit an application payment, as well as provide documentation substantiating their classification designation. If approved, all applicants are required to sign an International House Summer Housing Agreement and have a \$250 deposit on file. Prospective residents will receive their room assignment after the Housing Agreement has been accepted and prior to the beginning of the term. Early arrival are based on availability for residents with a valid housing agreement.

### **Eligibility**

For admission to International House to the Summer Housing Program you must be 18 years or older. Students and affiliates of the University of Chicago are eligible to live at International House for the Summer Quarter (June 19 to August 27, 2017). Residents must be UChicago graduate students, trainees or interns, visiting scholars or postdoctoral researchers at the University of Chicago or the Medical Center.

## **Admissions Policy**

International House makes all admission decisions without regard to race, color, or religion. When possible, International House strives to maintain a diverse population of residents from throughout the United States and all other countries of the world. To this end, we attempt to maintain a balanced ratio of U.S. to international residents in order to meet the philosophy and goals of the program.

## **Classification Definition**

Residents who meet the following classification criteria are eligible for residency:

Graduate - An individual currently enrolled full-time at the graduate level either at the University of Chicago or another approved academic/educational institution. Or, an individual who has documentation to demonstrate they have been accepted into a program and will begin their studies at the time they are requesting residency.

Graduate PhD - An individual admitted to a PhD program either at the University of Chicago or another approved academic/educational institution. Or, an individual who has documentation to demonstrate they have been accepted into a program and will begin their full-time studies at the time they are requesting residency.

Intern/Trainee - An individual who has accepted an internship or training level position at the University of Chicago or the Medical Center.

Non-degree - An individual who is taking courses for credit at the University of Chicago that will not seek or obtain a degree from the University during his or her time of residence.

Post Doctoral - An individual who has completed his or her doctoral studies and is considered a fellow, research associate, or research assistant professor at the University of Chicago or an approved academic/educational institution.

Student-at-Large - An individual who will be enrolled full-time and is registered for non-credit classes at the University of Chicago.

Visiting Scholar - An individual who has received an appointment through the University of Chicago or the Medical Center to provide instruction or conduct research.

## **Classification Verification**

All residents of International House will be expected to maintain an active status in one of the classifications listed above throughout the period covered by their housing agreement. Documentation may be requested by the International House Admissions Office to verify their status. Failure to provide the required information or to meet current classification criteria may result in the termination of your housing agreement and removal from International House.

## **Residency Periods**

We require a minimum stay of 30 consecutive days between the summer terms dates. Preference is given to applicants staying for the entire summer term. Contracts extend from 12 P.M. June 19, 2017 until 12 P.M. August 27, 2017

Extended stay or early arrival reservations may be made for a limited number of days prior to the resident's term at the rate of \$44 per day. Reservations are subject to availability. All rooms must be vacant on August 27, 2017 at noon. Extended stay is limited to 7 days.

## **Application Process**

You are applying to be part of the International House community, not for a particular room. We highly encourage all applicants to review the website and/or to contact the Admissions Office to arrange a visit (tour includes common spaces only, resident rooms cannot be shown) or with any questions prior to submitting an Application for Residence or to signing a Housing Agreement.

1. The applicant will be required to register by visiting the online application site found on the International House website.
2. Use username and password to log into online Application for Residence.
3. Complete all fields in online Application for Residence and make a onetime \$50 non-refundable application payment.
4. After the application payment is received successfully, the applicant will receive an email confirming receipt and processing. The email will contain a link to a copy of the International House Housing Agreement and its associated terms and conditions. Applicants generally receive this confirmation email within 72 hours.
5. The Admissions committee will review applications within 7 business days. Based on the admissions committee's review and decision, the applicant will receive an email that they have been accepted, wait-listed or denied for housing at International House.
6. Upon acceptance, the applicant should log onto their online admissions account to continue to the second part of the admissions process by completing the Housing Agreement and paying the \$250 deposit.
7. An applicant is only considered a resident after they have submitted housing deposit and completed the housing agreement. A space will be reserved for an applicant only after the housing agreement and \$250 deposit have been submitted.
8. The room assignment process is separate from the admission process. The Room Assignment Letter confirms your specific room assignment for the summer.

## **Application Fee Policy**

Each applicant to International House pays a onetime application fee of \$50 which is included in the applicant's initial payment. Each prospective resident that submits a valid Application for Residence will be charged an application fee. The application fee is non-refundable.

## **Deposit Policy**

The \$250 deposit can be fully refunded at the end of your occupancy period and must be paid by all residents at the time of application. The deposit is intended to help defray costs associated with damage to the room during a resident's term. The deposit held on account will be fully refunded to residents at the end of their occupancy minus any outstanding bills or charges at the time that they vacate their room.

## **Room Assignment Policy**

Room assignments are based primarily upon the date of the Application for Residence, receipt of the application payment, and acceptance of the Housing Agreement. Specific room assignments based solely upon an applicant or resident's request are neither guaranteed nor implied. Signing and submitting a Housing Agreement does

not guarantee housing if spaces are filled at International House before a resident's Application for Residence or Housing Agreement are received. International House reserves the right to change room assignments for disciplinary reasons, catastrophe, effective utilization of space, irresolvable compatibility issues, or in the best interests of the University of Chicago.

## **Application Cancellations**

You may cancel your Application for Residence at any time prior to the acceptance of a Housing Agreement. Application cancellations will not be considered once your Housing Agreement has been accepted. To cancel your application, email the Admissions Office to notify us of your intention to cancel your application (i-house-housing@uchicago.edu). All refunds related to application cancellation requests will be processed in accordance with International House's Application Fee policy regardless of when the cancellation request is received.

## **Admission Deadlines**

International House maintains a rolling admissions process. Accordingly, there are no deadlines for application under a particular term. Applications on file that do not have an associated accepted Housing Agreement will be automatically cancelled at the end of the third week of the term applied for. Any refund will be processed in accordance with the Application Fee policy.

## **Nondiscrimination Statement**

The University of Chicago is a community of scholars dedicated to research, academic excellence, and the pursuit and cultivation of learning. Discrimination based on factors irrelevant to admission, employment, or program participation violates the University's principles. In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees, applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The University does not discriminate on regard to race, color, religion, sexual orientation, gender identity, national or ethnic origin, disability, or other factors prohibited by law. New residents seeking a reasonable accommodation due to a disability should indicate such on the International House Housing Agreement and contact Student Disability Services for additional information and assistance (<http://disabilities.uchicago.edu>).

## **Housing Agreement Cancellation and Releases for non-College House residents**

Under the terms of the International House Housing Agreement, incoming residents may request to cancel their Housing Agreement after acceptance of the Housing Agreement if the cancellation request is a housing agreement cancellation request from one of the circumstances listed below. Requesting residents will be required to complete an Agreement Release Application. See below for a list of acceptable circumstances in which to complete a Release Application. Residents of the College Houses fall under the College Housing contract petition process.

### **Application can be made under the following categories:**

**Medical:** Releases granted for medical reasons will not incur any additional fees. Documentation by a licensed medical practicum on their letterhead and dated within the past two months must accompany all applications for release due to medical reasons.

**Marriage:** Releases granted as a result of marriage will not incur any additional fees. Releases will not be granted for residents married prior to the acceptance of their Housing Agreement. A copy of the marriage license from the applicable jurisdiction must accompany all applications for release due to marriage.

**Call to Duty:** Releases granted as a result of a call to military duty will not incur any additional fees. A copy of the call-up orders from the applicable branch of service or government body must accompany all applications for release under call to duty.

**Withdrawal:** Releases granted as a result of withdrawal are subject to a cancellation fee. Rental fees paid for the current quarter will be modified on a daily basis. Official withdrawal from the University of Chicago occurs when a resident has registered but decides to cancel registration and formally withdraw. If a resident or incoming resident re-enrolls during the period covered by the original housing agreement, the resident will be bound to the remainder of the agreement. A letter confirming official withdrawal from your Dean, Dean of Students or other academic official must accompany all applications for release due to withdrawal.

**Buyout:** Under the terms of the Housing Agreement, residents and incoming residents (non-College House) have the option to pay the remainder of their room fee in order to terminate their contract (“buyout”) the remainder of their agreement after acceptance of the agreement by International House. The Housing Agreement will be cancelled once the applicable per quarter buyout fee has been paid in addition to the cancellation fee. Buyout options invoked once a quarter has begun are subject to rental fees for that quarter on a modified contract. The buyout option is available to any resident or incoming resident that has an accepted Housing Agreement. This includes residents that have had their Application for Release denied.

**Special Circumstances:** Releases granted as a result of special circumstances are subject to a cancellation fee. Special circumstances are defined as any circumstance beyond a resident or incoming resident’s control that would prohibit him or her from living at International House. Appropriate documentation must accompany any applications for release due to special circumstances. Release decisions under special circumstances are at the sole discretion of International House.

### **Housing Agreement Release Process for non-College House residents**

Residents that wish to be released from their Housing Agreement should first contact the International House Admissions Office. *In all cases, we encourage residents and incoming residents with an accepted Housing Agreement to contact us prior to committing to live elsewhere.* The I-House Admissions Office will invite the resident in for a brief meeting to understand the reason(s) for the request and to explain the release process. Should the resident determine to proceed with the release process, the application for release must be submitted in writing using the Application for Release form. Verbal applications or applications made using other written formats will not be considered. Residents and incoming residents can generally expect to receive a written response to their application within 2 weeks of receipt of the form and any supporting documentation.

### **Release Decision Appeal Process**

Residents that have their Application for Release denied may take advantage of the appeals process by contacting the International House Admissions Office to schedule a meeting. The resident will have the opportunity to explain why the decision should be overturned and why his or her Application for Release should be accepted. Additional documentation may be requested of the applicant. Once the requested documentation has been received, and after the meeting, the International House Admissions Office will communicate their decision to the applicant in writing. Residents and incoming residents are subject to the terms and conditions of the Housing Agreement until notified to the contrary.

If the applicant’s appeal is denied in the first two levels described above, the applicant may request that the appeal be heard by the International House Housing Agreement Appeals Committee. The Committee is made up of administrators that are not part of the Admissions & Assignments staff. The applicant will be required to complete and submit the Agreement Release Decision Appeal form along with any/all relevant documentation. The Housing Agreement Appeals Committee reviews and makes all decisions on 3rd step appeals within five (5) business days of receiving an Agreement Release Decision Appeal form. All decisions made by the Housing Agreement Appeals Committee are final and not subject to review either within International House nor the University of Chicago. Residents and incoming residents are subject to the terms and conditions of the Housing Agreement until notified to the contrary.



# Residential Policies

Residency at International House is a privilege. While we expect you to take full advantage of the various opportunities you will be afforded while living at the House, it is also your responsibility to adhere to the basic set of administrative and residential policies as outlined in this section. Disciplinary action for non-compliance or violation of these policies may vary from a verbal warning to removal from International House.

## Code of Conduct

Residents of International House are expected to conduct themselves in a responsible manner at all times. Intellectual curiosity, tolerance, and respect for the privacy of others are the basic tenets of our community. Accordingly, the use of intemperate language and of religious, racial, sexual or ethnic epithets is highly inappropriate. Physically threatening gestures or contact is not permissible. Harassment in any form is considered unacceptable behavior in International House. As a general rule, International House staff will not intervene to enforce social standards of civility. We expect residents will deal with each other directly on issues concerning the maintenance of a suitable environment for academic study and socializing on the residential floors and in other designated areas of the House. There are, however, some circumstances in which behavior so violates our community's standards that formal intervention may be appropriate. Acts of violence, explicit threats of violence directed at a particular individual that compromise that individual's safety or ability to function with the House, or other criminal acts are direct affronts to International House's values and warrant intervention by the appropriate officials.

## Email Communications

Email is International House's primary means of communication with residents. All residents are required to provide us with a current email address in their application and housing agreement. This email address will be added to our housing information system as well as to our list hosts for emails that we send to all residents. You can update your email address with us at the front desk or by sending us an email at [i-house-housing@uchicago.edu](mailto:i-house-housing@uchicago.edu). Please include your name, preferred email address and room number. Please be aware that you are responsible for any and all communications disseminated to you via this medium. To ensure these emails go directly to your inbox and are not filtered as spam, please add [i-house-housing@uchicago.edu](mailto:i-house-housing@uchicago.edu) to your address book or accept all emails from the domain [uchicago.edu](http://uchicago.edu).

## Privacy

It is the policy of International House to protect the privacy of your personal information. We do not sell your email or physical address to outside vendors or agencies.

## Resident Privileges

Resident privileges may not be used by anyone other than the individual assigned to live at International House under the terms and conditions of the International House Housing Agreement

## Payment Policies

Rent payments are due within 2 weeks of arrival. Invoices will be distributed approximately two weeks prior to the rent deadline. You will receive an invoice via email. The payment deadlines are listed in the Important Dates section. Payments can be made at the front desk during specified hours. Checks (personal or bank), money orders, and credit cards (MasterCard or Visa) are acceptable forms of payment. If there are extenuating circumstances and you need to pay in cash, please contact the International House Admissions Office. Checks or money orders should be made payable to International House or the University of Chicago.

### **Late Fee Policy for non-College House residents**

If any portion of a balance is outstanding after the deadline, the resident will be assessed the current late fee amount that is due and payable immediately at that time. Please see the Fee Schedule for additional information. If any portion of the account balance is still outstanding two weeks after the deadline, the resident will be assessed an additional late fee that is due and payable immediately at that time. International House does not charge interest on past due balances.

### **Late Fee Waivers for non-College House Residents**

Late fees are automatically applied to a resident's account if a balance remains at the deadline. Late fee waivers will only be granted for the following reasons:

- Errors made by International House
- Delay in issuing a stipend check if caused solely by the University of Chicago
- Extraordinary circumstances

To request a late fee waiver, please contact the International House Admissions Office via email and provide the following information:

- Error: Describe the error in detail and, if applicable, reference the individual responsible.
- Stipend check delays: A letter or email from your academic department stating the delay in issuing the stipend check was solely their responsibility
- Extraordinary circumstances: Describe the circumstances in detail that prevented you from paying in a timely manner and provide any necessary supporting documentation.

### **Forfeiture of Deposit/Collections Policy for Failure to Pay**

Approximately four weeks after the initial payment deadline, non-College House residents who have not paid their balance in full or who are not already in an approved payment plan will receive a notice, requesting contact to make payment arrangements with a final deadline. If the deadline passes without payment, a resident's deposit balance will be applied toward any outstanding charges and residents who are University of Chicago students will be placed on restrictions. Account balances for residents affiliated with other institutions will be forwarded to an external collections agency and eviction proceedings will begin.

### **Past Due Accounts**

International House makes every attempt to contact residents regarding outstanding balances. We have established policies and procedures designed to collect overdue balances in a way that is reasonable and fair. Pro-actively collecting legitimate balances on outstanding accounts will help us keep International House resident rates affordable.

### **Collections**

It is the policy of International House to refer any non-College House resident that has an outstanding balance to a collection agency after internal collection efforts have been exhausted and when deemed necessary and appropriate. Residents that have their accounts referred to a collection agency will receive notice from International House. Once a resident's account has been referred to a collection agency, the resident will need to communicate directly with the collection agency. International House will not accept payments from residents that have had their account placed with a collection agency.

### **Restrictions**

It is the policy of International House to place any student of the University of Chicago on restrictions status for non-payment of rent or other fees under a valid, accepted housing agreement after the lockout notice deadline if satisfactory payment arrangements have not been approved or immediately in cases where a resident violates the terms of a payment agreement. Notice will be issued to both the resident's physical and electronic addresses on file. This policy is applicable whether or not a resident moves into International House. Residents placed on restrictions status with the University of

Chicago will only have the restrictions lifted after approval is given. Please note that after approval, it may take up to five business days to have restrictions lifted.

### **Billing Errors**

We strive to ensure that all billing statements and invoices are error free. However, in the event of a billing error, residents are still responsible for paying the correct, applicable charge in a timely manner after being made aware of the mistake.

## **Residency Details**

### **Room Furniture**

Each resident room has specific furniture assigned to it. Residents must not remove furniture from rooms for any reason. Additionally, International House will not remove unwanted furniture if requested. If furniture from your room is missing or damaged when you check out of the building after your contract ends, you will be charged accordingly. It is possible to raise your bed to its maximum height to allow you to place other furniture or storage bins underneath the bed creating more space. If you would like to raise or lower the bed in your room, please submit a service request through Maximo (<http://facilities.uchicago.edu/services/service-center/service-request/>). You will need a CNet ID to submit this service request. Residents who place furniture in the hallway should know that the furniture will be collected and that they will be responsible for all applicable charges associated with the cost of replacing the furniture.

### **Room Changes**

All room change requests must be submitted in writing after occupancy has taken place, and are subject to the prior approval of the International House Admissions Office.

**Downgrades:** Upon request, room type downgrades will be approved by the International House Admissions Office. Requests are based on availability and must be approved in advance. If a request is fulfilled, you will be notified via email and assigned a moving deadline. You will be required to check-out of your old room at the front desk and check-into your new room by the moving deadline. Failure to relocate to a new room by the agreed date will result in rental assessments for both rooms until such time as the move is completed. In addition, all required inspection and damage forms must be completed. Any adjustments to rent will be pro-rated on a daily basis based on the date the move occurs and will be reflected on your next invoice.

**Upgrades:** Upon request, room type upgrades will be approved by the International House Admissions Office. To be placed on the *Room Change Request List*, email the International House Admissions Office ([i-house-housing@uchicago.edu](mailto:i-house-housing@uchicago.edu)) and include your name and room number in the email. Once a request has been made, you will remain on the list for the length of your assignment unless your request is fulfilled or you request to have your name removed from the list. When and if a room type that would be considered an upgrade becomes available, the resident currently in-room on the *Register* who made the request the earliest (first come, first served) will be notified by the International House Admissions Office and will have the first option to accept the new room assignment. If the assignment is accepted, the resident will be notified via email and will be assigned a moving deadline. He or she will be required to check-out of their old room at the front desk and check into the new room as well as complete all required inspection and damage forms. Failure to relocate to the new room by the moving deadline will result in rental assessments for both rooms until such time as the move is completed. Any adjustment to rent will be pro-rated on a daily basis as of the date the move occurs and will be reflected on the next term's invoice. If the room assignment is not fulfilled or is rejected for any reason, the International House Admissions Office will notify the next resident on the list and will proceed accordingly based on the next earliest date requested.

## Extended Stays

As a special arrangement for residents, International House provides for extended stays prior to the resident's term at the current applicable daily rate of \$44 per day. Reservations are subject to availability. To be eligible for the extended stay rate, you must have a current valid housing agreement. All extended stays are subject to availability in your assigned room.

**Early Arrival:** There is a seven (7) day limit for residents with a valid housing agreement to arrive early. Residents need to request their early arrival reservations a minimum of 2 weeks in advance by contacting the International House Admissions Office ([i-house-housing@uchicago.edu](mailto:i-house-housing@uchicago.edu)). Early arrival reservations cannot be made at the front desk and can only be approved if the resident's assigned room is available during the 30 day period. Early arrival reservations do not need to be paid for at the time of reservation, but are paid upon arrival when moving in. Short-term guest housing is not available at International House.

**Late Departure:** All rooms must be vacated on August 27, 2017 at noon. No exceptions will be made.

## Check-in Procedures

All new residents are expected to check in at the front desk and provide the front desk staff with a picture ID with your name. If you are arriving early, the fee will be added to your quarterly housing bill. You will then be handed your keys. The front desk staff will also provide you with directions on how to reach your room. In addition, you may check out either flat carts or two wheel dollies for your use in moving into your room. These items are limited and are available on a first come, first serve basis. These may be signed out at the desk and you will be required to provide an ID until you return the moving cart back to Front Desk. You are responsible for any and all keys issued to you by International House. If you accidentally lock yourself out of your room, you may check out a loaner key. Checked-out loaner keys are expected to be returned to the desk within 20 minutes of being checked-out. Failure to return the key will result in a lock change and you being charged the applicable \$100 lock change fee. International House will follow-up with residents who have been locked-out of their rooms multiple times. If you lose or misplace any of your keys, please report this to the front desk immediately.

## Checkout

At the end of the agreement or the extended stay period, all residents are required to formally checkout of their room. You will need to stop by the front desk to turn in all of your keys and update your forwarding mail and email addresses. Please make sure to leave plenty of time prior to departure to complete these important steps. In addition to charges for re-keying and lost keys, residents that do not check-out properly are subject to an improper check-out fee. See Fee Schedule for current amount. Your room will be inspected after your departure and you will be assessed any relevant room damage or cleaning charges.

## Deposit Refunds

Deposit refunds will be processed only after your room inspection report has been completed and, if applicable, after any associated room damages, lock-out charges, or special cleaning charges have been assessed. If you incur such charges, you will be notified via email at the current email address we have on file for you. The remaining balance on the deposit will be processed within 10 business days, but your check will be received in 2-6 weeks. Please be sure to update your forwarding address on file with the front desk at or before your time of checkout.

## Health & Safety Inspections

Each year, we reserve the right to complete inspections of each room for health and safety purposes. Our staff will be entering rooms and looking for fire hazards, overloaded electrical outlets, room damages and cleanliness problems. During this inspection, we will not open drawers or cabinets to look through your personal affects. Our entry will consist of only a visual inspection of each room. If any concerns are found related to your room you will receive a written notification and explanation of the actions that either you must take to correct a situation or any actions we will be taking to correct or repair a problem.

## **Prohibited Items**

The following items are strictly prohibited at all times within International House. The use and/or possession of these items may result in serious disciplinary action including removal from International House and a ban from returning.

- Firearms or any weapon (e.g. swords, knives, crossbows, etc.)
- Ammunition
- Explosives
- Fireworks
- Halogen Lamps
- Kegs of Beer
- Illegal Drugs

## **Dangerous Acts**

Residents may not engage in activities that threaten the health and/or safety of others. The following list includes but is not limited to examples of such dangerous acts. Residents who engage in such behavior will be subject to serious disciplinary action, including the likelihood of being removed from International House and banned from returning.

- Possessing or using fireworks, firearms of any kind, explosives, or other dangerous objects or materials
- Setting off false fire alarms
- Tampering with fire extinguishers or other fire safety equipment
- Playing with fire in any matter, whether or not any damage or injury occurs to person or property
- Tampering with the elevators
- Physically attacking or threatening physical attack of other residents or visitors to the House
- Throwing objects (of any size, weight and/or shape) from the windows of the House (the size and/or weight will not be subject to debate)
- Obstructing the use of any door by tampering with locks or otherwise preventing free access or egress
- Propping exterior doors
- Entering restricted areas

## **Alcohol & Illegal Drugs**

Illinois law prohibits the consumption or possession of alcohol by persons under the age of twenty-one (21) and the supplying of alcohol to any person under the age of twenty-one (21). Additionally, the possession, use, or distribution of any drug that is illegal either under federal, state, or local ordinance is not permitted at International House. Residents in violation of these rules may face serious disciplinary consequences including the likelihood of eviction from International House. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle while under the influence of alcohol or other intoxication. Under Illinois law, violation of these or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and a permanent criminal record. In addition, such a violation may result in University disciplinary action for those residents enrolled in academic programs or courses at the University of Chicago. Residents who engage in such behavior will be subject to serious disciplinary action, including the likelihood of being removed from International House and banned from returning.

## **Noise and Quiet Hours**

Noise carries readily through the stairwells, corridors, and bathrooms. Courtesy to other residents of International House is expected and you are asked to refrain from loud talking, shouting, and singing, as well as use of excessive volume on electronic devices. At no time may a resident create excessive noise that will disturb other residents. Resident events on Friday and Saturday nights must end by midnight. All weekday events must end by 11:00pm. During the week, quiet hours are to be observed between 11:00pm and 7:00am. During the weekend, quiet hours are observed between midnight and 7:00am. Failure to abide by these guidelines may result in disciplinary action.

## Room Damage

Residents are responsible for any and all costs to repair damage they cause within their room or elsewhere in the House whether by accident or intentional means. Residents are also responsible for any damages caused by their guests. Damage charges will be assessed to a resident's account and deducted from the deposit on file if not paid prior to check-out, or for College House residents will be billed to their student bursar account. Residents will be responsible for any and all damage charges including those in excess of their deposit. Residents are not permitted to make their own repairs. Damage assessments made during Health and Safety Inspections or when a resident checks out must be paid by the resident upon presentation of an invoice by International House or through the regular billing process whichever occurs first.

## Smoking Policy

In December of 2005, the City of Chicago passed the Clean Indoor Air Ordinance, which went into effect on January 16, 2006. The University of Chicago has revised its policy—U603 Smoking/Non-Smoking to comply with this ordinance. The city ordinance and University policy applies to all faculty, staff, students, guests, and visitors on campus. The city ordinance and University policy are designed to protect individuals from the dangers of second-hand smoke. They require all University buildings to be smoke-free and prohibit smoking within 15 feet of University building entrances. Accordingly, smoking is strictly prohibited anywhere inside International House, the Courtyard and within 15 feet of all entrances/ exits. Residents who are found smoking within the House are subject to a \$100 fine. Residents whose rooms contain evidence of smoking are subject to a \$250 room cleaning fee.

## Solicitation

Solicitation of any kind is not permitted anywhere in International House. You are requested to report any solicitations to the front desk immediately.

## No Cooking Policy

Residents may not prepare or cook food in their rooms. The community kitchen on the first floor is the only area within International House where food preparation and cooking are permitted. Accordingly, the following items are not permitted within sleeping rooms:

- Hotplates
- Rice cookers
- Popcorn poppers
- Toaster and toaster ovens
- Electric skillets
- Crock-pots

Residents using these items in their sleeping rooms are subject to a \$100 fine. Small refrigerators, microwave ovens and hot water kettles with automatic shut off switches are permitted within sleeping rooms.

## Visitor Policy

Residents of International House are allowed to have visitors stay overnight in the residence or to visit them for shorter periods of time. Residents must meet their guests at the front desk to sign them in. Overnight visitors must be at least 18 years old to reside in International House. Anyone known to the resident who does not have a housing agreement on file is considered a visitor. Visitors are expected to abide by the applicable policies outlined in the Resident Handbook and the Terms and Conditions agreed upon during the application process and it is the resident's responsibility to familiarize their visitor with these. **Additionally, a resident must be present at I-House at all times while their visitor is at I-House.** Residents are not allowed to loan or give their I-House keys or ID card to a visitor. All visitors are limited to seven (7) nights of stay in a resident's room during the resident's agreement period. Non-compliance with any part of the International House Visitor Policy is grounds for the revocation of visitor privileges or additional administration action as the circumstances may warrant.



# Community Spaces & Services

Community spaces at International House are intended primarily for the use and benefit of all residents. Along with the right of use, each resident has an obligation to use spaces at International House in a responsible and considerate manner. To that end, these basic principles govern the use of all our space:

**Sharing:** common space is not solely yours—it is available for use by all residents. **Caring:** do not damage or remove anything from common areas.

**Cleaning:** leave any space in the condition you found it & clean-up after yourself.

## Resident Rooms

Residents are responsible for damage beyond ordinary wear and tear to premises and furnishings. This includes damage to the windows and the safety devices installed in the room, as well as damage to the walls by adhesive materials or hooks, thumbtacks, nails, etc. No furnishings may be removed from a resident's room. Residents will incur fees for missing or damaged furniture. All residents are responsible for cleaning their own rooms and for helping to keep public areas neat and clean by using the appropriate containers to dispose of garbage and recycling. If your room is not left in satisfactory condition at checkout time, you will be charged a cleaning fee. Rooms must be inspected from time to time to ascertain the extent of wear and tear on furnishings, paint, fixtures, etc. International House therefore reserves the right to inspect residents' rooms at all reasonable times with or without notice.

## Common Areas

Common areas include general purpose space available for use by all residents at International House. Examples of such spaces include the Rockefeller Lounge, the Dining Room, Study Rooms, Courtyard, etc. Formal and informal groups are not authorized to use these spaces in a manner that restricts or significantly impacts the use of such space by other residents without advance written approval from the Director of International House.

## Study Rooms

There are several private study rooms located on the basement level for resident use. Study room use is governed by the first-come, first-serve principle. However, residents are not allowed to maintain personal belongings in a study room overnight, sleep, live, or use the study room for social gatherings. Residents who fail to abide by these principles may forfeit the right to use these spaces and incur a cleaning fee.

## Community Kitchen

Our Community Kitchen is located on the first floor and is open 24 hours each day. Cooking stoves, ovens, and microwaves are provided for the use of all residents. Community Kitchen standards are posted in visible locations within the Kitchen. It is vital to the success and operation of the Kitchen that these guidelines are followed by all residents. Violation of these guidelines may result in loss of Kitchen privileges. Please note some additional important reminders about the Community Kitchen:

- International House is not responsible for the loss of food or perishables due to the loss of electricity or mechanical failure.
- Food and kitchen items that are left out on counters, sinks or other locations in the kitchen may be discarded without warning. All items must be properly stored.

## Recycling

Recycling is encouraged and appropriate measures have to be taken to ensure that items to be recycled are stored properly to maintain a safe and healthy environment. International House provides receptacles throughout the House. The University of Chicago practices single-stream recycling, therefore, recycling items do not need to be separated. When recycling, remember to:

- Wash all cans, bottles, jars, etc.
- Transport recyclables in sturdy containers/bags to prevent breaking
- Deliver recyclables to the proper container
- Remove recyclables from your room on a regular basis

## Laundry System

Residents are welcome to use the Laundry Room, located in the basement. All laundry machines accept quarters. You can also purchase laundry cycles using the Change Point Laundry System which allows you to pay by credit or debit card. This system also permits you to receive instant refunds if a machine malfunctions, as well as to report service issues directly from the Change Point reader when paying with a credit card. In order to determine machine availability before you head to the laundry room, check online through Laundry View at <http://www.laundryview.com>.

## Maintenance Requests & Repairs

At International House, all maintenance and repair requests are submitted online in Maximo. Residents who do not have a University of Chicago CNet ID and password will have to first request a CNet account by completing a form at the front desk.

As a community, it is the responsibility of all residents to enter any issues of concern in common areas (such as extinguished light bulbs, leaking faucets, etc.). If you are entering a maintenance or repair request for your own room, it is helpful that you note the times that Facilities Services may enter your room to complete the requested repairs. Non-emergency maintenance requests are typically resolved within 2-3 business days. If you tick the appropriate box, Facilities Services will enter your room when you are not home in order to address the reported issue. Please contact the Front Desk by phone or in person to report a maintenance emergency (i.e. lack of heat, leaking water, etc).

## Bike Storage

Storage for bikes is available in front of International House or in the indoor Bike Rooms located in the basement. There is no fee for bike storage. Bikes may not be stored in resident rooms or secured to any other areas apart from the bike locks. If you have not already done so, we recommend that you also register your bike with the University of Chicago Police Department. You can register your bike at UCPD or at any number of student fairs.

## Bicycle Policy

Bicycles should not be locked or secured to handrails, sign posts, lamp posts, trees, fences, or to any other location that obscures the free ingress/egress of any building, stairway or pathway. Bicycles found secured to any object other than the bicycle racks are subject to removal by Facilities Services. Impounded bicycles will be stored by the University Police for 10 days, during which time a bicycle can be reclaimed by calling campus police at 702-8181 or 773-834-1414. After 10 days, the bicycle will be donated to charity.

## Safety & Security

We strive to make International House a safe and secure environment. However, we are located in an urban area and do have a wide range of individuals in the building at all times. Accordingly, you should be aware of the following safety tips and measures in place for your security:

- **Doors:** We strongly suggest that you lock your room door each time you leave, even if for a short while. Additionally, do not prop open entryway doors.
- **Suspicious Behavior:** If you see or hear something that makes you feel uncomfortable or threatened, please report it to the Front Desk immediately. For all emergencies, please call your Community Fellow, 773.702.8181 for University of Chicago Police, or 9-911 directly for a police response.
- **Personal Belongings:** Do not leave personal belongings unattended in common areas. Take your belongings with you or secure them in your room.



For more information on safety and security visit [safety-security.uchicago.edu](http://safety-security.uchicago.edu).

### **Lost & Found**

Articles found within International House should be turned in to the Front Desk. Lost items may be claimed upon proof of ownership. Unclaimed items will be disposed of at the discretion of International House. International House assumes no responsibility for lost, damaged or stolen personal property.

### **Insurance**

Neither International House nor the University of Chicago provides insurance to cover your personal property. Neither International House nor the University of Chicago assumes a responsibility to compensate you for damage, destruction, theft or loss of your personal property. We strongly recommend you maintain renter's insurance and/or check with your family's insurance agent to determine whether your personal property is covered under their home insurance policy.

### **Mail and Packages**

Mail and packages for all International House residents will be received at the front desk where they will be held until collected by the recipient with an ID. When having packages or other mail delivered to the House, you should include your room number and "Summer Conferences" in the delivery address. The following is an example of how your address should appear on all your mail items to ensure proper delivery:

Last Name, First Name

Summer Conferences

International House at the University of Chicago

1414 East 59th Street, Room (your room number) Chicago, Illinois 60637-2997

## **Technology Resources**

We are pleased to make available a wide range of technology resources to residents. Most of the technology at International House is supported directly by the University's Information Technology Services (ITS) group. However, some resources are supported locally. Please be advised that all use of University technology is governed by the Eligibility and Acceptable Use Policy for Information Technology. Please visit <http://itservices.uchicago.edu/policies> to familiarize yourself with this policy and other important University technology policies.

### **CNetIDs**

A CNetID is the primary means of accessing the University of Chicago data network through wired or wireless means. A CNetID is a network authentication protocol used to connect you to common IT Services services (Xmail, Proxy server, Thunderbird). It is the prefix to your @uchicago.edu email address, and your user name for using a variety of University services such as the wireless network, logging into the my.uchicago.edu portal, accessing electronic resources from off campus, etc. University of Chicago students typically receive their CNet ID as part of orientation through their academic units.

### **Wireless Network**

Wireless connectivity is available throughout International House including residential rooms and all common areas.

For additional information on the University's wireless network and system requirements, please visit <http://itservices.uchicago.edu/services/wireless>. If you are experiencing connectivity problems with the wireless network, please contact ITS directly at 4-TECH or via email at [support@uchicago.edu](mailto:support@uchicago.edu).

## Connectivity in Rooms

You are able to connect to the network in your room through the network jack located in the wall plate that also contains your phone jack. You will need an Ethernet cable and a CNetID. If you are experiencing problems connecting from your room, please contact IT Services directly at 4-TECH or via email at [support@uchicago.edu](mailto:support@uchicago.edu).

## Printing

Printing is available on the basement level. For any and all questions and issues related to the lab, please email [i-house-housing@uchicago.edu](mailto:i-house-housing@uchicago.edu).

## Additional Technology Information

Network access is granted on a per-person basis. You are personally responsible for any network access under your account and as such should not share or distribute your CNetID or password. If you believe your account security has been compromised, it is your responsibility to visit <http://cnet.uchicago.edu> to change your password immediately.

Residents are prohibited from installing or contracting with providers of external utilities and services such as cable TV services and internet utilities.

# Important Dates

## Summer Housing June 19 - August 27, 2015

2/20/17	On-line agreement/application available
6/19/17	<i>Summer housing term begins</i>
7/10/17	Summer Housing Term <b>Payment</b> Deadline *
8/27/17	<i>Summer housing term ends</i>