



WEEKLY EAF MEMBER SCHOOL STUDENT HOUSING APPLICATION & CONTRACT SUMMER 2010

Assignments will be made upon receipt of the completed application and reservation payment.
Reservation deadline is by noon on the Friday prior to your Sunday check-in.

Name: First _____ Last _____ Gender: Male Female

Date of Birth _____ School/Program _____

Phone (____) _____ Cell Phone (____) _____ Email _____

Address _____

Internship Company/Reason for Stay _____

Occupancy Dates: Check each week for which you are requesting accommodations.

Contracts are issued for the entire week and charges are not pro-rated for partial weeks.

12-Week Summer (May 23 – Aug 15)

May 23 – May 30

May 30 - June 6

June 6 - June 13

June 13 - June 20

June 20 - June 27

June 27 - July 4

July 4 - July 11

July 11 - July 18

July 18 - July 25

July 25 - Aug 1

Aug 1 - Aug 8

Aug 8 - Aug 15

Room Floor Plans: Please reference page 4 “*Helpful Guest Information*” to view room option information and floor plans.

Meal Plan: Guests residing in a Semi-Suite are required to participate in the meal plan. The meal plan includes 7 all-you-care-to-eat meals per week (retail items not included). Unused meals and flex dollars do not carry over. Meal plans are optional at an extra cost of \$49 per week for Apartment residents.

Rates: Weekly Housing Charge is equivalent to a 7-night stay, Sunday through Sunday.

Unit Type	Weekly Housing	Meal Plan	Weekly Housing & Meal Plan with food tax*	Weekly Total with hotel tax*	Select Room Rank in order of preference
4 Bedroom Apt. (Private Bedroom)	\$297.50	NO meals	\$297.50	\$343.32	# _____
4 Bedroom Apt. (Private Bedroom)	\$297.50	\$54.02 to add meals	\$351.52	\$397.34	# _____
Semi-Suite Double (Shared Bedroom)	\$269.50	Included	\$274.52	\$308.48	# _____
Semi-Suite Single (Private Bedroom)	\$290.50	Included	\$295.52	\$332.71	# _____

*All room rates are subject to hotel and motel tax of 15.4%. If you stay longer than 30 consecutive days, this tax is not applicable.

*All meal plans and housing packages that include a meal plan are subject to food tax of 10.25%.

Roommate Preferences: *Must be mutual request and it is recommended that application contracts be submitted together.*

Name _____ Email/Phone _____ Age _____

Name _____ Email/Phone _____ Age _____

Name _____ Email/Phone _____ Age _____

Additional information to be considered when making assignments (i.e. physical/health concerns, extended stay):

Emergency Contact Information:

Name: _____ Relationship: _____

Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Address: _____

CONTRACT TERMS

OCCUPANCY PREFERENCE & CHARGES: All floors for summer housing are co-ed and non-smoking. Due to space limitations, single occupancy rooms, suites or apartments, may not be available.

TERMS OF STAY: The term of this agreement is for the period indicated above. Guests **MUST** be 18 years of age as of the date of his or her signing of this contract in order for this contract to be considered valid and legally binding, and honored by University Center to approve guest housing.

RESERVATION PAYMENT: An initial, reservation fee equal to 50% of the total housing charges is required when submitting the application-contract. The reservation fee will be applied in full toward summer housing charges and is refundable only if University Center is unable to grant occupancy or with 30-days advance written notice of cancellation by guest. Remaining balance, full payment for length of stay, is required two weeks prior to arrival. (Note: An initial, reservation fee payment equal to the amount for single occupancy, does not guarantee assignment to a single.) Each guest is responsible for the complete payment of housing and meal plan charges for the period indicated above prior to occupancy. Guests may not be provided occupancy if payment has not been received prior to arrival.

CANCELLATION POLICY: With a written 30-day notice of cancellation, the reservation deposit may be refunded in full. Cancellations received less than 30 days prior to the intended check-in date will result in the reservation deposit not being refunded.

LENGTH OF STAY: Housing assignments are issued for the entire week with Sunday 3:00pm check-in and Sunday 10:00am check-out. Rates will not be prorated for partial weeks.

HOUSING & MEAL PLAN COST: Prices are per person and based on full occupancy of each unit. Residents may be consolidated (required to re-locate within the building) if a vacancy exists within their unit.

LIABILITY: University Center assumes no liability for the loss or damage to personal property. Personal property is brought onto the premises at the risk of the resident. Residents are urged to lock their doors at all times and ensure their renter's insurance policy is current.

RIGHTS: University Center reserves the right to remove or reassign residents at any time during the term of occupancy to ensure safety or for efficient operations. It is mutually agreed that all provisions of the *University Center Resident Handbook for 2009-2010*, <http://www.universitycenter.com/assets/move-in/student-handbook.pdf>, all school policies, and all State, Federal, and local laws, are incorporated herein. Upon check-in, it will be necessary for guests to complete the Resident Handbook Acknowledgement of Policies and Emergency Contact Form.

The guest understands that this agreement may be terminated without further notice by University Center Management should the guest fail to maintain him/herself in good standing, as defined in the UC Resident Handbook.

The undersigned hereby certifies to have read the Contract Terms and Conditions in full, understands the terms, and guarantees payment of all charges or obligations. The undersigned further agrees to pay all of the charges arising under this contract and any extension thereof when due, together with all fees and other costs necessary for the collection of any amount that is past due.

Guest Signature: _____ **Date:** _____

PAYMENT

A reservation fee equal to 50% of the total housing charges is required when submitting the application/contract.

Full payment for the length of stay is due two weeks prior to arrival. If the reservation deposit is paid with a credit card, University Center will maintain credit card information on file and apply final balance prior to scheduled check-in date, unless otherwise instructed. Accepted Payment Methods: Credit Card Type, Check or Money Order (payable to University Center)

Credit Card Authorization: (Select one)

50% Reservation Deposit \$ _____ (Remaining 50% of payment is required two weeks prior to arrival)

Total Payment \$ _____ (100% of housing charges)

Select one: American Express Visa MasterCard Discover

Card #: _____

Expiration Date: ____ / ____ / _____

Card Holder Name (please print): _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Billing Phone: (____) _____

Card Holder Signature: _____

MAIL, EMAIL OR FAX COMPLETED APPLICATION & RESERVATION FEE:

University Center, Attn: Summer Housing Sales Office
525 South State Street ▪ Chicago, IL 60605 ▪ Summer@universitycenter.com ▪ Fax 312-924-8131

HELPFUL GUEST INFORMATION

SUMMER 2010

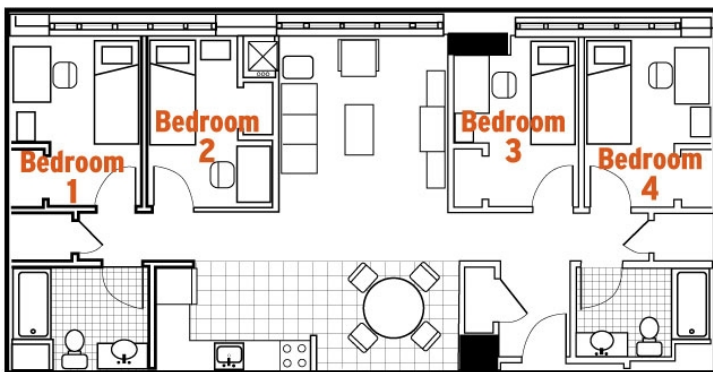
CHECK-IN/CHECK-OUT: Check-in time is after 3:00 p.m. each Sunday. Guests must check-out with the 24-hour Summer Housing staff on duty by 10:00 a.m. on Sunday, the last day of the week for which they have contracted. Guests are able to check-out during continuous weeks of occupancy; however rates will not be pro-rated. Guests who fail to check-out with staff at the end of their contract period will be subject to having their belongings packed and moved into storage, and the lock to their room door changed. The guest will be billed for all expenses related to packing, moving, and storing their belongings, the cost for the lock change, in addition to normal cleaning and damage charges.

UNIT ASSIGNMENTS: Specific unit assignments are available upon check-in. Room and roommate assignments are not shared in advance of a guest check-in.

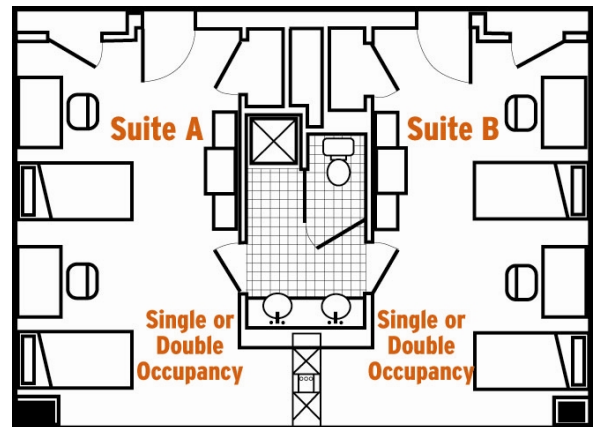
DINING SERVICES: Summer dining hours are Monday through Friday 7:00 a.m. to 9:30 a.m. for breakfast; 11:00 a.m. to 3:00 p.m. for lunch; and 4:30 p.m. to 7:30 p.m. for dinner. Saturday and Sunday 11:00 a.m. – 1:30 p.m. for Brunch; and 4:30 p.m. to 7:00 p.m. for dinner. All dining hours are subject to change. Modified service with shortened hours may occur for special events or holidays and will be announced accordingly. Meals are served either a la carte or “all-you-care-to-eat.”

ROOM AMENITIES: University Center supplies basic furniture such as desk, chair, dresser, closet, bed, blinds, mattress, and telephone with free local calls. Internet access and a closet safe are also provided. Halogen lamps are prohibited.

APARTMENT FLOOR PLAN*



SEMI-SUITE FLOOR PLAN*



Apartments consist of four individual bedrooms, two bathrooms and a kitchen and living area. The common living areas include a couch, chair, coffee table, end table, shelving units, and dining table with four chairs. The kitchen includes a stovetop oven, microwave, full-size refrigerator and a dishwasher. (Dinnerware and cooking utensils are not provided)

Semi-Suites consist of two bedrooms with two beds in each room joined by a shared bathroom. A floor lounge with kitchen is provided on each floor. Suites are available in double and single occupancy.

* Actual layouts and square footages may vary slightly.

For questions regarding Summer Housing, please contact the Conference Sales Office:
Phone: 877-4-UCC-INFO • Fax: 312-924-8131 • Email: summer@universitycenter.com