



525 South State Street, Chicago, IL 60605 | (312) 924 - 8000 | [summeruc@peakcampus.com](mailto:summeruc@peakcampus.com)

## Welcome, Kemper Interns!

<b>Housing</b>	<b>Arrival Date: June 2, 2020</b> <b>Departure Date: August 8, 2020</b> You are staying in a 4-bedroom apartment; four private bedrooms, two full bathrooms, full kitchen and living room.
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*All units are fully furnished with spacious closets and all utilities are included. Wi-Fi and cable hook-up are included. Beds are XL twin. A/C is included and controlled from the living room. For more info, visit our website: [www.chicagosummerhousing.com](http://www.chicagosummerhousing.com)*

<b>Meal Plan</b>	Not included with your housing.
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*If a meal plan is not included with your stay, it is available to add on via our summer housing portal. Full payment is due at time of request*

<b>Linen Service</b>	Not included with your housing.
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*If linen services is not included with your stay, it is available to add on via our summer housing portal. Full payment is due at time of request. This service includes bedding (pillows, sheets, blankets), towels + toiletries. Linen is refreshed weekly and includes light cleaning of the room, bathroom and trash removal.*

<b>Guest Policy</b>	You will be allowed day + overnight guest privileges.
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*All guests must provide a valid photo ID and be checked in at the security desk to receive a guest pass. Guests must remain with you, the resident, at all times. You are allowed up to (2) overnight guests for (3) consecutive nights over a two-week period.*

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### Important Contact Information

**Security:** (312) 924 – 8911

Available 24/7 | Located in the main lobby on the first floor.

**Guest Service Desk:** (312) 924 – 8111 | [summeruc@peakcampus.com](mailto:summeruc@peakcampus.com)

Available 24/7 | Located in the main lobby on the first floor.

**Summer Sales Management Office:** (312) 924 – 8000 | [summeruc@peakcampus.com](mailto:summeruc@peakcampus.com)

Available Monday – Friday: 9 am – 5 pm | Located on the 2<sup>nd</sup> floor; access from the main lobby, Conference Center entrance.

## General Information

### Move-in/Move-out Process:

- All check-ins and check-outs occur at the 24/7 Guest Service Desk in the main lobby of University Center.
- Summer residents require a valid photo ID or passport in order to check-in.
- A UC photo ID will be taken at check-in. A laundry card, informational sheet and extra resources will also be distributed at this time.
- Any visitors accompanying residents on check-in and/or check-out day will be provided a guest pass to access the building.
- To successfully check out, you are required to return the UC ID, laundry card and/or hard key, if applicable.
- **How to unload your belongings for move-in:**
  - o If you plan on driving, UC has a back entrance for unloading and staging during check-in/check-out, called Holden Court. You can access this area heading East on Ida B. Wells Drive and making a right onto Holden Court. Please park on the west side of the alley, closest to the building. Look for brown double doors with a Security Keypad to dial in for access. You can unload items into speed packs and proceed to the main lobby to check-in.
  - o This area is for staging/unloading only and cars are required to move to a nearby parking lot immediately after unloading. Parking is available next door to the building and is reasonably priced at \$8-15 daily.

### Building Procedures:

- All residents must have their UC ID with them at all times. This ID grants access into the building, past the turnstiles at security, into the individual units and contains meal plan swipes and/or flex dollars (if applicable).
- The main entrance doors are locked from **10 pm – 6 am daily**. All residents must swipe their UC ID to be granted access into the building.
- All residents must swipe their UC ID at the security turnstiles every time they enter the building, regardless of the time of day.

### Guest Service Desk:

- The Guest Service Desk is located in the main lobby and is staffed 24/7.
- Please call the GSD at (312) 924-8111 to speak with a representative for any non-emergency needs (i.e: linen/housekeeping issues, purchase amenities, upgrade meal plans, maintenance requests/work orders, noise complaints).

### Security:

- The Security Desk is located in the main lobby and is staffed 24/7.
- In the case of an emergency, security can be reached at (312) 924-8911.
- If you require immediate medical assistance, please call 911 before alerting security.

### Dining Center/Convenience Store:

- The UC dining center is located on the 2<sup>nd</sup> floor and serves breakfast, lunch and dinner Monday through Friday and brunch and dinner on the weekends.
- To redeem your meal plan, you must swipe your UC ID with the cashier at The Caf.
- Weekly meal plans run from Monday through Sunday. Unused meals do not carry over week-to-week.
- If you have purchased flex dollars, you can utilize them in The Market or purchase individual meals at The Caf.
- Cash or debit/credit can also be used at the dining center and The Market.

## Building Policies

Here at University Center, we pride ourselves on being a welcoming and accommodating community. During your stay with us, we ask that you abide by the following building policies created for all guests:

**Smoking:** UC is a smoke-free building. Should you be found smoking in your unit, the consequences will be as follows: *first offense* -- \$50 fine, per person living in the unit / *second offense* -- final warning + \$50 fine, per person living in the unit. Please be advised that usage of any illegal substances will be referred to the Chicago Police Department.

**Noise:** UC operates under 24-hour courtesy hours. *First & second offenses* will receive verbal warnings. *Third offense* -- \$25 fine, per person living in the unit / *fourth offense* – final warning + \$50 fine, per person living in the unit.

**Unit Lock Outs:** Should you lock yourself out of your unit during your stay, please see an attendant at the Guest Service Desk. You will be walked up to your unit for the first three offenses. On the *fourth offense and every offense after*, you will incur a \$50 fee.

**Lost University Center ID:** Should you misplace your UC ID card at any time, there will be a \$50 fee to replace it.

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## Building Amenities

The UC building amenities are located on the 2<sup>nd</sup> floor and are available 24/7. A valid UC ID must be provided to utilize these amenities. Necessary equipment can be checked out from the Resident Services Desk.

**Mail Room Hours: Mon-Sat: 3:00 – 8:00 PM, Sun: 4:00 -8:00 PM**

*Packages can be shipped to the UC and stored in the mail room for pickup. Packages are accepted as early as the day you move-in; pre-move-in packages will not be accepted or guaranteed. Use the following shipping address:*

**Attn: FULL NAME, ROOM #  
University Center  
525 South State Street  
Chicago, IL 60605**

**Laundry Facility: \$1.25/wash + \$1.00/dry**

*You will be provided a laundry card at check-in; funds can be added to this card via the cash or credit card terminals in the laundry facility. Please keep track of your remaining balances as the UC does not provide refunds for unused values left on the laundry card. UC is not responsible for lost cards.*

**Fitness Center:** Full fitness center + studio with ballet bar.

*Group fitness classes are offered on a weekly basis; check the Guest Service Desk for schedule. Minors (under 18 years) are allowed to use the fitness center only with a chaperone present.*

**Game Lounge:** Grab your friends and enjoy the pool tables, ping pong, arcade games, Jenga and connect four!

**Music Practice Rooms:** There are (19) soundproof rooms to utilize for solo practice or group jam sessions.

**Computer Lab:** There are (4) computer stations and (1) printer. Printing is free, but you must provide your own paper.

**Great Room + Terrace:** Located on the 3<sup>rd</sup> floor, this is an indoor/outdoor space for all residents to enjoy. *Please note, there is no alcoholic beverages permitted in these areas.*

## 4-Bedroom Apartment Floorplan



Renderings are an artist's conception and are intended only as a general reference. Features, materials, finishes and layout of subject unit may be different than shown.

*Additional furniture will be present in room and available to use for the duration of your stay.*