

LOYOLA UNIVERSITY CHICAGO
SUMMER 2006

GUEST INFORMATION PACKET



LOYOLA
UNIVERSITY CHICAGO



Preparing people to lead extraordinary lives

CONFERENCE SERVICES

How to Make Calls from on Campus Telephones

To make an On-Campus call: Dial the last 5 digits of the campus phone number.

To make an Off-Campus call: Dial 9 + the number. *Only 800 numbers will work, so you need to use a calling card.*

Additionally, pay phones are located in the lobbies of Centennial Forum Student Union and Simpson Living Learning Center.

How to Contact Conference Services

Centennial Forum Student Union Information Desk: 773-508-8880

Simpson Hall Front Desk: 773-508-3247

Regis Hall Front Desk: 773-508-6050

Business Center: phone 773-508-6045 | Hours: Sun. - Sat. 7:30am -10:30pm

Conference Office Assistant: 773-508-8069 | Hours: Mon. - Fri. 8:30am - 5:00pm

**After hours, please leave a message or contact your conference coordinator for an emergency contact number.*

Director of Conference Services: 773-508-8068 | Hours: Mon. - Fri. 9:00am - 5:00pm

Please instruct your families that if they need to reach you in an emergency they should call 773-508-8069. After office hours please contact security at 773-508-6039.

IMPORTANT INFORMATION

Front Desk

The front desk is located on the first floor and is staffed from 7:00 a.m. to 11:00 p.m. daily providing check-in, check-out, message, and information services in each building. The contact numbers for each desk are listed above.

Staff Assistance

Summer Conference assistance is on-call from 11:00 p.m. to 7:00 a.m. every night. They are available to assist you during that time. Staff can be reached by calling the front desk. General information and assistance during the day is available at the front desk. Lockouts and other non-emergency situations should also be referred to the front desk.

Emergencies

In case of police and medical emergencies, call campus security from any campus telephone by dialing 4-4911. Identify yourself, your location and the nature of your problem. Please refer Lockouts and other problems to Conference Staff.

Medical Concerns

Please contact your conference coordinator and our front desk staff if you have any medical concerns.

Fire Safety

If a fire alarm sounds please exit the building using only the staircases. Look for the EXIT signs. In case of fire or smoke, pull the nearest fire alarm and leave the building via the closest fire escape. Do not congregate in the lobby.

Keys

Room keys are issued to guests upon check in. Check-In time is 3:00 p.m. Room keys must be returned to the front desk at check out time. Check out is 10:00 a.m., unless otherwise noted. If you plan to depart at a time when the front desk is not open, please contact the Summer Conference staff member on-call to assist you. If your key or key card is lost or stolen, it must be reported to the front desk immediately. Please be advised that a charge for lost keys and key cards will be levied for the items that are lost or not properly returned upon check out. **The standard fee is \$200 for each lost key or key card.**

Messages

Messages for conference guests can be left at the front desk . Every attempt will be made to deliver emergency messages directly to you.

Meal Cards

If your conference has made arrangements for a meal plan, a card will be issued to you when you register. Cards must be returned at check out. Lost cards, or cards not returned at check out, will result in a \$200.00 fee.

Maintenance

Although every effort is made to maintain physical facilities in as good condition as possible, fixtures and furnishings will occasionally break. If you need maintenance assistance please contact the front desk.

Laundry Facilities

Simpson Hall – There are two laundry rooms on each floor. You will need to purchase a laundry card for \$5.00 and put money on it using the machine on the first floor near the vending machines.

Regis Hall – There are laundry rooms on each floor. You will need to purchase a laundry card for \$5.00 at the laundry card vending machine. Also there are ironing boards and irons available. These items can be requested at the front desk.

Linen Exchange

Check the front desk.

Photocopies

During regular office hours, the Conference Office and Business Center provides Photocopies (black and white ONLY) \$0.05 per page.

Faxes & Stamps

The Centennial Forum Student Union front desk is located on the first floor of Mertz Hall and is staffed from 8:30 a.m. to 5:00 p.m., Monday through Friday, the front desk provides the following services to conference guests: Faxes (send and receive) and Postage. Faxes can also be sent and received at the Regis Hall Business Center. There is a charge for these services, please check with the specific office for more information.

Banking Facilities

The front desk is not able to cash personal or travelers checks. There is a cash station (ATM) located in the lobbies of Centennial Forum Student Union and Simpson Living Learning Center, as well as Harris, Chase, Bank of America, and Manufacturers Banks on Sheridan Road.

Public Transportation

Public transportation to downtown Chicago and suburbs is available via the “El” or the bus. Both stop on Sheridan Road, across the street from campus. The conference staff can be helpful in giving directions.

Cudahy Library

Guests are welcome to use our library facilities. Please note that you will need to check in at the Circulation Desk and sign in to receive a Day Pass.

Summer Hours

Monday through Thursday 8:00 a.m. - 9:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 10:00 a.m. - 5:00 p.m.

Sunday 12:00 p.m. - 4:00 p.m.

LOCAL RESTAURANTS

ROGERS PARK

Ann Sather's

5207 N. Clark
773-271-6677
Hrs. Mon. - Fri. 7:00am – 3:30pm
Sat. – Sun. 7:00am – 5:00pm
Thursday - Closed

Blue Elephant

1235 W. Devon Ave.
773-262-5216
Hrs. Mon. - Sat. 11:00pm - 10:00pm
Sun. 4:00pm - 9:00pm

Carson's Ribs

5971 N. Ridge (Ridge and Clark)
773-271-4000
Hrs. Mon. - Fri. 11:00am - 9:00pm
Sat. - Sun. 12:00pm - 10:00pm

Carmen's Pizzeria

6585 N. Sheridan
773-465-1700
Hrs. Mon. - Thurs. 11:00am - 1:00pm
Fri. - Sat. 11:00am - 12:00am
Sunday - Closed
Delivery Available

Chipotle

6600 N. Sheridan Rd.
773-465-9281

Deluxe Diner

6349 N. Clark Ave.
773-743-8244
24 Hours

Ethiopian Diamond

6120 N. Broadway
773-338-6100
Hrs. Mon. - Thurs. 12:00pm - 10:00pm
Fri. - Sat. 12:00pm - 11:00pm
Sunday 12:00pm - 10:00pm

Giordano's Pizzeria

6836 N. Sheridan
773-262-1313
Hrs. Mon. - Thurs. 11:00am - 12:00am
Fri. - Sat 11:00am - 1:00am
Delivery Available

Great Wall Chinese

6748 N. Sheridan
773-465-5815
Hrs. Everyday 11:30am - 11:30pm

Hamilton's Bar and Grill

6341 N. Broadway
773-764-8133
Hrs. Sun - Fri. 10:00am - 2:00am.
Sat. 10:00am - 3:00am

Heartland Café

7000 N. Glenwood
773-465-8005
Hrs. Weekdays from: 7:00am - 10:00pm
Weekends from 8:00am - 11:00pm
Full service BAR open until 2:00am

Leona's

6935 N. Sheridan
773-764-5757
Hrs. Mon. - Thurs. 11:30am - 11:00pm
Fri. - Sat. 11:30am - 12:30am
Sunday 10:30am - 10:30pm

Moody's Pub

5910 N. Devon
773-27-2696
Hrs. Mon. - Fri. 11:30am - 1:00am
Saturday 11:00am - 2:00am
Sunday 12:00pm - 1:00am

Thai Grill

1040 W. Granville
773-274-7510

EVANSTON

Blind Faith Café

525 Dempster
847-328-6875
Hrs. Weekdays 9:00am - 10:00pm
Weekends 8:00am - 10:00pm

Las Palmas

817 University Place
847-475-7766
Hrs. 10:00am - 10:30pm Weekdays
10:00am - 11:00pm Weekends

Quizno's

6744 N. Sheridan Rd.
773-764-8000

Lupita's

700 Main
847-328-2255
Hrs. Monday Closed
Tues. - Thurs. 11:30am - 9:00pm
Friday 11:30 - 10:00pm
Saturday 12:00pm - 10:00pm
Sunday 5:00pm - 9:00pm

Viceroy of India

2516 W. Devon
773-743-4100
Hrs. Mon. - Thurs. 12:00pm - 10:00pm
Fri. - Sat. 1:00pm - 10:00pm
Sunday 2:00pm - 10:00pm

Merle's Barbecue

1727 Benson
847-475-7766
Hrs. Mon. - Thurs. 4:30pm - 10:00pm
Fri. - Sat. 11:30am - 11:00pm
Sunday 12:00pm - 10:00pm

Oceanique

500 Main
847-864-3435
Hrs. Mon. - Thurs. 5:30pm - 9:30pm
Fri. - Sat. 5:30pm - 10:00pm
Sunday Closed

Va Pensiero

1566 Oak
847-328-7940
Hrs. Sun. - Thurs. 5:30pm - 9:30pm
Fri. - Sat. 5:30 - 10:00pm

LOCAL HOSPITALS AND PHARMACIES

PHARMACIES

Walgreens

7510 N. Western
773-764-0005
Hrs: 24 hours 7 days a week

Walgreens

5625 N. Ridge
773-989-7490
Hrs: 24 hours 7 days a week

HOSPITALS

St. Francis Hospital

355 Ridge Avenue
Evanston, IL 60202
847-31-4000
www.reshealth.org

Evanston Hospital

2650 Ridge Avenue
Evanston, IL 60201
847-570-2000

Louis A. Weiss Memorial Hospital

4646 N. Marine Drive
Chicago, IL 60640
773-878-8700
www.uchospital.edu

CHURCH SERVICES

CATHOLIC CHURCHES

Galvin

Lake Shore Campus
773-508-2089
Masses: Mon. - Fri. 7:45am
Sunday 10:30 am

St. Gertrude Church

1420 W. Granville
773-764-3621
Masses: Saturday 5:00pm
Sunday 8:00am, 10:00am, 11:30am

St. Ignatius Church

6559 N. Glenwood Avenue
773-764-5936
Masses: Mon. - Fri. 7:00am, 9:00am
Saturday 8:00am and 5:00pm
Sunday 8:00am and 10:00am English
12:00pm Spanish

St. Gregory Church

1634 W. Gregory Street
773-561-3546
Masses: Mon. - Fri. 8:30am
Saturday 4:30pm
Sunday 8:30am English, 1:00pm
Spanish

PROTESTANT CHURCHES

Light of Christ Lutheran Church

7045 N. Western
773-262-7070
Masses: Sunday 10:30am
Adult Sunday School 9:15am

Church of the Atonement Episcopal

5749 N. Kenmore Avenue
773-271-2727
Masses: Weekdays 7:30am
Wednesday 7:30am and 7:00pm
Saturday 10:00am
Sunday 8:00am, 9:00am, 11:00am

Immanuel Lutheran Church

1500 W. Elmdale Avenue
773-743-1820
Masses: Sunday 10:30am *until
June 16 after June 16, mass will be
held at 9:30am*

MOSQUES

Al-Madina Islamic Center

1701 W. Wallen Ave.
773-274-1184

SYNAGOGUES

Emanuel Congregation

5959 N. Sheridan Road
773-561-5173
Shabbat Services
Friday 8:00pm
Saturday 11:00am

POLICIES AND PROCEDURES

Private Property

The University cannot accept responsibility for damage, theft or loss of monies, valuables or personal property. Guests are encouraged to obtain insurance on property and possessions brought into the residence halls. Serial numbers on such articles such as stereos, typewriters, cassette players, and the like should be recorded. To guard against such loss, it is advisable to make special arrangements for the protection of valuables when absent for extended periods. Most thefts occur because of negligence on the part of the owner. Doors should be locked when guests leave the room. Do not leave cloths unattended in the laundry rooms or bathrooms. Books, backpacks and other personal items should not be left unattended in classrooms, libraries or dining areas. Report all thefts to Security as soon as possible. The protection of personal property is the individual's responsibility.

Safety

- Every attempt is made to provide secure buildings. Residents and guests must show identification before entering a building. Looking-glass peep-holes are in each door of every room in the halls.
- The security programs in the University residence halls are designed to provide protection for residents and their personal property. The success of these programs depends upon the degree to which each guest accepts responsibility for his or her own behavior and recognizes a concern for the safety and welfare of others. If an outside door is propped open, a key is loaned to someone, or a lock on a door is tampered with, the personal safety and property of others are at risk.

Smoking

No smoking is allowed in any residence hall area including private rooms.

Residence Hall Policies

1.0 Standards of Residence, Guests must not:

- Conduct themselves in a manner, which deprives another resident of the basic rights of group living.
- Engage in conduct, which obstructs free access to residents, guests or the facilities and services of the University.
- Damage or vandalize University or private property, injure residents or guests, threaten to do the same or endanger the lives of others.

- Refuse to comply with appropriate instructions and requests from University personnel or deliberately falsify information.
- Display behavior that intimidates, harasses or hazes other students, staff or guests.
- Violate state or federal laws.

1.1 Substances

- Residents and guests are subject to Illinois State Law, which prohibits the sale, possession and consumption of alcoholic beverages by any person under the age of 21.
- Alcoholic beverages may not be transported or consumed in open view in public or common areas in the residence halls. These areas include lobbies, hallways, stairwells, elevators, suites, lounges and special-use rooms.
- Alcohol in excess as determined by Conference Services Staff (including but not limited to kegs of beer) is not allowed in the residence halls, including guest rooms, at any time.
- Alcoholic beverages may only be consumed in the residence halls by guests who are 21 years of age or older, in the privacy of their room with the door closed, and in an atmosphere which does not create significant noise or other disturbances.
- No one is permitted to serve alcohol to minors (persons under 21 years of age).
- The possession, use, sale, distribution or cultivation or manufacture of drugs is prohibited and is in violation of state law.
- Possession of alcohol or drug paraphernalia is prohibited and in violation of state law.

1.2 Alternation of Rooms

- Guests may not detach fixed furniture, paint or wallpaper room surfaces, remove University furniture from rooms, add permanent fixtures and/or make structural changes in the room.

- Air conditioning units may not be installed in any residence hall room.
- The following are not allowed in rooms: hot plates, toaster, microwave ovens, cooking appliances of any nature, cup-type immersion water heaters and major electrical appliances.
- The following are not allowed in any residence hall rooms: ceiling fans, dishwashers or major electrical appliances.
- Guests are not permitted to keep in their possession of common area furniture is subject to a \$50.00 fine per item of furniture.

1.9 Community Disruption

- Individual or group activities that result in disturbances or distress to others, or that cause damage or destruction to property are prohibited. This includes but is not limited to sports activities in the hallways or common areas. In addition, roller skating and roller blading are not permitted in the residence halls.

1.12 Food Service/ID Use

- Guests may not share food or beverage with non-guests or assist a non-guest to obtain food.
- Eating or attempting to eat without authorization during non-serving hours is prohibited.
- Food, beverage or equipment may not be removed from the dining room (except one ice cream cone or one piece of fruit).
- Appropriate attire including shirts and shoes is required.

1.13 Room Entry and Search

- The University reserves the right to allow authorized personnel to enter dorm rooms. When such entry is deemed necessary, the university will seek within all reasonable bounds to protect the occupant's privacy. Authorized university personnel may remove items that are in violation of federal, state,

local, or university regulations. A reasonable effort shall be made to have the occupant in question present if their rooms are to be searched. The occupant will receive written notification from a university official after such an entry is made and advised if authorized staff has discovered any violations or removed any items.

1.14 Dangerous and Projected Objects

- The possession, display, and/or use of dangerous objects including, but not limited to, firearms (including BB or pellet guns), fireworks, smoke bombs, explosives, ammunition, hunting knives, swords, sabers, or anything that could be perceived or misrepresented as a weapon is prohibited on university property. Employees of government law enforcement agencies who are required to carry firearms at all times are exempt from the university's policy prohibiting the possession of firearms on campus.
- Any projected object that could cause harm to a person or damage to property is considered a dangerous object, whether there was anyone or anything in immediate danger. This includes but is not limited to water balloons, food, cans, and bottles.

1.15 Harassment

- Behavior that abuses the dignity of anyone is prohibited. Included in this behavior are ethnic, sexist or racial slurs, unwanted physical advances or intimidations, and the display in public or common areas of visual materials that demean or humiliate.

Sexual Harassment

Loyola University Chicago is committed to maintaining an environment, which is free from sexual harassment for all members of the University community: students, faculty, employees, patients and guests.

Loyola University Chicago Policies and Procedures are taken from the Loyola University Chicago Student Handbook. Please let us know if you have any questions or if you'd like a copy of the complete list of University policies.

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