



## Conference Services

### Loyola Lodging @ Baumhart Suites

26 E. Pearson St. Chicago, IL 60611

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Loyolalodging@luc.edu

# Academic and Professional Residency Lodging Application and Agreement

## Loyola University Chicago – Water Tower Campus Baumhart Suites (26 E. Pearson St., Chicago, IL 60611) Fall 2026 – Spring 2027

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*Thank you for choosing Loyola University Chicago's Water Tower Campus for your lodging accommodations. We look forward to hosting you.*

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### Application Information

Academic and Professional Residency Lodging requires a **minimum stay of 90 days**. This program is open to graduate students, medical residents, law students, professors on sabbatical, clinical rotation participants, fellows, and other participants in academic or professional programs.

Please complete the application included in this brochure and, using your luc.edu email address, send it to [baumhartsuites@luc.edu](mailto:baumhartsuites@luc.edu). After your application is approved, you will receive instructions on how to make your reservation online. Please allow 72 hours for our office to contact you regarding your inquiry.

### Baumhart Suites at the Water Tower Campus

The Baumhart Suites (26 E Pearson St., Chicago, IL 60611) are 2-bedroom, 2-bathroom apartments that provide year-round lodging and are managed by Loyola University Chicago's Conference Services Department.

The apartments have two lockable bedrooms sharing a living area and a kitchen with full appliances, including a refrigerator, stove, oven, microwave, dishwasher, and garbage disposal. Each bedroom has a Queen-sized bed (linens not included) and a full bathroom. All apartments include a desk, chair, sofa, side table, coffee table, and thermostat. Rent is due at the start of each semester, and utilities are included in the rental price.

### Lodging Options

- **Single-Occupancy Room:** Includes one private, lockable bedroom and bathroom within a two-bedroom apartment. You will share the living room and kitchen with another academic tenant of the same gender in the adjoining bedroom.

### Pricing

Rent is billed by semester, with each semester totaling \$10,000. Fall semester runs August 1 – December 31; Spring semester runs January 1 – May 15. If you check in after the first day of a semester, your payment will be prorated to reflect the nights of your stay, provided your total stay does not fall below 90 days. The Monthly rate of \$2,000 is provided as a reference.

| Baumhart Suites       | Semester Rate       | Monthly Rate          |
|-----------------------|---------------------|-----------------------|
| Single-Occupancy Room | \$10,000 per person | \$2,000.00 per person |

## **Amenities & Services**

### **Building Amenities**

- **Cardio/Yoga Fitness Center:**
  - Passes to our Cardio and Yoga Fitness Center located within the building are available at the At Your Service Desk at no charge, when available. On your first visit, you will need to fill out a waiver form to use the facility. There is a 2-hour time limit on gym pass borrowing.
- **Laundry Facility:**
  - Laundry facilities are available on-site. Detergent and dryer sheets are not provided.

### **Wireless/Ethernet Internet**

- Wireless internet access is available with your UVID. For the duration of your stay, Ethernet/Wi-Fi connections are available for \$25 per device for gaming systems or streaming devices, such as a Fire TV Stick or Roku.
- We kindly request that you please inform us prior to your arrival if you would like or need this connection.

### **At Your Service Desk:**

- The At Your Service Desk is prepared to assist tenants throughout their stay. It is typically staffed from 7 am to 11 pm during the academic year.

### **Concierge**

- We offer concierge services to those staying with us. Please contact the At-Your-Service Desk to learn more about how we can help you make the most of your time in Chicago.

### **Guest Lodging:**

- For parents or guests interested in on-campus hotel accommodations, please email us at [baumhartsuites@luc.edu](mailto:baumhartsuites@luc.edu) for rates and availability.

## **Exclusions**

Lodging is apartment-style and does not include hotel services. The following are not provided: linens or towels; daily housekeeping; personal toiletries or cleaning supplies; room service; complimentary food or beverage service.

## **Location and Safety Information**

Baumhart Hall, on the Water Tower Campus, is at 26 East Pearson Street in one of Chicago's greatest neighborhoods, the River North. Conveniently located two blocks west of Chicago's historical Water Tower and Magnificent Mile. Traveling throughout the city is quick and easy, as we're just a short walk to multiple CTA bus stops and a Red Line "El" stop.

To gain access to the apartments, all residents must swipe in with their assigned room card. For security purposes, guests of residents must check in and out at the At Your Service Desk. A government-issued ID must be presented and scanned.

## **Payment Terms and Requirements**

After your application is approved, you will receive instructions to complete your reservation online. If space is no longer available, you will be placed on a wait list and notified if lodging becomes available. All payments must be made directly to Loyola University Chicago's Conference Services Department and will not be added to your student account.

Tenants must submit a Reservation Deposit (non-refundable), a Damage Deposit (refundable), and a Certificate of Renters Insurance naming Loyola University Chicago and its affiliates as additional insureds by their respective deadlines. At check-in, keys will be given after the tenant presents a government-issued ID.

Conference Services will email tenants with a link to our secure portal to make all payments after their application has been submitted and approved.

## **Payment Schedule**

| <b>Payment</b>                       | <b>Amount*</b>           | <b>Due Date**</b>                                                                                                                                              |
|--------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reservation Deposit (non-refundable) | \$1,500                  | At the time of reservation. Applied toward total balance (Spring semester for full-year students).                                                             |
| First Semester Payment (Aug–Dec 31)  | Remaining balance        | No later than 7 days prior to arrival                                                                                                                          |
| Second Semester Payment (Jan–May 15) | Remaining balance        | No later than January 5, 2027                                                                                                                                  |
| Damage Deposit (refundable)          | \$500 (credit card)      | At least 7 days prior to arrival. Refunded to the same card at the end of the stay if the apartment is left clean and undamaged.                               |
| Certificate of Renter's Insurance*** | Min. \$100,000 liability | At least 7 days prior to arrival. Must name Loyola University Chicago, its affiliates (including Mundelein College), and their agents as additionally insured. |

***\*Rent is due at the start of each Semester.***

***\*\*All required deposits and documentation are mandatory for every resident in the apartment. Failure to submit any item before arrival will result in a denied check-in.***

***\*\*\*Renter's insurance can be purchased through agencies such as State Farm, Allstate, or Progressive. If you or a parent/guardian has a homeowner's policy, you may have this claim added for the duration of your stay.***

## **Cancellation and Early Departure Policies**

### **Early Check-Out:**

- If you need to check out earlier than your reserved departure date, you must notify us by email at least one week prior to your arrival. After that point, early check-outs will not receive a refund for unused nights. The room will be made available for re-occupancy.

### **Full Cancellation**

- A refund (minus the \$1,500 non-refundable reservation deposit) will only be issued if your cancellation is received at least 21 days before your scheduled check-in date. Cancellations within 21 days of check-in forfeit the full deposit and may incur an additional fee.

### **Stays Shorter Than 30 Nights**

- If your stay falls short of 30 consecutive nights for any reason, your rate will be adjusted to the current nightly rate for the nights stayed, and the Chicago Lodging Tax (currently 17.4%) will apply. Any resulting balance is due prior to departure. No refunds will be issued. Removal for violation of University policies or applicable law results in no refund of any kind.

## **Policies**

### **Walkthrough and Inspection:**

- A comprehensive walk-through will be scheduled at the end of the first semester for safety and sanitation, and again at the end of the second semester to inform guests of any damage or potential additional cleaning costs. The final inspection for damage and cleanliness will occur after all guests have checked out.

### **Guest Policy:**

- Please be advised that if you have visitors during your stay with us, they must register with the At Your Service Desk. Your guest's driver's license or state ID will be scanned at the desk while they're

in the building. It is our policy that your guest be always accompanied by you. Guests cannot stay longer than 72 consecutive hours without prior permission from Conference Services Management. You can request permission by emailing [baumhartsuites@luc.edu](mailto:baumhartsuites@luc.edu). If an apartment is shared, apartment mates must agree upon guests staying overnight.

#### **Drug, Smoking, Vaping, and Alcohol Policy:**

- Residents and guests are subject to Illinois State Law, which prohibits the sale, possession, and consumption of tobacco products and alcoholic beverages by any person under the age of 21. No one is permitted to serve tobacco products or alcohol to minors (persons under 21 years of age). Alcoholic beverages may only be consumed in the Apartments by guests who are 21 years of age or older and may not be transported or consumed in open view in public or common areas of the building. 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 your residence.
- The University reserves the right to allow authorized personnel to enter rooms. When such an 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. The use or possession of marijuana or any non-prescription drugs on Loyola property violates University policy. Furthermore, smoking of any kind is prohibited within your apartment. If smoking is done in the building by those residing in the apartment or their guests, this will result in cleaning fees and possible eviction from the property. Please note that Loyola is a smoke-free campus, including tobacco, vaping, or marijuana.

#### **Quiet Hour Policy:**

- Excessive noise during 11 p.m. and 8 a.m. is prohibited.

#### **Bicycle Policy:**

- At no time are bicycles allowed to be brought inside any campus building. This policy includes all students, faculty, staff, and guests and includes residence halls, academic and administrative buildings. There is an outdoor bike corral near your residence. It is strongly advised that you register your bike with Campus Safety, and any theft should be reported to Campus Safety as well. Campus Safety recommends using a Kryptonite Evolution Series 4 U-Lock.

#### **Lockout Policy and Lost Keys:**

- The first time you're locked out of your apartment or bedroom, we'll unlock the door for you free of charge. Each additional lockout will be charged at \$50, and you are responsible for paying the fee within 24 hours. If you were to lose any keys or prox cards, the replacement costs are \$500 per key and \$30 for the prox card.

#### **Health and Safety Compliance:**

- All residents and guests are expected to comply with applicable health and safety directives issued by Loyola University Chicago, the City of Chicago, the State of Illinois, and relevant federal agencies, including the CDC. This includes any health protocols in effect during your stay. Should you become ill, please self-isolate and contact the At Your Service Desk at (312) 915-6067 immediately so that appropriate measures can be taken.

**LOYOLA LODGING @ BAUMHART SUITES**  
**ACADEMIC AND PROFESSIONAL RESIDENCY LODGING**  
**APPLICATION - Fall 2026/Spring 2027**

*Please print throughout the entire application; all fields are required and must be completed, signed, and submitted by the applicant.*

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

University: \_\_\_\_\_ Subject of Study: \_\_\_\_\_

**LODGING INFORMATION**

Check-in is at 3:30 p.m., and check-out is by 10:30 a.m. Requests are granted on a first-come, first-served basis.

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

☐ **Single-Occupancy Room:**

- \$2,000.00/month per person. You'll have your own private bedroom/bathroom within a two-bedroom apartment.
- The second bedroom will be occupied by another academic tenant of the same gender, whom we will assign.

☐ **Full Two-Bedroom Apartment:**

- \$4,000.00/month per apartment. Includes private use of a two-bedroom, two-bathroom apartment. Each bedroom has a lockable door and its own private bathroom.

Apartment-Mate Name: \_\_\_\_\_

*Please note that if you're listing an apartment-mate, they must also fill out an application and list you as a roommate.  
We will not pair you up unless both guests on the apartment list each select the other.*

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**OFFICE USE:**

Date received: \_\_\_\_\_ Number on list: \_\_\_\_\_ Kx #: \_\_\_\_\_ Apartment #: \_\_\_\_\_

Dates of stay requested: \_\_\_\_\_

Early arrival requested? \_\_\_\_\_ Accommodated? \_\_\_\_\_

Late arrival requested? \_\_\_\_\_ Accommodated? \_\_\_\_\_

Apartment-mate assigned: \_\_\_\_\_ Intro. E-mail sent: \_\_\_\_\_

Confirmation E-Mail Sent: \_\_\_\_\_ Deposit received: \_\_\_\_\_ Full payment received: \_\_\_\_\_

Damage Deposit Received: \_\_\_\_\_ Renters insurance received: \_\_\_\_\_ Terms & Conditions: \_\_\_\_\_

Items for rent: \_\_\_\_\_

Waitlist Order #: \_\_\_\_\_ Notes: \_\_\_\_\_

## RESERVATION & WAITLIST INFORMATION, REQUIREMENTS, AND CANCELLATION POLICY

After your application has been approved, you will receive instructions on how to make your reservation online. If there is no longer any availability, you will be informed that you're on a wait list. If you so choose, you will be kept on the wait list, and if lodging becomes available, you will be notified.

**To complete your reservation, a \$1,500 non-refundable deposit is required. The \$1,500.00 will be applied to your total cost.** For students staying both Fall and Spring semesters, it will be applied towards your Spring semester balance. The first payment, after your non-refundable deposit, will be the total amount of your stay for the semester. Fall Semester stays will be the amount from August through December 31st and is due no later than 7 days prior to your arrival. The Spring Semester Payment will cover January through May 15<sup>th</sup> and is due no later than January 5<sup>th</sup>, 2027. We will prorate the nights you will not be staying as long as your total semester stay does not fall under 90 days. All payments must be made to Loyola's Conference Services Department directly and will not be added to your student account.

**You are required to submit a \$500 damage deposit.** This damage deposit will be refunded to you at the end of your stay, provided there is no damage to the apartment and it is left in clean, move-in-ready condition (in the same condition as when you moved in). Any excessive cleaning fees will be deducted from your damage deposit. The damage deposit must be paid by credit card and will only be refunded to the same card.

**You are also required to submit a certificate of renter's insurance with at least \$100,000 in liability insurance, naming Loyola University Chicago, its affiliates, including Mundelein College, and each of their respective agents, employees, officers, directors, and trustees as an additional insured.** This can be purchased through an insurance agency such as State Farm or Allstate. If you or your parent/guardian has a homeowner's insurance policy, you may also have this claim added to the policy for the time you're residing at Baumhart Suites. The damage deposit and renter's insurance certificate are both due at least 7 days prior to arrival and are mandatory for every person in the apartment. If any of the required items are not turned in before your arrival, you will not be checked into your accommodation.

If you need to change your reservation to accommodate an earlier check-out date, you must notify us (via e-mail) of your new check-out date **at least one week prior to your arrival. After that time, if you decide to check out early, you will not receive a refund for the nights you did not stay.** Your departure will be considered an early departure, and the room/apartment will no longer be habitable for you and will be available to turn around for another guest.

If, for any reason, you need to cancel your entire lodging reservation, a refund of your \$1,500 non-refundable deposit will be issued only if you cancel at least 21 days prior to your check-in date. If you cancel your entire reservation within 21 days of check-in, **your \$1,500 deposit will not be refunded, and you may be assessed an additional fee.**

If, for any reason, your stay changes and falls short of 30 nights, your rate will be adjusted to the current nightly room rate associated with the number of nights you stayed. If applicable, it will also include the Chicago hotel lodging tax (currently 17.4%). Any balance would be due prior to departure. No refunds will be given. If there is a situation in which you break University policies or state laws, and you are asked to move out of your residence, you will not receive any refund.

***By submitting this application, I agree to the policies and Terms and Conditions and will comply with all University, Federal, State, and Local rules, laws, policies, and regulations. I have read and understand the Loyola University Chicago Graduate Student Lodging Application and Agreement.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please e-mail your completed application to [baumhartsuites@luc.edu](mailto:baumhartsuites@luc.edu) using your luc.edu email address or fax it to 312.915.6255.***

***\*\*Please allow 72 hours for our office to contact you regarding your application.  
For privacy reasons, we can only communicate with the applicant regarding their stay.***

***We look forward to having you as our guest!***