



**LOYOLA  
UNIVERSITY  
CHICAGO**

# Retreat and Ecology Campus (LUREC) Summer Programs 2013 Faculty and Staff Housing Information

*Preparing people to lead extraordinary lives*

## **RATES**

Housing for faculty and teaching assistants facilitating a summer course at LUREC is provided by the University. Faculty members are responsible for paying food costs only. The daily rate for faculty and teaching assistants includes a board package of 3 meals per day in the LUREC Dining Hall, or the equivalent boxed meal on days of fieldwork taking place off-campus. *No credit will be issued for meals not taken.*

*Daily Meal Plan Rate: \$10.00*

Faculty members are welcome to share suites with partners. Faculty guests pay a daily room and board fee for their stay.

*Daily Room and Board Rate with Standard Meals: \$18.00*

*Children 10 and Under Daily Room and Board Rate: \$10.00 (regular rates apply to children 11 and up)*

Additional monastery-style rooms for guests can also be reserved based upon availability. These are available for \$25.00 per room, per day, plus the cost of food for the occupants. Additional rooms are not guaranteed, and are offered on a first-come, first-served basis.

## **Teaching Assistants**

Teaching Assistants do not pay for housing, but must pay for meal plans. TA's may be assigned to a single or double occupancy dormitory-style room based on availability. Housing assignments are random from the pool of teaching assistants. TA's must fill out the Housing Agreement and return it on time to guarantee housing.

*Daily Meal Plan Rate: \$10.00*

## **MAKING A RESERVATION**

Faculty and Teaching Assistants may make a housing reservation using the Summer Housing Agreement Form found at the end of this packet. Sign and return this agreement to LUREC, 2710 S. Country Club Road, Woodstock, IL 60098. Make a copy for your records.

## **Due Dates**

Housing Agreements for courses taking place in:

May 2013 due no later than April 8, 2013

June 2013 due no later than May 8, 2013

July 2013 due no later than June 7, 2013

Agreements must be received on time to guarantee housing.

## **BILLING**

Faculty and Teaching Assistants will be billed for their meal plans and any additional services 5-15 days after departure. Faculty and guests will be billed for each day of occupancy, no exceptions.

## **CLEANING AND MAINTENANCE**

### **Cleaning**

Faculty and staff rooms will be cleaned on a weekly basis. Schedules will be posted. Weekly cleaning includes fresh bed linens, towels, vacuuming, and other cleaning services. Additional cleaning is available upon request. Linens can be exchanged on a one to one basis by a LUREC staff member. For daily maintenance of rooms, we request that residential guest remove waste and recycling to one of the centrally located Recycling Centers.

### **Maintenance Requests**

Maintenance Request Forms are available in both the North and South Wing lobbies. Requests can also be made to a LUREC staff member. If it is an emergency request, please contact a LUREC staff member immediately.

## **SMOKING**

Smoking is discouraged and restricted to designated smoking areas located around the property. Smoking is not permitted in any of the buildings or within 20 feet of any buildings. Smoking is also not permitted on any trails.

## **PARKING**

- LUREC is not responsible for any automobile theft or damages incurred in our parking lot.
- Do not leave valuables in your car. LUREC will not be responsible for lost or stolen items.
- Parking in the cul-de-sac area by the Retreat Center or on the grass is not permitted. After loading or unloading, please move your vehicle to the designated parking area as quickly as possible.

## **PET POLICY**

Pets are not allowed in any of the buildings (residential rooms or meeting rooms). Trained service animals, **with documentation**, are permitted.

## **EMERGENCIES**

**In case of a life threatening emergency: Call 911**

The address of the facility is *2710 S. Country Club Road, Woodstock, IL 60098*

**Then please call one of our General Managers to report the incident:**

Amanda Hitterman, Director, Campus Operations: (cell) 815.245.5973 (home) 773.793.3636

Patti Carty, Retreats Manager: (cell) 815.558.8292 (home) 815.459.8292

## **Other Important Numbers:**

Woodstock Police Department: 815.338.2131

Woodstock Fire Department: 815.338.2621

Poison Control: 800.222.1222

Centegra Memorial Hospital: 815.338.2500

## **First Aid**

First Aid Kits are located on each floor and wing behind doors clearly marked with a First Aid label. A LUREC staff member, graduate assistant, or faculty member may access these areas.

Defibrillators are also located on the second (2<sup>nd</sup>) main hallways of both the North and South Wing. These may also be accessed by LUREC staff members, graduate assistants, or faculty members via the Master Key.

## **MEALS**

**Breakfast: 8:00am-9:00am**

**Lunch: 12:00pm-1:00pm**

**Dinner: 6:00pm-7:00pm**

Meals are served buffet or family style. If you have any food allergies, please inform a LUREC staff member to assist you. Please note any food allergies on your Housing Agreement so that we are prepared for you upon arrival. After you have finished your meal, please bus your plates, glassware, flatware and napkins. All organic food waste will be used for composting and all recyclables are to be separated. Please deposit accordingly into waste receptacles.

## **PHONES**

There are no public phones. Please use your personal cell phone, or contact a Manager for emergencies.

## **GREEN COMMUNITY LIVING**

We have a fundamental guiding principle of conservation, as well as a policy of reducing, reusing, and recycling and we recognize that we are in a continuous process of developing a sustainable relationship with the ecological landscape surrounding us.

We are committed to restoring and maintaining the unique biodiversity of our property. We ask that while you are exploring and enjoying this area you preserve and help protect the plants and animals that reside here.

We commit to pay attention to the following areas and continue to:

- Reduce and reuse
- Recycle
- Minimize waste
- Efficiently use water
- Use energy economically
- Restore and protect our woodlands, prairie, oak savannah, and wetlands
- Participate in Green Programs such as green cleaning

- Use local, fresh, and natural food
- Seek out and use sustainable modes of transportation
- Reduce our use of fossil fuels and our carbon foot print through responsible utility use including:
  - Turning off lights, computers, fans, and other equipment when areas are not in use
  - Reduction in water use
  - Use of recycled paper products in restrooms, offices, and the dining hall

We are working to use environmentally friendly products on the property. One of the first areas we are addressing is the use of janitorial products that are harmless for both people and the local wildlife, and our water systems. We are currently using a majority of products that are environmentally-friendly (Green Seal-certified, Eco Logo, or Designed For the Environment). We ask that you use discretion when using products that will enter into the delicate water systems of the property and surrounding areas.



# LOYOLA UNIVERSITY CHICAGO RETREAT AND ECOLOGY CAMPUS

## SUMMER HOUSING 2013 AGREEMENT

Office Use Only Date Received \_\_\_\_\_

### Faculty/TA Housing Summer 2013

**APPLICANT INFORMATION** Please print clearly. Please make a copy for your personal records.

\_\_\_\_\_  
Last Name First Name Middle Name  
\_\_\_\_\_  
Permanent Address: Number and Street City State Zip Code  
\_\_\_\_\_  
Date of Birth Age  
\_\_\_\_\_  
Home Phone Cell Phone  
\_\_\_\_\_  
E-mail Address

Loyola ID Number \_\_\_\_\_ Loyola Department \_\_\_\_\_

### CONTRACT PERIOD

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### (Faculty Only) SPOUSE/PARTNER

\_\_\_\_\_  
Last Name First Name  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**FACULTY** Faculty pay for meals only. The daily rate includes a board package of 3 meals per day in the LUREC Dining Hall, or the equivalent boxed meal on days of fieldwork off-campus. If a specialty diet is required, additional fees apply.

*Daily Standard Meal Rate: \$10.00*

Vegetarian \_\_\_\_\_ Vegan \_\_\_\_\_ Gluten Free \_\_\_\_\_ Other (Please Describe Needs) \_\_\_\_\_

Number of Days \_\_\_\_\_ x \$ \_\_\_\_\_ per day = Total Payment \_\_\_\_\_

**FAMILY RATES** Faculty family members pay a daily rate that includes a room and board package of 3 meals per day in the LUREC Dining Hall, and overnight accommodations with their spouse or partner. If an additional room is needed for family, there is an additional daily fee of \$25.00 per day.

*Daily Room and Board Rate with Standard Meals: \$18.00  
Children 10 and Under Daily Room and Board Rate: \$10.00*

Vegetarian \_\_\_\_\_ Vegan \_\_\_\_\_ Gluten Free \_\_\_\_\_ Other (Please Describe Needs) \_\_\_\_\_

**Guest (s) Staying with Faculty Member**

Number of Days \_\_\_ x \$ \_\_\_\_\_ per day for Meal Plan x Number of Guests \_\_\_\_\_ = Total Payment \_\_\_\_\_

**Guest(s)in Additional Room**

Number of Days \_\_\_ x \$25.00 per day x = Total Payment \_\_\_\_\_

**TOTAL FACULTY PAYMENT DUE:** \_\_\_\_\_

**TEACHING ASSISTANTS** TA's receive housing as part of their compensation package, but must pay for meals .Housing may be in a single or double occupancy room based on availability. Roommates are assigned at random from the pool of teaching assistants.

*Daily Standard Meal Rate: \$10.00*

Vegetarian \_\_\_\_\_ Vegan \_\_\_\_\_ Gluten Free \_\_\_\_\_ Other (Please Describe Needs) \_\_\_\_\_

**Damages**

The occupant will pay for any damages to his/her room and the room furnishings.

**Liability**

The University is not responsible for theft, loss, or damage to personal property and encourages all guests to carry appropriate personal insurance. Belongings left after vacating a room will be considered abandoned property and will be disposed of by the University.

**Food Service**

Guests staying at LUREC will be served 3 meals per day in the Dining Hall. LUREC reserves the right to change food service options. NO REFUNDS WILL BE ISSUED FOR MEALS NOT TAKEN.

**Rules and Regulations**

Residents are required to comply with the laws of the United States and the State of Illinois, all ordinances and regulations of the Village of Woodstock, IL, as well as all Loyola policies, procedures, rules, and regulations. Failure on the part of the student resident to comply with these laws, ordinances, regulations, policies, and procedures, including but not limited to the Loyola Student Handbook, and the terms and conditions set forth in this contract shall constitute a breach of this contractual agreement and may result in a fine, disciplinary action, removal from the residence hall, expulsion from the University, and termination of this agreement at the option of Loyola University Chicago.

**Application Procedures**

The University agrees to reserve a housing space on a first come, first serve basis subject to the following conditions:

- Sign and return this contract to the LUREC, 2710 S. Country Club Road, Woodstock, IL 60098. Make a copy for your records.
- OR fax a copy to 815.338.1017
- OR scan and email a copy to [LUREC@luc.edu](mailto:LUREC@luc.edu)