



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

## WELCOME TO UNIVERSITY CENTER

Welcome to University Center (UC)! UC offers an opportunity to be part of a vibrant residential community, consisting of undergraduate, graduate and professional students enrolled at Columbia College Chicago (CCC), DePaul University (DPU), Roosevelt University (RU), American Academy of Art (AAA), National Louis (NL), Path to Academics Community and Employment at National Louis (P.A.C.E.), and other Chicagoland universities, referred to hereinafter as master tenants.

UC presents an opportunity for you to surround yourself with the space, security, convenience, and amenities that will support your educational goals while also embracing the city around you. It is important for all community members to respect new ideas, demonstrate tolerance and have an open mind. Our primary purpose is to maintain an environment that is conducive to sleep and study, but also one that provides opportunity to challenge oneself and grow intellectually and interpersonally.

This handbook will explain your privileges and expectations as a member of this community. Residents and their guests are expected to follow the policies, procedures and community standards described in this handbook. Violation of policies or procedures will be reviewed by UC staff and may result in a wide range of sanctions including removal from the UC community. While every effort has been made to provide residents with complete and accurate information, UC Management reserves the right to change, amend, modify, or revoke any policy or procedure contained in this document, with or without notice.

## STATEMENT ON COMMUNITY LIVING

UC residents come from many areas of the city, state, country, and world. All are during academic pursuits at the undergraduate, graduate, or professional levels. In this unique community, residents are rich in knowledge and diversity. UC encourages interaction among residents to make the most of this cooperative and interactive learning opportunity. Policies within the UC community have been established in the interest of residents and all others who visit or work within the building.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

UC complies with the FERPA Act of 1974. FERPA essentially protects the rights to privacy of anyone over the age of 18 years old for nondirectory information maintained in educational records. This includes all activity they may be involved in, including behavioral, conduct and employment records. All documentation and resident records are maintained as property of Peak Made and are not releasable or available for general viewing to anyone other than authorities representing resident institutions. Documentation and records may only be released or viewed after written permission from a resident's institution or designee is received. The FERPA policy of each resident's school shall apply to all resident records. Additionally, UC Management will not disclose any information other than directory information about any resident without written or authorized consent, unless otherwise required by law.

**Except for information required in the performance of the duties of UC Management or the resident's respective school, room assignment and roommate information will only be released to assigned residents and their roommates, and when required by law. In the event of an emergency, notification of a resident's emergency contact may occur based on the policies and procedures of his or her respective school.**

## CONCEALED CARRY WEAPONS POLICY

Peak Made manages UC for the use and benefit of its constituent institutions of higher education and to facilitate and further their respective educational missions. Pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, Peak Made and UC adopts the following policy: The carrying or possession of any type of



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weapon or firearm on the premises of the UC is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry concealed handguns (other than those who are active law enforcement and credentialed retired law enforcement persons). Any person violating this policy will be required to leave the UC premises immediately. Any resident, employee or guest found to be in violation of this policy will be subject to discipline, including removal from the community. No UC security officer or staff member has authority to grant verbal exceptions to this policy. For purposes of this policy “weapon” is broadly defined and includes, without limitation, ammunition, explosives, clubs or illegal knives, paintball guns, projectile launchers, BB guns/pistols, facsimile weapons, and fireworks. This policy supplements that which is stated in the student handbook pertaining to firearms and weapons in general. **If you should come across a situation where you sense there is an immediate threat to public safety, you should call 911. If you believe an individual is carrying a weapon, but is not acting in a threatening manner, you should call UC Security at (312) 924-8911.**

## TITLE IX

In compliance with Title IX of the Education Amendments of 1972 (Title IX), UC prohibits discrimination in all educational programs and activities on the basis of sex. Programs and activities under Title IX include academic programs, admissions, athletics, recruitment, financial aid, housing and employment, amongst others. Title IX also prohibits sexual harassment, sexual misconduct, and any activity which includes sexual violence. It also includes domestic, dating, and stalking issues. Title IX is there to protect college students from discrimination of any kind based on sex. This extends, of course, to those who are victims of sexual assault and sexual misconduct.

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”* source: [http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

To file a complaint of sexual harassment or sexual assault, or if you have questions, concerns or a complaint related to Title IX, please contact the Title IX Coordinator of your respective institution. UC supports all Title IX efforts and does not condone any activity that demeans any resident in any way. All efforts to report and facilitate any investigation according to resident institution precedent will be conducted.

**Columbia College Chicago Title IX Office** <https://students.colum.edu/handbook/policies/sexual-misconduct-policy-and-procedure-title-ix.php>

**DePaul University Title IX Office** <https://offices.depaul.edu/student-affairs/title-ix/Pages/default.aspx>

**Roosevelt University Title IX Office** <https://www.roosevelt.edu/title-ix>

**American Academy of Art Title IX Office** <https://www.aaart.edu/student-services/notification-of-report-options-sexual-assault/>

**National Louis Title IX Office** <https://www.nl.edu/student-services/studentexperience/sexualrespect/>

## THE CLERY ACT: CRIME STATISTICS REPORTING

UC staff will report all felonies and serious misdemeanors that are reported or observed to the Chicago Police Department (CPD). For lesser misdemeanors, victims are encouraged and assisted by the UC staff to report the crime to the CPD. All known crimes occurring within the premises or within a reasonably contiguous geographic area shall be reported by UC staff to each member school to be included in its crime statistics report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20, U.S.C. 1092(f).

UC staff is committed to safety and security within the UC community. **To report a crime or an emergency in or near UC contact 911 or 312-924-8911 (UC Security).** Additional information about reporting crimes and emergencies at your school may be found at your respective university’s website.



## UNIVERSITY CENTER STAFF

UC staff provides a variety of services to help residents maximize their academic and living experiences.

- **Management Office Staff** are located on the 2<sup>nd</sup> floor Management Office, open Monday through Friday 9 am to 5 pm and can be reached at (312) 924-8000. Scheduling appointments with any professional staff should be done through the management office. It is also the place where you can go to gather information about programs and activities, room change requests, filming requests, etc.
- **Directors** are members of the management staff that supervise all other employees and contractors in the building. Some directors serve in the on-call rotation for emergency response.
- **Residence Education Coordinators (REC)** are live-in professional staff who supervise the RA staff. The RECs have responsibility for a community building for 500 – 600 residents on various floors. Each REC serves in the on-call rotation for emergency response.
- **Resident Activities and Program Coordinator (RAPC)** is a live-in professional staff member responsible for coordinating large scale building events, advising the resident council, and implementing the community development and programming module for UC. The RAPC serves in the on-call rotation for emergency response.
- **Engineering Staff** are responsible for the maintenance of all mechanical and electrical equipment in the building and is responsible for the completion of all resident work orders.
- **Conference Chicago Staff** oversee event planning and scheduling of meeting rooms located on the 2nd floor.
- **Resident Advisors (RA)** are live-in student staff committed to promoting the personal and academic success of our residents and our community. Their primary purpose is to manage an environment conducive to sleep and study. They create community through leadership, programming, and policy enforcement. They are the residents' primary source for information, resource, problem solving and support. RAs help organize social, educational, and cultural events for residents, monitor and report any institutional facility-related concerns and help provide additional office hour coverage. They are responsible for inspecting common areas and conducting periodic room inspections and intentional resident interactions as directed and with appropriate notice.
- **Security Staff** are outside vendors that participate in maintaining a secure environment for all who live, work, and visit the building. Security staff monitor and oversee building access 24 hours a day and can be reached at 312-924-8911.
- **Janitorial Staff** are outside vendors that are responsible for the cleaning and upkeep of all common areas within the building.
- **Chartwells Staff** are outside vendors that are responsible for The Caf and The Market, as well as all on-site catering.

## BUILDING AMENITIES

### Access

UC is not a public facility. Other than the non-resident dining entrance, access to the building is restricted exclusively to residents, building employees, contractors, authorized staff from member schools and registered guests. UC ID cards are provided to every resident and must be used upon entrance. **The UC ID is issued to the resident and is not to be shared with others to access the facility, or for any other purpose.**

### Appliances



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Each apartment is provided with a refrigerator/freezer, oven with stovetop, microwave, and dishwasher. Microwaves and ovens with stovetop are also provided in the social lounges (northwest corner) on the suite side of each floor. Students may also rent mini fridge/microwave combinations as available.

## **Bicycle Storage**

A limited number of bicycles can be accommodated in a locked storage room adjacent to the first (1<sup>st</sup>) floor lobby. Storage will be provided on a first come, first served basis, for bicycles that are registered through the resident portal. Residents are responsible for providing and securing their own bike locks. Nothing else may be left in this room. Bicycles, scooters, or other bicycle-like items are prohibited anywhere else in the building. Each resident acknowledges that they will be solely responsible for theft or damage to any personal property placed in Bicycle Storage. Bicycles left after residents move out will have the lock removed and be handled as abandoned property.

## **Computer Centers**

The Computer Center is located on the 2<sup>nd</sup> floor. There are PCs and a MAC available for resident use. Additionally, there is a black and white printer that can be used, residents are asked to bring their own paper. A Digital Media Lab is located on the 11<sup>th</sup> floor. Residents can receive access cards and supplies for the Digital Media Labs at the RSD. Residents using any computers or printing systems at UC are required to adhere to all Building Technology Policies.

## **Dining Center (The Caf)**

The Caf is located on the 2<sup>nd</sup> floor and provides meals focusing on variety, convenience, and nutrition. The Market convenience area also offers grab-n-go items and a coffee bar.

## **Fitness Center**

The Fitness Center is located on the 2<sup>nd</sup> floor. Residents use UC IDs to enter the area. All residents who enter the Fitness Center agree to follow the rules and regulations posted therein. There is no supervision and those using the facility do so at their own risk.

## **Furnishings**

Each resident is provided with a twin size, extra-long bed (studio apartments and private room suites receive a full-size bed), study desk, chair, drawers, shelves, and adjustable clothes rods are built into a room closet. The twin bed is loft-able (if ceiling height permits) when a loft kit is rented through the online portal. Additional furnishings vary by unit type. All furniture must remain in the room/unit, storage off-site or within another unit/room is not permitted. Any UC furniture that is disassembled will be charged a reassembly fee.

UC recommends that residents do not bring additional large furniture items. If a resident chooses to bring a couch, futon, etc., these items should be removed from UC premises at move-out. The items cannot be left in the units, trash rooms, or disposed of in the dumpsters. A disposal fee of \$50 - \$250 is applicable if items are not removed from the premises.

## **Rented Items**

UC has several items that can be rented free of charge for certain periods of time. If any items are not returned during the allotted timeslot, a late fee of \$50/day will be applied to the student account. Any items that are unreturned or damaged will be charged to resident's account.

- Speed packs are large boxes on rolling dollies available for residents to use to move in/out. These can be checked out with security for up to 1 hour at a time. If unreturned or damaged beyond use, there is a \$100 replacement fee.



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- Vacuums, mops, and brooms are available to checkout at the RSD for up to 4 hours at a time. If unreturned or damaged beyond use, there is a \$25 – \$250 per item replacement fee based on the item's value.
- Digital Media Lab, Video Game Room, Photo Room lights, and many other tools can be checked out from the RSD for up to 4 hours at a time. If unreturned or damaged beyond use, there is a replacement fee of \$50 – \$250 per item based on the item's value.

## Heating/Air Conditioning

Central heating and air conditioning are provided to each unit at no additional cost. Residents may experience transitional times during the spring and fall where heating and cooling are difficult to balance due to the nature of high-rise buildings. Supplemental heating and/or air conditioning devices are prohibited.

## Laundry Room

A 24-hour Laundry Room is located on the 2<sup>nd</sup> floor. Machines are operated using the WASH Connect Mobile App or prepaid laundry cards, available for purchase and fund loading at the kiosk in the Laundry Room. UC is not responsible for lost, stolen or damaged items. UC will not reimburse for any monetary value on a lost, stolen, or damaged card. Any items left in the Laundry Room more than 24 hours will be treated as abandoned property. Please report any issues or concerns with the Laundry Rooms at the RSD.

## Loading Dock

With advance permission from the Management Office, the loading dock at the rear of the building is available for loading and unloading on a limited basis.

## Lounges

Many lounge areas are available throughout the building. Residents should follow all posted rules and leave the lounge clean after each use. Removal of any furniture is prohibited.

## Mail Delivery

Residents are issued a combination to their mailbox, shared with roommates/suitemates, for the 2<sup>nd</sup> floor Mail Room. Small packages and 1<sup>st</sup> class mail will be deposited in these mailboxes. Large parcels will be placed in the package lockers located along the wall north of the Mailroom. If a package is delivered, residents will receive a locker access code to the email on file or text if enrolled. Residents are expected to retrieve the package within 72 hours. Packages not picked up within 72 hours will be removed from the lockers and placed in overflow storage. Residents must stop by the Management Office to retrieve packages stored in overflow. Any packages remaining in overflow storage beyond 30 days will be returned to sender. Upon move-out, residents should update mailing address with banks, online stores, and through USPS (online). Any packages delivered after move-out will be immediately returned to sender – UC can only accept packages for current residents. To ensure correct mail/package delivery to UC, make sure all mail is addressed as follows:

**(Name)**  
**525 S. State Street # (Suite/Apartment Number)**  
**Chicago, IL 60605**

*Resident mailboxes are operated under guidelines provided by the U.S. Postal Service, only USPS mail and communication from management may be placed in mailboxes. Tampering with any mail is a Federal offense and violators could be subject to prosecution by the U.S. Postal Service.*

## Recycling and Trash Removal



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All units are provided recycling bins for the single-stream recycling program and trash bins for waste. All residents are expected to bring their trash and recycling material to the Trash/Recycling Room near the elevator.

## Music Practice Rooms

Music Practice Rooms, including those equipped with pianos and electric drums, are available for residents through the RSD. Please see an RSD attendant for information regarding the reservation or access process. All residents who enter agree to follow the rules and regulations posted therein.

## Great Room & Terrace

The Great Room and Outdoor Terrace are located on the 3<sup>rd</sup> floor. There is NO SMOKING on the terrace. During events through Conference Chicago, the space may be rented out and unavailable for resident use.

## SAFETY

**In the event of an emergency, please call 911 for police, fire, or ambulance.** For non-emergency situations, call the Chicago Police Department at 311. Please also alert UC security at 312-924-9811 or the Management Office at 312-924-8000.

**Your location is:**

**University Center**

**525 South State Street**

**Floor # and Room #**

## Emergency Telephone Numbers

The safety of residents and the building is always forefront in the minds of UC staff. Please become familiar with the safety features and procedures for our community before an emergency arises. Special alerts, education and notices are posted throughout UC and near elevators.

## Fire Safety

The staff work with Emergency Personnel to ensure resident safety is maintained. Fire drills are required to be conducted at a minimum of twice per year to ensure residents are familiar with the fire safety procedures. Due to the design of the building, it is rare that a facility-wide evacuation will take place. Instead, alarms will sound that alert residents and staff to the problem. Residents will be notified of specific instructions through the building's Public Address (PA) System. Residents will hear a series of numbers over the PA system during a fire emergency. The numbers indicate to the building staff where the device was activated. The key for those numbers may be found at the entrance to any stairwell on any floor.

## Personal Safety

No matter where you live, certain precautions should be taken:

- Avoid walking alone after dark and/or wearing headphones. Stay attentive.
- Check license plates and verify drivers when using ride share apps. Never hitchhike or accept a ride from someone you do not know.
- Do not interact with individuals soliciting.
- Contact the security office at your institution, or UC staff/security if you are the victim/witness to an accident/attack in or around the building.



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- There are duress buttons in several locations around the building including on the 2<sup>nd</sup> floor and at the stairwell entrances on every floor. They are blue mounted cases with red buttons inside that will alert the security desk immediately when pushed.
- Do not prop open any doors. Keep your suite and apartment entrance doors locked.
- Do not use the egress doors on Congress and Harrison Streets as they are for emergency use only.
- Limit the amount of personal information shared on websites.
- Report unattended guests or those you believe should not have access to the building to the UC Security Desk immediately.

## Property Safety

- Make a list of your personal property including serial numbers.
- Keep a list of phone numbers for your bank/credit cards in the event they are lost or stolen.
- Keep valuables in a secure place. UC offers personal safe rentals for a minimal fee.
- If you are a victim of a theft, notify the UC Security Desk or any staff member immediately. You may also contact the Chicago Police Department and the Security Office at your institution.

## Community Responsibility

It is important that all residents share responsibility for the overall safety at UC. Residents are expected to report promptly and accurately any and all criminal acts, dangerous situations, or suspicious behavior. Neither your institution nor UC assumes responsibility for theft, damage or loss of money, valuables or personal property of any kind belonging to any resident or guest. You should maintain renter's insurance for belongings and building liability.

## HOUSING POLICIES AND PROCEDURES

### Room Assignments

Unit assignments and rates are based on full occupancy of each unit. If a space is below designed capacity, residents can be assigned additional roommates at any time or may be moved to consolidate rooms and fill other vacancy. Assignments will not be made based upon race, sexual orientation, national origin, religion, or ability. UC may assign and reassign residents to other accommodations within the building to conduct repairs and improvements.

Room changes are processed through the Management Office according to the university guidelines except for DePaul University which are processed by the university Housing Department and P.A.C.E. at National Louis Program which are handled by the P.A.C.E. program directly. No room changes may occur during the first two (2) weeks of a resident's academic term. Approval is not automatic. Once a request has been granted, University Center's Housing Office will issue a letter with the details involving the move. If approved, there will be pro-rated charges for both the old and new assignments. If a room change has not occurred by the designated date, the room change will be cancelled, and a new request must be submitted. Any cleaning, damage, or replacement charges from the former (vacated) assignment will be charged to the transferring resident as well. Residents who move units without the approval of the Management Office will be charged a \$200 fee for illegal room change.

### Unit Access & Work Orders

The privacy of each resident's unit is genuinely respected. A notice will be sent for any non-emergency entry needed, including but not limited to preventative maintenance, and life/safety inspections.

Unscheduled entry into a unit is sometimes necessary and will occur if a work order is submitted through the resident portal, if an inspection is necessary for immediate building maintenance, in response to a perceived emergency or



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danger to a person's welfare or to the building or personal property, in response to reasonable cause that a violation of UC policies or a federal, state or local law is in progress, confiscation of prohibited items, to assist law enforcement officers, to show the unit to contractors or prospective residents, etc. Please note, a work order being placed is an invitation for staff to enter the unit and correct the issues as soon as possible with or without the resident present.

**UC reserves the right to perform full searches of any unit and personal belongings when there is reasonable cause that a violation of UC policy, federal, state, or local law has occurred. Law enforcement may be contacted if any items are found that are considered illegal. Those searches may be conducted by an RA and/or the Director on Call (DOC) staff for persons, alcohol, illegal or prohibited drugs, paraphernalia, etc.**

**Alterations to the premises are prohibited.** This includes, but is not limited to installing locks, ceiling fans or electrical, voice or data outlets; erecting partitions; or attaching anything to ceilings, walls, floors or exteriors, without the prior written consent of UC Management Office. Residents must pay for any damage within their units, including repainting, cleaning costs and replacement for any missing/damaged items.

## **Check-in and Check-out Procedures**

Upon move-in, residents are issued a UC ID and bedroom/closet key(s). Residents are responsible for the replacement cost of \$50 per item if any are misplaced or lost. A resident who is locked out of their unit, closet or bedroom may request lockout service at the Security Desk. This service is complementary the first three times, after this a service charge of \$50 will apply each time.

It is the resident's responsibility to carefully examine their unit, note any damage, and report the condition through the online resident portal Room Condition Report (RCR) within 72 hours of move-in. Residents are responsible for the cost of damages, repairs, and missing items.

Express check-outs are available at the time of move-out at the RSD and Security Desk. Additional details are provided by the housing department via email. Failure to check out properly will result in a \$150 administrative fee for the improper move-out. If it is not possible to complete a check-out, please contact the Housing Department prior to leaving. All resident belongings must be removed from the apartment, all areas cleaned, and furniture arranged as it was upon arrival. Additionally, all keys must be returned, and the Checkout Paperwork must be signed and dated. Each room will then be inspected for damage/cleaning, if applicable a fee will be assessed by the student's institution. All damages in common areas are split equally between roommates unless written notification by the responsible party is provided to the Management Office. All damage and replacement charges will reflect actual expenses. Units that are not properly cleaned will be charged a minimum \$50 cleaning fee. There is a fee of \$25 per bag for any trash/property left behind. Any items left behind will become abandon property and disposal charges will apply. UC staff cannot ship items that are left behind. Any item of value left in the unit will be stored for 14 days' a storage fee will be assessed. After this time period, it will be considered abandoned property and donated.

*Moving out does not impact the financial obligations as outlined in your housing agreement. After Check- Out, there is a 72-hour waiting period before a previous resident can check-in as a guest.*

## **Eligibility Requirements**

Residents are expected to maintain eligibility at their institution during the academic year. Residents who fail to maintain eligibility must inform their institution within 48 hours and are subject to cancellation charges. Each Member School determines additional eligibility requirements. Neither UC, nor the resident's school of record, nor the resident has any obligation to renew the Agreement.





## Length of Agreement

The dates of occupancy are specified in the Agreement that residents have signed. The length of all Agreements is binding. Rates cannot be adjusted for late arrival. Requests for extensions, if approved, will be at prevailing rates on a pro-rated basis.

## Meal Plans

The dates of the residents' meal plan may differ depending on their institution/contract and are provided through the resident portal. Residents should review the schedule provided at move-in to determine the specified dates. All residents in suite-style accommodations are required to participate in a weekly meal plan. Residents in apartments may purchase weekly and block meal plans, flex dollars, or individual meals. A limited number of nonresidents from member and affiliated schools also use The Caf via a separate secured entrance. Changes to meal plan selections can be made through the resident's university during the first few days (up to 14) of the academic year. Additional block meal plans and flex can be added through the university or the UC resident portal. Residents requesting to cancel a meal plan should refer to their university housing contract for policies and fees. Residents may be responsible for meal plan charges through the end of the term and/or contract length and/or a cancellation fee. After Check-Out, any remaining meals or Flex Dollars will be forfeit with no refunds available.

## COMMUNITY STANDARDS & POLICIES

Excessive damages or any violation of UC policies, procedures, accepted community standards, or the Housing Agreement may result in a resident losing his/her eligibility for housing at UC. Students removed from UC through disciplinary action are subject to all normal cancellation charges and are not eligible to reapply to UC without written permission from the Director of Residence Life.

***All local, state, and federal laws concerning alcohol, drugs, and smoking are in effect in the UC community. Individual member institutions may have additional policies restricting the use of alcohol and/or drugs. Please refer to your university agreement for specific regulations that are enforced in UC. Residents and their guests are prohibited from exhibiting non-compliant or disruptive behavior under the influence of drugs and/or alcohol.***

## Alcohol Policy

- Only residents who are 21 or older, and non-Columbia College or P.A.C.E. at National Louis Program students, may bring alcoholic beverages into the building. Containers must be closed upon entry and in any community areas, including hallways.
- Columbia College Chicago and P.A.C.E. at National Louis residents and their guests are not permitted to possess, consume, distribute, or be in the presence of alcoholic beverages, regardless of age.
- Alcohol may be consumed in the privacy of a resident's unit when the door is closed and no one under 21 is present in the unit. Additionally, if under the age of 21, no resident can be in the presence, in possession, or engaging in the consumption of any alcoholic beverages, including in refrigerators, cabinets, etc.
- Alcohol, as determined by staff, will be disposed of immediately by the resident per instruction.
- Empty alcohol containers are not permitted in UC as decoration or display. All bulk containers of alcohol, including kegs and other similar containers are prohibited.

## Smoking



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- Smoking of any substance is prohibited anywhere in and/or around UC, including the Terrace. This includes electronic devices, “vapes”, items used for smoking, or as substitutes to simulate smoking activity. Possession of hookahs, pipes, bongs, and other smoking devices is prohibited.
- **To help ensure a clean and healthy environment for everyone, and in compliance with the Chicago Indoor Air Ordinance, UC is a smoke-free community which prohibits smoking within 25 feet of the entrance/exit to the building, including the neighboring retail space entryways.**

## Drug Policy

- Residents are prohibited from the use, manufacture, possession, storage, or distribution of any illegal, illicit, or prohibited substances or paraphernalia (including, but not limited to, marijuana, hookahs, pipes, bongs, and other smoking devices).
- Drugs and subsequent paraphernalia, as determined by staff, will be disposed of immediately.
- The use of any prescription drugs for any purpose other than that for which legally issued or intended, or by anyone other than the prescribed user, is strictly prohibited and can be confiscated.
- Police will be contacted if any substance is observed or discovered that is suspected to be an illegal substance.

## Quiet Hours Policy

- Quiet hours on all floors are Sunday – Thursday from 10:00 pm – 9:00 am and Friday – Saturday from midnight – 10:00 am. Quiet hours will be extended or modified during Midterm and Final Exam periods for all institutions.
- During quiet hours, all residents and guests are expected to keep noise contained within their own units and in public spaces to a minimum. Residents should take immediate corrective measures to minimize possible intrusions to others upon request by another resident or staff.
- 24-hour courtesy hours are always in effect. Courtesy hours imply that a reasonable effort be made by a resident to address any noise issue personally before staff should be expected to address it without such efforts being communicated.

## Guest Policy

- **Residents are responsible for all policy violations, damages, actions, etc. of their guests and should consider this when signing in a guest.**
- **Hosting guests is a privilege extended to residents that can be revoked at any time. This includes the ability to sign in family members.**
- **Guests must be escorted by their host at all times throughout the building and may not be left in the resident’s room without them.**
- **Guests may not use another’s UC ID or guest pass to access facilities.**
- Guests found unescorted or suspected of manipulating the guest registration system and/or in violation of any UC policies may be removed from the facility immediately, potentially banned permanently and may cause their host to lose their guest privileges.
- All guests must be registered at the Security Desk with a government-issued photo id. A guest pass will be issued that must be on the guest at all times and returned before exiting.
- During busy times, you may experience delays with the check-in process. The process is intended to help control building access to only those authorized to be in the building. Your patience and cooperation are appreciated.
- **No guests are permitted in a resident’s room, even temporarily, without the consent of all suite/apartment-mates.** Residents are encouraged to talk with suite/apartment-mates and agree to guidelines for visitation by guests within the suite/apartment prior to any guests’ arrival.



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- Residents may request and or ban any guest or person from their contracted space at any time. If said person does not remove themselves or willfully leave immediately upon request, residence life or security staff may be contacted to support in the removal and subsequent banning of said individual. UC is a harassment free and non-discriminatory space. Requests made based on these factors will not be supported, and may not be enforced, at the discretion of the staff.
- No resident is allowed more than 4 guests at any one time (3 guests private room, deluxe double, and studio).
- Overnight guests (defined as non-residents in room after midnight) may stay no longer than 3 nights in a 14-day period, except with the prior written approval of UC Management.
- No residents may provide access or use of any bed space for monetary gains.
- The Management Office has additional information regarding extended and enhanced guest requests.
- P.A.C.E. at National Louis residents are not permitted guests in their personal bedrooms with the exception of family members.
- Maximum number of allowable guests in each room type:

	Day (9am-12am)	Overnight (12am-8:59am)
Private Room / Deluxe Double Suite	3	2
Quad Semi Suite	6	4
Studio / Convertible 1-Bedroom Apartment	3	2
2 Bedroom / 4 Bedroom Apartment	8	4

## Compliance

All residents and their guests must promptly cooperate with UC staff in the performance of their duties, including, completing any administrative requests, assignments and/or sanctioning, in addition to, providing UC ID or photo identification upon request.

## Care of Facilities

- Residents are expected to maintain their units to high standards of cleanliness and exercise care for the facilities.
- Residents are expected to be responsible when opening windows. Rainwater can cause damage and, especially during the winter months, pipes can freeze and/or burst due to cold air from open windows. Residents are responsible for any associated damages. The removal of window screens or allowing any object to drop from a window is prohibited. Signage of any kind is not permitted on windows.
- Nothing may be placed in a manner that would obscure a sprinkler head or smoke detector. The removal of detectors is prohibited.
- The use of nails, screws, tape, etc. is prohibited. Residents may hang items on the walls using “Command” or other damage-free strips. Any repairs needed from the use of prohibited items will be billed to the student account by the resident’s respective university.
- Posting or applying any items to either side of doors is prohibited.
- Due to the potential for serious damage to walls and doors, dartboards are prohibited.
- When a strong odor can be identified to a particular unit, the resident(s) and/or guest(s) are expected to rectify the situation immediately if requested by staff or other residents. Any use of substances that create an intense odor (cleansers, perfume, air fresheners, etc.) also fall under this policy.
- Lighting or burning candles, incense or an open flame of any kind is prohibited.** This also includes possession of wax items with burnt wicks.
- Misuse of chemical or flammable (lighters, matches, etc.) substances/material is prohibited.

## Pets



# 2022-2023 RESIDENT HANDBOOK

Updated 2022.07.06

- No pets of any kind are allowed with the exception of animals that live completely under water (tanks can be no larger than 20 gallons), or a service, assistance or emotional companion if required and approved in advance by the resident's home institution.
- A meeting with the Director of Housing is required prior to bringing the animal in.
- All damage caused by the keeping of pets is the responsibility of the resident(s).

## Other Policy Violations

- Residents are prohibited from obstructing or disrupting UC-related activity or inciting, aiding, or encouraging other persons to engage in such conduct. This also includes any conduct that threatens or interferes with the maintenance of appropriate order and discipline in the community, or activity that invades the rights of others.
- Being in the presence of any behavior that is in violation of any community standards or listed building policies.
- Being involved in any activity or behavior that is illegal or criminal in nature.
- Behaviors indicative of deception, fraud, the obstruction of truth, and the intentional misuse of documents or technology and building policies are prohibited.
- Any action which, as a result, did or could have endangered the safety and well-being of self, others, or the property of UC.
- Harassing, bullying, hazing, coercing, intimidating or demeaning conduct to others is prohibited.
- Interfering with the response of officials to emergency calls, making false claims resulting in the non-emergency usage of emergency services, etc. is prohibited.
- Physical and/or mental abuse or self-endangerment is prohibited.
- Vandalism and theft are prohibited. Unauthorized removal, use, or possession of property belonging to UC or others, or the destruction or damage to property belonging to UC or others.
- Violations include lewd, indecent, or obscene conduct or expression.
- Use of in-line or roller skates, skateboards, unicycles, shoes with cleats anywhere in or on the premise, including the sidewalks around the building and the back-dock area is prohibited.
- Hover boards, or self-propelled mobile/movement devices, are prohibited from UC. Any device fitting into this category will be confiscated and disposed of when found.
- Participation in games, sports, and unauthorized activity in UC hallways and corridors is prohibited.
- At no time is a resident permitted to sub-lease, rent, or otherwise provide their bed space for monetary gain. Authorizing usage through Airbnb, Couchsurfing, Craig's List, or any other means of inviting or allowing guests or non-residents to provide remuneration of any kind for their bed space is prohibited.

## Reminders

All prohibited items will be disposed upon confiscation. The following are prohibited:

- Candles, incense, or an open flame of any kind. This also includes possession of wax items with burnt wicks.
- Any electrical appliance without a clear "U.L." label, or any appliance with an exposed heating element
- Power outlet multipliers or extension cords with multiple plugs, except for power strips with built-in circuit breakers. All microwaves and all other appliances that generate heat, including but not limited to curling irons, blow dryers, halogen lamps, coffee pots, etc., must be plugged directly into an outlet and not into an extension cord or power strip.
- Any electrical appliance that is rated at more than 6 amps (or 700 watts).
- Any electric, gas or charcoal grill, or any other cooking devices of any kind. Exceptions include small U.L. listed appliances such as a sandwich press, microwave, or toaster.
- Liquid-filled furniture of any kind, including waterbeds.



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- Gasoline engines and flammable liquids of any kind are prohibited.
- Cut trees or bushes of any kind.
- Adhesive LED string or strip lights are prohibited from being attached to any walls, furniture, or other surfaces. These items may be used only with 3M or other non-damaging adhesive or hooks.
- Toys or props simulating a weapon. In certain circumstances, prop weapons can be permitted with prior written approval by the Management Office.
- *See Alcohol, Drug, and Smoking policies for regulations on these items.*

## Solicitation & Posting/Flyering

- Solicitation of any kind is strictly prohibited. Anyone found to be engaging with residents or in UC with this intent or exhibiting solicitation behavior or posting without prior permission, as deemed by management or staff, will be removed by security and/or the Chicago Police Department. The individual or organization will be subject to a trespass citation and may be prohibited from further entrance onto the premises.
- No one other than UC staff is permitted to place materials on, at, or under resident room doors. Bulletin boards are provided on the 2<sup>nd</sup> floor for community postings. All postings must be approved and stamped prior to posting by UC Management. All other bulletin boards and signage holders are for official use only. Tampering with any bulletin board is prohibited.
  - Postings cannot promote the use of alcohol, illegal drugs, or discrimination on the basis of race, gender, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, military status or any other basis protected by federal, state or local law.
  - Should physical damage result from any posting or behavior, or if unreasonable labor is required to fix or remove a posting, UC will bill the sponsoring individual, company or organization for associated costs.

## Filming Requests

The UC or any locations within the building or in the immediate exterior cannot be used in a film without written approval by the Management Office.

- A Filming Request form is available in the Management Office.
- If filming is discovered and a form has not been submitted and approved, persons in violation could be subject to conduct sanctioning.

## Harassment & Discrimination

UC is committed to taking action to prevent and eliminate all forms of harassment or discriminatory acts, including intimidating or coercive behaviors, and will respond to all reports of such behavior. Violators will be reported to UC management and university staff for investigation according to federal, state, and institutional standards. Forms of harassment and discrimination that will be considered violations are defined as:

- Harassment: Any behavior (verbal, written, electronic or physical) that abuses, assails, intimidates, demeans, victimizes, or has the effect of creating a hostile environment for any person.
- Discrimination: Unequal favorable or unfavorable treatment of an individual based on race, national origin, ethnicity, gender, age, disability, religion, sexual orientation, or any other basis protected by federal, state, or local law.
- Electronic harassment: A term referring to the use of electronic devices either through e-mail, texting, chat rooms and social media to harass, intimidate, discriminate, threaten, or otherwise creates a hostile physical or electronic environment for another person.



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- **Cyber-stalking:** The use of the Internet or other electronic means to stalk or harass an individual, a group of individuals, or an organization. It may include false accusations, monitoring, making threats, identity theft, damage to data or equipment, or the gathering information to harass.
- **Sexual Harassment:** Sexual harassment in all forms is expressly prohibited and will result in referral to UC review process. Additionally, incidents of alleged or actual sexual harassment will be referred to the appropriate individual institution(s).

## Sexual Misconduct

Sexual misconduct includes rape, sexual assault, domestic violence, dating violence, stalking, or any sexual act without consent:

- Consent being defined as a clear ‘yes’ either verbally or through clear, unambiguous, and voluntary agreement by both parties.
- Consent cannot be given by someone who is incapacitated through sleep, drugs, alcohol, or certain physical or mental impairments.
- That does not arise from coercion, force, incapacity, intimidation or threat.
- Consent cannot be implied by the lack of a ‘no’ response.

Sexual misconduct can also include sexual exploitation as defined by taking non-consensual advantage of another for the advantage or benefit of anyone other than the person being exploited. Sexual exploitation can include nonconsensual video or audio taping of sexual activity, sharing of video, audio or pictures, observing someone or allowing another to observe someone who is partially or fully undressed or who is engaged in sexual activity when there is a reasonable expectation that they would not be observed.

## Reporting of Harassment, Discrimination, and Misconduct

UC seeks to provide residents with a community free of harassment, discrimination or assaulting behavior of any kind, against any person or group, based on race, religion, gender, sexual orientation, age, national origin, disability or any other basis protected by federal, state or local law, as well as an environment devoid of all forms of sexual harassment. UC is committed to taking action to prevent and eliminate all forms of harassment or discriminatory acts and will respond to all reports of such behavior. Violations will be reported to the Executive Director, Director of Residence Life, and/or the Dean of Students at the resident’s home institution for investigation.

If you believe an act of sexual misconduct has occurred, please report it immediately to a Residence Life staff member, UC Security, Management Office, and/or your institution’s Security/ Safety Department. The resident’s school and/or law enforcement authorities will investigate all allegations of violation of this policy. UC residents alleged to have violated this sexual harassment and discrimination policy will be referred to their respective school for possible institutional action, in addition to any UC action.

## Technology Services & Access

- **Wi-Fi is included at UC at no additional charge. The following items apply to all use of UC Technology Services (UCTS). In addition, residents are required to agree and abide by all SingleDigits AUPA (Acceptable Use Policy) to gain network access.** You own your computer and are responsible for providing all software. Due to licensing restrictions UCTS cannot provide software.
- Users are responsible for their own usernames and the security of their passwords. Any intentional or negligent interference with normal operations of UC Technology Services or of any other system accessible through UC’s systems is prohibited and is subject to criminal and civil action as well as disciplinary action.



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- UCTS requires that all residents maintain the latest updates (patches) for their respective operating system. For questions regarding this, please contact 312.924.8008. UCTS also requires anti-virus software (with automatic updates), and anti-ad ware (Spy- ware Removal) utilities to be present and to be updated regularly. In addition, UCTS recommends the use of a personal firewall, such as McAfee Personal Firewall, Norton Internet Securities, or another of your choice. UC Technology Services (UCTS) is not responsible for virus or adware (spy-ware) infections. In addition, UCTS is not responsible for the remediation of such affected computers.
- UCTS intends to comply with the Digital Millennium Copyright Act of 1998, which was designed to protect copyrighted materials from theft. This legislation is available for review by clicking on the link provided following your first login or should view it at <http://lcweb.loc.gov/copyright> prior to connecting to the internet.
- Unauthorized uses include, but are not limited to:
  - Interfering with the work of another resident or UC staff member.
  - Illegal or criminal use of any kind.
  - Unauthorized entry into a file, transfer of files or entry into a network.
  - Accessing, creating, viewing, printing, storing, transmitting, disseminating, discriminatory information or data, or any information or data in violation of any other UC policies.
  - Displaying or selling any information protected by law or subject to privilege or an expectation of privacy.
  - Any use that infringes on anyone’s copyright, trademark, service mark, trade name, trade secret, or any other intellectual property right by email, upload, download, posting or broadcasting or in any way viewed, printed, stored, transmitted, published, disseminated, displayed, or sold without the authorization of the owner.
  - Any attempts to access any resources, features, contents, or controls of the information technology services that are restricted, confidential, privileged, or that residents are otherwise not authorized to use.
  - Any use that causes damage to, alters the operation, functions, or design of, or impairs the efficient operation of the technology services or content or of any other computer system or network.
  - Allowing persons who are not authorized by UC to access specific technology services to do so, whether by affirmative act (such as disclosing account information) or by omission (such as failing to log off).
  - Any use which would constitute an unauthorized use under, or otherwise violate, any policy of the school in which the user (or, if the user is the guest of a resident, in which the host resident) is enrolled.
  - Any attempted use which would constitute an unauthorized use if accomplished successfully.

Additional terms of use may be established by UC. UC retains the right to inspect, review, and destroy any electronic communications, files, data, or other materials created on, stored on, or sent to, from, or via UC Technology Services as necessary to monitor compliance with these terms of use and to maintain the efficient operation of the technology services. Consequently, users should not have any expectation of privacy with respect to such messages and files.

**UCTS RESERVES THE RIGHT TO DISABLE THE NETWORK CONNECTION OF ANY COMPUTER THAT IS FOUND NOT TO COMPLY WITH THESE REQUIREMENTS.** Once disconnected, the network connection will only be restored upon compliance with the above requirements and clean virus and spyware scans can be verified.

## COMMUNITY STANDARDS ENFORCEMENT PROCEDURES

### Statement of Purpose

The preceding policies, procedures and community standards of conduct assist the creation of a residence conducive to study, sleep, and personal and educational development. Each member of the community bears responsibility for their role in the creation of a compassionate, respectful, and civil community. By joining the UC community, each resident is expected to follow all policies, rules and procedures, and accepted community standards. Additionally, each resident



also remains accountable to the institutional policies, rules, procedures, and standards of conduct of their institution of record at all times.

## **Authority and Jurisdiction**

UC residents are responsible for their individual behavior, the behavior of their guests, and the collective development of the residential community. UC Staff is authorized to address concerns and violations through the enforcement of residential policies and procedures relative to UC premises, or that otherwise directly affect the UC community and the pursuit of its goals - to create a positive living and learning environment for residents by providing resources, programs, services and facilities that promote and nurture educational achievement social development and service to others. Management has the authority to determine whether an act or circumstance, individually or collectively, adversely affects the interests of UC community. Additionally, Management may assign appropriate sanctions and/or take actions to appropriately address concerns and violations, including room and/or property inspections, confiscation and disposal of prohibited items and any policy violation.

Further, any resident suspected to be involved in unacceptable or prohibited behavior might also be subject to conduct proceedings at their individual school, and/or civil and criminal action. A resident's institution of record, as well as law enforcement personnel, if appropriate, may be informed of either alleged or determined incidents of violations of policy, procedures, or accepted community standards.

UC Management will contact a resident's institution and all associated institutions, when deemed necessary, of record for incidents involving dangerous behavior to self or others and criminal activity, as well as other incidents at the discretion of the staff or as requested by the institution.

While every effort will be made to provide residents with complete, accurate and timely information, UC Management reserves the rights to change, amend, modify, or revoke any policy or procedure contained in this document, with or without notice. In the event of questions, final interpretation of the policies and procedures applicable to UC is the responsibility of the Executive Director in consultation with the Dean of Students from each of the participating schools, or their designee(s).

## **Enforcement Procedures**

The Director of Residence Life (DRL), with primary support from the Conduct Administrator, is responsible for Community Standards Enforcement Procedures. Processes utilized to address inappropriate behavior and violations of policies and procedures are not intended to replicate a court of law. Federal, state, and local procedural rules do not apply. All decisions and actions are evaluated on the facts presented. However, the UC will render final decisions based on a "preponderance of evidence," or what would be considered 51% sure, or more likely than not.

Rules of common courtesy are always followed, and meetings are not open to those not involved in the review process. Dates established in the procedures below may be adjusted to account for academic schedule, breaks or unforeseen scheduling conflicts at the discretion of the Conduct Administrator or their designee on the Residence Life Team (RLT).

While every effort will be made to honor the process, the DRL, in consultation with the Executive Director and the resident's home institution, reserves the right to take immediate and appropriate action outside these procedures to address situations and behaviors that are significantly disruptive to the community or pose an imminent threat to the safety of any individual or others including temporary removal of residents from the UC community.

The following components comprise the process for review of reported concerns or violations:





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- **Reporting Process:** Any person may submit an Incident Report documenting inappropriate behavior, violations of policies and procedures and/or incidents that occur in or around UC. UC Incident Reports may be obtained and submitted in the Management Office or at the Security Desk, or by notifying a residence hall staff member at any time.
- **Assessment of UC Report Form:** The Director of Residence Life (DRL), Conduct Administrator and/or a designated member of the residence life team will assess the UC Incident Report and the documented incident. Conflicts between residents may be addressed without formal action through assistance of a UC staff member. However, if the situation warrants, an investigation of the documented incident and the circumstances will continue. Additionally, UC Incident Reports may be forwarded to the institution of record of the individual named on the UC Incident Report at the discretion of UC staff or upon request of the appropriate institution.
- **Formal Notification:** If formal notification of the individual(s) named on the UC Incident Report is deemed necessary, the Management Office will notify the individual(s) named on the UC Incident Report in writing. The notification may:
  - Inform the individual of the policies and behavioral expectations that may have been violated, with no further action.
  - Inform the individual of the alleged inappropriate behavior with a written warning, and no further action needed at that time.
  - Inform the individual of the report and any allegations and request a formal meeting with the Conduct Administrator or the corresponding Residence Education Coordinator (REC) be scheduled. Failure to schedule this meeting as directed may result in a decision made in absentia (See “Sanctions”).
- **Formal Meeting:** The Conduct Administrator or Residence Education Coordinator (REC) will meet with the individual to discuss the documented behavior and provide an opportunity for the resident to share their side of the incident. Sanctioning will most likely occur at that time based on current and appropriate precedent, but in some instances, there may be more time needed to complete any questioning or investigation into the incident.
- **Sanctions:** In all cases, the primary concern is to hold individuals accountable for their actions and to protect the welfare of the residents living in UC. Sanctions are designed to underscore the necessity for a change in behavior, with an educational focus, even when incidents may be concerning or more severe. One or more of the following options are available for sanctioning:
  - Formal Written Warning – outlines in writing expectations for future behavior.
  - Guest Privileges – restrictions on visitation privileges, including prohibition of hosting guests in the building for a specified period.
  - Educational Activities – activities directly related to gaining a better understanding of the issues related to the incident.
  - Community Service Projects – activities directly related to gaining a better understanding of the issues related to the incident.
  - Financial Restitution – direct payment for damages to property.
  - Restricted Access – to specific areas, floors, dining center, resources of the community for a specified amount of time
  - Housing Probation – defines a resident’s status for a specified amount of time and stipulates that any further violations of community standards during such time will result in more severe sanctions, including removal from UC.
  - Reassignment of Accommodations – student is relocated within the building for specified amount of time, or for the remainder of the Agreement term.
  - Suspension of Residency Privileges – temporary removal of the resident from UC.



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- Termination of the resident's housing agreement – permanent removal of a resident from UC with the approval of the resident's institution.
- Denial of Eligibility – student is denied the ability to return as a resident to UC following the expiration of the current Agreement term.
- Notification to parents of residents 18 or older may occur in consultation with the Dean of Students in compliance with the institutional policy at the resident's institution of record.
- Notification to Parents or Legal Guardians – notification to parents may occur if residents are under 18 years old when violations involve:
  - Illegal activity, including violation of the alcohol policy
  - Weapons or the use of objects as such
  - Destruction or damage to property belonging to others
  - Physical abuse or self-endangerment
  - Sexual harassment policy
  - Unauthorized removal, use or possession of property belonging to others
  - Sanctions that include (temporary or permanent) suspension or termination of accommodations at UC
- Administrative Review: Once sanctioning has occurred; a resident has the right to an appeal for any decisions of probation or higher. If a sanction is a Written Warnings or less, it is not an appealable sanction. In that case, a resident is welcome to schedule a meeting with their current Residence Education Coordinator (REC) to discuss the matter further, but the sanctioning is not eligible to be altered.
- Appeal: Sanctions of probation or higher may be appealed by submitting a request for appeal letter to the Director of Residence Life, or designee, within three business days of being informed of the rendered sanctioning. To qualify, the appeal must be based upon either of the following conditions:
  - The sanctions are thought to be disproportionate to the offense
  - New and significant information has become available which was not available before the original decision was rendered
- The appeal request must explain, in detail, the reasons for the appeal. The Director of Residence Life, or designee, in consultation with the Executive Director will review requests and render a decision if the appeal merits an administrative review. The Executive Director may deny the request for an appeal should conditions not be met.
- If the appeal is granted, the Executive Director will meet with the resident to review the basis for the appeal. At the discretion of the Executive Director, witnesses may be called. The resident may appoint a faculty member, staff member or student of his/her school, or a fellow UC community member, to attend the review as his/her silent observer. An observer must be approved by the Executive Director prior to the administrative review, and the Director of Residence Life may also be present during the review.

The Executive Director has the authority to:

- Allow additional time for further investigation at the discretion of the administrative reviewer.
- Find the individual not responsible with recommended further action.
- Find the individual responsible and either support current or assign new and different and appropriate sanction(s). Previous behavior/status and the seriousness of the infraction, along with the resident's home institution's precedent will be considered when assigning sanctions.



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- *Failure to appear at a scheduled review may result in a decision being made in absentia. All decisions made through administrative review are considered immediately enforceable and sanctions are in effect whether an appeal is submitted, and throughout the appeal process.*

The Executive Director in consultation with the Dean of Students at the individual's institution of record will make the final determination of the appeal, including removal from UC. Failure to complete or comply with any sanction or requirement within the designated time frame may result in additional action.

**IMPORTANT NOTE:** While every effort will be made to honor the process, the Executive Director reserves the right to take immediate and appropriate action outside these procedures to address situations and behaviors that are significantly disruptive to the community or pose an imminent threat to the safety of the individual or others including temporary removal of residents from the UC community.

### Records and Use of Camera Waiver

Residents acknowledge that the owner of University Center (the "Owner") maintains certain records at the property. These materials may consist of entrance/exit logs of all building residents and visitors, daily reports, crime reports, key fob access reports, and video surveillance of the facility's common areas (collectively referred to as "Records").

Residents acknowledge that common areas include any area that is not the interior of a resident's unit or a public restroom, and that I have no expectation of privacy in any common areas. Residents further acknowledge that: (i) their exit or entry into a University Center or their unit may under certain circumstances give rise to the creation of a Record; (ii) their use of common areas does not constitute private or personal facts or other information about them; (iii) their image and likeness may appear in such video surveillance and other Records; and (iv) subject to their rights under all applicable laws residents waive any right, title or interest in any Records including my image and likeness.

Residents give consent to video surveillance at any and all times while I am in a common area. Residents also consent to the Owner providing Columbia College Chicago, DePaul University, Roosevelt University, American Academic of Art, National Louis University, and any other university or college with students who reside at University Center ("Member Schools") with copies of the Records. Further, Residents release Owner from all liability, including liability for negligence, associated with the enforcement of these measures, surveillance of common areas, and/or sharing of Records with the Member Schools.

### Waiver and Release of Liability

In consideration of the risk of injury while participating in any fitness class, resident activity, recreational trip or giveaway, programming, or any similar activity, at University Center located at 525 S. State Street, Chicago, IL (the "Property") or related to, received from, or sponsored by University Center (the "Activity"), whether said Activity takes place at the Property or at an off-site location, and as consideration for the right to participate in the Activity, Resident, hereby, for themselves, their heirs, executors, administrators, assigns, or personal representative, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of their participation in the Activity, and do hereby release and forever discharge University Center Property LLC, Everest Campus Chicago, LLC, any third party instructor who may be present during the Activity, and each of their parent companies, subsidiaries, affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, (collectively the "Released Parties") for any and all injury, including but not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), damages, financial or emotional loss, and death that Resident may suffer as a direct result of their participation in the Activity.

Resident voluntarily participate in the Activity entirely at their own risk. Resident represents that they are physically sound and that they have consulted with their physician prior to engaging in any Activity. Resident agrees to use the



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facility and its exercise and other equipment properly and solely for its intended purpose. Resident is aware of the risks associated with participating in Activities and use of any related equipment, which may be due to their own negligence or the negligence of others. Resident acknowledges that the Released Parties and their directors, officers, volunteers, representatives, employees and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of the Released Parties.

RESIDENT AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASED PARTIES AGAINST ANY AND ALL CLAIMS, SUITS OR ACTIONS OF ANY KIND WHATSOEVER FOR LIABILITY, DAMAGES, COMPENSATION OR OTHERWISE BROUGHT BY RESIDENT OR ANYONE ON THEIR BEHALF, INCLUDING ATTORNEYS' FEES AND ANY RELATED COSTS, IF LITIGATION ARISES PURSUANT TO ANY CLAIMS MADE BY RESIDENT OR BY ANYONE ELSE ACTING ON THEIR BEHALF. RESIDENT EXPRESSLY AGREE TO RELEASE AND DISCHARGE THE RELEASED PARTIES AND ALL OF ITS PARENT COMPANIES, AFFILIATES, MANAGERS, MEMBERS, AGENTS, ATTORNEYS, STAFF, VOLUNTEERS, HEIRS, REPRESENTATIVES, PREDECESSORS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION AND RESIDENT AGREES TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT RESIDENT OTHERWISE HAVE TO BRING A LEGAL ACTION AGAINST THE RELEASED PARTIES FOR PERSONAL INJURY OR PROPERTY DAMAGE. SHOULD REQUIRE MEDICAL CARE OR TREATMENT AS A RESULT OF THEIR PARTICIPATION IN THE ACTIVITY, RESIDENT AGREES THAT THEY ARE SOLELY FINANCIALLY RESPONSIBLE FOR ANY SUCH COSTS INCURRED. IN THE EVENT THAT ANY DAMAGE TO EQUIPMENT OR FACILITIES OCCURS AS A RESULT OF THEIR WILLFUL ACTIONS OR NEGLIGENCE, RESIDENT ACKNOWLEDGE AND AGREE TO BE HELD LIABLE FOR ANY AND ALL ASSOCIATED COSTS.

In the event that any provision contained within this Release of Liability shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence on the part of the Released Parties, its agents, and employees.

Resident acknowledges that they have carefully read this Waiver and Release of Liability and fully understand that it is a release of liability and affirm that they are of the age of 18 years or older, and that they are freely signing this agreement.



## IMPORTANT PHONE NUMBERS

### **University Center** [www.UCResidentServices.com](http://www.UCResidentServices.com)

Management Office	312-924-8000
Security Desk	312-924-8911
Technology Services	312-924-8004
Resident Advisor	312-924-8013

### **Columbia College Chicago** <http://directory.colum.edu/>

Campus Security	312-369-1111
College Advising	312-369-7645
Counseling Services	312-369-8700
Residence Life	312-369-7803
Student Financial Services	312-369-7140

### **DePaul University** <https://directory.depaul.edu/>

Operator	312-362-8000
Public Safety (Loop)	312-362-8400
Public Safety (Lincoln Park)	773-325-7000
Counseling Services (Loop)	312-362-6923
Counseling Services (Lincoln Park)	773-325-7779
Housing Services Office	773-325-7196

### **Roosevelt University** <https://www.roosevelt.edu/contact/office-directory>

General	312-341-3500
Campus Safety	312-341-2020
Counseling Center	312-341-3548
Residence Life Office	312-341-2005

### **American Academy of Art College**

General	312-461-0600
Housing Coordinator	312-697-3138
Director of Admissions	312-461-0600 x129

### **National Louis University**

Campus Security	312-261-3333
Academic Advising	888-658-8632
Student Finance/Financial Aid	888-658-8632 X5350
NLU Wellness	800-273-8255
P.A.C.E.	312-261-3310