

WELCOME TO UNIVERSITY CENTER!

UC is a vibrant residential community for students from various universities, including “Member Schools” such as Columbia College Chicago (CCC), DePaul University (DPU), Roosevelt University (RU), National Louis University (NLU), and individuals from other Chicagoland universities.

Providing a diverse community, comfort, and convenience, University Center is designed to support your educational goals while enjoying the city. All community members should respect new ideas, show tolerance, and maintain an open mind. Our primary purpose is to maintain an environment that is conducive to rest and focus, while offering opportunities for social, intellectual, and personal growth.

This handbook explains your privileges and expectations as a member of this community. Residents and guests must follow the policies, procedures, and community standards described within this document. Violations will be reviewed by UC staff and may result in sanctions, including removal from the UC community. While we strive to provide accurate information, UC Management reserves the right to change any policy or procedure at any time.

STATEMENT ON COMMUNITY LIVING

UC residents come from many areas of the city, state, country, and world. All are pursuing academic goals at the undergraduate, graduate, or professional levels. Our community is rich in knowledge and diversity. UC encourages interaction among residents to make the most of this cooperative and interactive learning environment. Policies within the UC community are 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, which protects the privacy rights of anyone over the age of 18 for non-directory information in educational records. This includes activities such as behavioral conduct and employment records. All documentation and resident records are maintained as property of Peak Made Real Estate and are not available for general viewing without written permission from a resident's institution or designee. UC Management will not disclose any information other than directory information without consent, unless required by law.

Room assignment and roommate information will only be released to assigned residents and their roommates, except when required by UC Management duties, the resident's school, or by law. In the event of an emergency, a resident's emergency contact may be notified according to the policies and procedures of their respective school.

WEAPONS POLICY / CONCEALED CARRY

Peak Made manages UC for the benefit of its constituent institutions of higher education and to support their educational missions. In accordance with the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its regulations, Peak Made and UC enforce the following policy:

The carrying or possession of any type of weapon or firearm on UC premises is strictly prohibited. This includes individuals licensed to carry concealed handguns, except for active law enforcement and credentialed retired law enforcement personnel. Any person found violating this policy will be required to leave UC premises immediately. Residents, employees, or guests who violate this policy will face disciplinary actions, including possible removal from the community.

For the purposes of this policy, “weapon” is broadly defined to include, but is not limited to, ammunition, explosives, clubs, illegal knives, paintball guns, projectile launchers, BB guns/pistols, facsimile weapons, and fireworks. No UC security officer or staff member has the authority to make verbal exceptions to this policy.

The use of pepper spray or any personal defense spray is strictly prohibited inside the building. While residents may carry such items, they may not be discharged, used, or displayed within UC.

This policy supplements the student handbook's regulations on firearms and weapons. If you encounter a situation that poses an immediate threat to public safety, call 911. If you believe someone is carrying a weapon but is not behaving threateningly, contact 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 based on 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 stalking issues as well as dating and domestic violence. Title IX's purpose is to protect college students from any form of sex-based discrimination, including sexual assault and 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](#))

To file a complaint of sexual harassment or sexual assault, or if you have questions or concerns 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 procedures will be conducted.

- [Columbia College Chicago](#)
- [DePaul University](#)
- [Roosevelt University](#)
- [National Louis University](#)

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, UC staff will encourage and assist victims in reporting the crime to the CPD. All known crimes occurring within the premises or within a reasonably contiguous geographic area will 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 maintaining safety and security within the UC community. To report a crime or an emergency in or near UC, contact 911 or UC Security at 312-924-8911. Additional information about reporting crimes and emergencies at your school may be found on your respective university's website.

UNIVERSITY CENTER STAFF

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

- **Professional Office Staff:** Schedule appointments and gather information about the building, programs, activities, room change requests, etc. UC's professional staff office is located on the 2nd floor and open Monday-Friday from 9am-5pm.
- **Directors:** Supervise all other employees and contractors in the building. Some directors serve in the on-call rotation for emergencies or conduct.
- **Residence Education Coordinators (REC):** Live-in professional staff who oversee the RA team and are responsible for a community of 500 – 600 residents across various floors. They handle community conduct, emergency response, and serve in the on-call rotation.
- **Resident Activities & Program Coordinator (RAPC):** Live-in professional staff responsible for organizing large building events, advising the resident council, and implementing community development programs. The RAPC also participates in the on-call rotation for emergency response.
- **Engineering Staff:** Maintain and repair all mechanical and electrical systems in the building, ensuring timely completion of resident work orders and upkeep of facilities.
- **Resident Advisors (RA):** Live-in student staff dedicated to fostering the personal and academic success of residents. They manage a conducive environment for sleep and study, build community through leadership, programming, and policy enforcement. RAs organize events, provide information, and support residents with problem-solving and resources. They also inspect common areas, conduct room inspections, and engage with residents.
- **Security Staff:** External vendors responsible for maintaining a secure environment for all residents, staff, and visitors. They monitor building access 24/7 and can be contacted at any time at (312) 924-8911.

- **Janitorial Staff:** External vendors tasked with the cleaning and upkeep of all common areas in the building, including pre-purchased unit cleaning services.
- **Chartwells Staff:** External dining vendors who manage The Caf and The Market located on the 2nd floor.

BUILDING AMENITIES

Controlled-Access

UC is not a public facility. Except for the non-resident dining entrance, access is only granted to current residents, building employees, contractors, authorized staff from member schools, and registered guests (with host present). UC ID cards are provided to each resident and must never be shared with others to access the facility, or for any other purpose.

Cooking Appliances

All apartment floor plans include a refrigerator/freezer, oven with stovetop, microwave, and dishwasher. Microwaves and ovens with stovetops are also available 24/7 in the Social Lounges on each floor's "suite-side" (Room xx10). Mini fridge/microwave combinations can be rented in-advance, subject to availability.

Indoor Bike Storage

Only a limited number of bicycles/electric scooters can be stored in a secure room near the first-floor lobby on a first-come, first-served basis. Bicycles, scooters, or similar items are not permitted in any other areas of the building. Bicycles/electric scooters must be registered through the UC Resident Portal, and residents must use their own locks. This room is designated exclusively for resident bicycles/electric scooters; no other items are allowed. Guests are not permitted in the Indoor Bike Storage and should use the public bike rack located outside the building. Residents are responsible for securing their bicycles and for any theft or damage. Bicycles left unclaimed after move-out will be treated as abandoned and locks will be removed.

Computer Lab & Free Printing

The Computer Center is located on the 2nd floor. There is a PC 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 12th floor. Residents can receive access cards and supplies for the Digital Media Labs at the RA Resource Desk. Residents using any computers or printing systems at UC are required to adhere to all Building Technology Policies.

On-Site Dining

The Caf offers all-you-can-eat dining with diverse meal options catering to various dietary needs. The adjacent Market serves Starbucks drinks, snacks, and household essentials. Located on the 2nd floor, both are open daily, providing convenient and flexible dining options for UC residents. To maintain a clean, safe, and respectful dining environment, robes, blankets, towels, bare feet, slippers/house shoes, and other items that may pose a hygiene concern or disrupt the dining experience are not permitted in the dining center.

Fitness & Dance Studio

Open 24/7 and located on the 3rd floor, equipped with standard lifting and cardio machines, free weights, and an open area for dancing, stretching, and more. Residents must follow all posted rules, as the facility is unsupervised and used at residents' own risk.

Provided Unit Furniture

Each resident is provided with specific furniture based on their unit type. All furniture must remain in the room/unit, and storage off-site or within another unit/room is not permitted. Any UC furniture that is disassembled will be charged a reassembly fee.

It is recommended 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. 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.

Free Resident Rentals

UC offers several items that can be rented for free for limited periods. Late returns incur a \$50/day fee. Unreturned or damaged items will be charged to the resident's account.

- **Speed Packs:** Large boxes on rolling dollies for move-in/out, available for up to 1 hour and can be checked out at the Security Desk. Replacement fee is \$100 if unreturned or damaged.

- **Wagons, Shopping Carts:** Use to help transport groceries to your room, available for up to 2 hours and can be checked out at the Security Desk. Replacement fee is \$100 if unreturned or damaged.
- **Vacuums, Mops, & Brooms:** Available at the RA Resource Desk for up to 4 hours. Replacement fee ranges from \$25 to \$250 based on the item's value.
- **Amenity Equipment:** Available on a first-come, first-serve basis at the RA Resource Desk for up to 4 hours. Replacement fee ranges from \$50 to \$250 based on the item's value.

Building Heating & Air Conditioning

Each unit comes with central heating and air conditioning at no additional cost. During the spring and fall, residents may experience periods where heating and cooling are challenging to balance due to the nature of high-rise buildings. Aside from common household fans, supplemental heating and air conditioning devices are not allowed.

Laundry Room

UC's 2nd floor laundry facility is open 24/7 and equipped with several high-efficiency washers and dryers—complimentary for current residents. The WASH Connect Mobile App offers convenient features such as remotely checking for available machines, setting laundry timers, and submitting maintenance requests. Be courteous! Please be prompt to retrieve your belongings within 15 minutes after your laundry machine cycle is complete. Any items left in the Laundry Room for more than 24 hours will be treated as abandoned property. UC is not responsible for lost, stolen, or damaged items.

Loading Dock

Located at the rear of the building on Holden Court, this area is available for loading and unloading on a limited basis. To use the loading dock, residents must obtain advance permission from UC Management. This ensures that the dock is available and that its use is properly coordinated.

Community Lounges

UC offers a variety of lounge areas throughout the building, providing residents with spaces to relax, focus, and socialize. Residents are required to follow all posted rules in these spaces and must leave the lounges clean after each use. Removal of any furniture from the lounges is strictly prohibited. In addition, residents are not permitted to sleep or inhabit any lounge at any time.

Mail & Package Delivery

Mail and packages are delivered to the 2nd floor. USPS mail and small packages are placed in each unit's mailbox, accessible 24 hours. Each mailbox is shared by roommates and can be accessed using a unique lock combination available in the UC Resident Portal. Packages are delivered to the 24-hour Package Lockers, with residents receiving a text or email notification containing an access code. Extra-large packages are available for pickup from the Overflow Package Room, at the 2nd floor Management Office during business hours. Packages must be retrieved from Lockers within 72 hours or will be moved to Overflow; any items unclaimed after 30 days will be returned to the sender. Packages may only be picked up using UC ID, by the person listed on the package. Residents are encouraged to track packages and ensure all deliveries are addressed correctly

Residents are responsible for ensuring all deliveries are addressed correctly with their full name (as listed on their UC ID), address, unit number, and room number/letter (as applicable).

[Resident Full Name]
525 S. State Street
[Unit/Room Number & Letter]
Chicago, IL 60605

Mailboxes are managed under U.S. Postal Service guidelines. Only USPS mail and management communications may be placed in mailboxes. Tampering with mail is a Federal offense and subject to prosecution.

Management accepts deliveries on behalf of residents but is not responsible for any lost, damaged, or stolen packages. UC reserves the right to refuse delivery acceptance on a case-by-case basis or to discontinue package acceptance at any time.

Food (& Grocery) Delivery Cubbies

Residents are highly encouraged to meet their delivery drivers in the Lobby at the time of delivery. However, UC does provide Food Delivery Cubbies in the 1st Floor Lobby for short-term placement of perishable and non-commercial delivery items. Items remaining more than 30 minutes may be discarded without notice. It is the resident's responsibility to ensure all deliveries are received safely. Items are delivered at the resident's risk and responsibility; UC is not responsible for any items left unattended.

Residents are strongly encouraged to meet their delivery drivers in the Lobby at the time of delivery. However, UC provides Food Delivery Cubbies in the 1st Floor Lobby for short-term placement of perishable and non-commercial delivery items to prevent items from being delivered throughout the Lobby. Only commercial carriers (e.g., USPS, UPS, FedEx) are permitted to access the 2nd floor. All other delivery drivers (DoorDash, UberEats, local food and flower deliveries, etc.) must complete deliveries to the Food Cubbies or handed to the resident directly. Items remaining for more than 30 minutes may be discarded without notice.

It is the residents' responsibility to ensure deliveries are received promptly and securely. All items are delivered at the resident's risk and responsibility; UC is not responsible for any items left unattended.

Recycling & Trash Removal

UC will provide one recycling bin per unit. Residents must provide their own trash bins. All waste should be discarded in the Trash & Recycling Room located on floors 3 – 18 near the elevators. Electronic waste can be discarded in the back of the lobby. For access to the e-waste bin, visit the security desk.

Lounge & Terrace

Located on the 3rd floor, this 24/7 indoor lounge provides an open space for studying or relaxing, with access to an outdoor terrace. The terrace is accessible 24 hours, pending inclement weather or extreme temperatures. Residents must follow all posted rules and guidelines. Smoking is not permitted on the terrace.

SAFETY

The safety of residents and the building is a top priority for UC staff. Please familiarize yourself with the safety features and procedures of our community before an emergency arises. Special alerts, educational materials, and notices are posted throughout UC and near elevators.

Your location is:

University Center
525 South State Street
Floor # and Room #

In the event of an emergency, please call 911 for police, fire, or ambulance services. For non-emergency situations, call the Chicago Police Department at 311. Please also alert UC Security or the Management Office using the numbers below:

- **UC Security:** (312) 924-8911
- **Management Office:** (312) 924-8000

Fire Safety

UC staff coordinate with Emergency Personnel to help maintain resident safety. Fire drills are conducted at least twice a year to ensure residents are familiar with fire safety procedures. Due to the building's design, facility-wide evacuations are rare. Instead, alarms will sound to alert residents and staff to any issues.

During a fire emergency, specific instructions will be communicated through the building's Public Address (PA) System. Residents will hear a series of numbers over the PA system, indicating to the building staff where the device was activated. The key for these numbers can be found at the entrance to any stairwell on any floor. Fire Extinguishers are available throughout the hallways of floors 3-18.

Personal Safety

For your safety, please follow these guidelines:

- Avoid walking alone after dark and wearing headphones. Stay attentive.

- Verify drivers and check license plates when using ride-share apps. Never hitchhike or accept rides from strangers.
- Do not interact with solicitors.
- Contact UC security or staff if you are the victim or witness of an accident or attack in or around the building.
- Duress buttons are located around the building, including on the 2nd floor and at stairwell entrances on every floor. These blue-mounted cases with red buttons alert the security desk when pressed.
- Do not prop open doors. Keep your suite and apartment doors locked.
- Do not use the emergency exit doors on Congress and Harrison Streets except in emergencies.
- Limit the amount of personal information shared online.
- Report unattended guests or suspicious individuals to UC Security immediately at (312) 924-8911.

Property Safety

To protect your belongings, consider these tips:

- Make a list of your personal property, including serial numbers.
- Keep a list of phone numbers for your bank and credit cards in case they are lost or stolen.
- Store valuables in a secure place.
- If you are a victim of theft, notify UC Security or any staff member immediately. You may also contact the Chicago Police Department and the Security Office at your institution.
- Residents should maintain renter's insurance for their belongings and building liability.

Community Responsibility

All residents share the responsibility for the overall safety at UC. Report any criminal acts, dangerous situations, or suspicious behavior promptly and accurately. Neither your institution nor UC assumes responsibility for theft, damage, or loss of money, valuables, or personal property. Residents should maintain renter's insurance for their belongings and building liability.

HOUSING POLICIES AND PROCEDURES

Room Assignments

Unit assignments and rates are based on full occupancy. If a space is below capacity, residents may be assigned additional roommates or moved to consolidate rooms. Assignments are not based on race, sexual orientation, national origin, religion, or ability. UC may reassign residents for repairs and improvements. Room changes are processed through the Management Office, except for DePaul University and P.A.C.E. at National Louis Program, which are handled by their respective departments. Room Change forms are available on the UC Resident Portal. No room changes are allowed during the first two weeks of the 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 a room change has not occurred by the designated date, the room change will be canceled, 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. Unauthorized room changes incur a \$200 fee.

Unit Access & Work Orders

Resident privacy is respected. Notices are sent for non-emergency entries, such as preventative maintenance and safety inspections. Unscheduled entries occur for work orders, immediate maintenance, emergencies, policy violations, or law enforcement assistance. By submitting a work order, you are agreeing to UC staff entering your unit, even when you're not home to address the reported issue.

UC reserves the right to search any unit and personal belongings when there is reasonable cause for policy violations or illegal activity. Law enforcement may be contacted for illegal items. Searches may be conducted by an RA or Director on Call.

Alterations to the premises, such as installing locks or attaching items to walls, require written consent from the UC Management Office. Residents are responsible for damages and missing items.

Moving Procedures

Move-in Appointments must be scheduled in-advance. Any requests outside the available timeslots incurs a \$100 fee. When checking in, residents receive a UC ID and keys, if applicable. Lost or damaged cards or keys cost \$50 each to replace. Lockout service is free the first three times, then \$50 per occurrence.

Residents must report unit conditions within 72 hours of move-in via the online Room Condition Report (RCR). Damages and missing items are the resident's responsibility.

Residents can check out and return keys 24/7 at the Express Check Out Station located in the Lobby. Additional details are provided by the UC housing team via email. Failure to check out properly results in a \$150 fee.

Each room will be inspected for damage and cleanliness. If applicable, a fee will be assessed by the student's institution. All damages in common areas are split equally between roommates unless the responsible party provides written notification to the Management Office. All damage and replacement charges will reflect actual expenses. Units that are not properly cleaned will incur a minimum \$50 cleaning fee. There is a \$25 fee per bag for any trash or property left behind. Items left behind will be considered abandoned property, and disposal charges will apply. UC staff cannot ship left-behind items. Any valuable items left in the unit will be stored for 14 days, and a storage fee will be assessed. After this period, they will be considered abandoned property and donated.

Moving out does not impact financial obligations under the housing agreement. A 72-hour waiting period applies before a previous resident can check-in as a guest.

Eligibility Requirements

Residents must maintain eligibility at their institution. Failure to do so must be reported within 48 hours and may result in cancellation charges. Additional eligibility requirements are determined by each Member School. Renewal of the Agreement is not guaranteed. *Private leasing residents should review the Rental Qualifying Guidelines for more eligibility details. The document can be viewed on their payment portal.*

Length of Agreement

Occupancy dates are specified in the Agreement. The length of the Agreement is binding, and rates are not adjusted for late arrivals. Extension requests, if approved, are at prevailing rates on a pro-rated basis.

Meal Plans

Meal plan dates vary by institution/contract and are provided through the resident portal. Suite-style residents must participate in a weekly meal plan, while meal plans are optional for apartment residents. A limited number of non-resident diners from nearby schools also use The Caf via a separately secured entrance. Private leasing residents must contact the Leasing Office to add or upgrade a meal plan.

Additional increments of \$25 Flex Dollars can be purchased as needed on the resident portal Marketplace. Residents may be responsible for meal plan charges through the end of the term and/or contract length and/or a cancellation fee. Remaining meals or Flex Dollars are forfeited after check-out with no refunds.

COMMUNITY STANDARDS & POLICIES

Excessive damages or violations of UC policies, procedures, community standards, or the Housing Agreement may result in a resident losing housing eligibility at UC. Students removed for disciplinary reasons are subject to normal cancellation charges and cannot reapply without written permission from the Director of Residence Life.

All local, state, and federal laws regarding alcohol, drugs, and smoking are enforced within the UC community. Member institutions may have additional policies on alcohol and drugs. Please refer to your university agreement for specific regulations. Residents and their guests are prohibited from engaging in non-compliant or disruptive behavior under the influence of drugs 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 strictly prohibited from possessing, consuming, distributing, or being in the presence of alcoholic beverages, regardless of age.
- Alcohol may only be consumed in the privacy of a resident's unit when the door is closed and no one under 21 is present. Residents under 21 are not allowed to be in the presence of, possess, or consume any alcoholic beverages, including those stored in refrigerators, cabinets, etc.
- Alcohol, as determined by staff, must be disposed of immediately by the resident as instructed.
- Empty alcohol containers are not permitted as decoration or display in UC. All bulk containers of alcohol, including kegs and similar items, are strictly prohibited.

No Smoking Policy

- Smoking of any substance is strictly prohibited anywhere in and around UC, including the 3rd floor terrace area. This ban includes electronic devices, "vapes," and items used to simulate smoking activity. Possession of hookahs, pipes, bongs, and other smoking devices is also prohibited.
- To ensure a clean and healthy environment, and in compliance with the Chicago Indoor Air Ordinance, UC is a smoke-free community. Smoking is prohibited within 25 feet of the entrance/exit to the building, including the neighboring retail space entryways.

Drug Policy

- The use, manufacture, possession, storage, or distribution of any illegal, illicit, or prohibited substances or paraphernalia (including marijuana, hookahs, pipes, bongs, and other smoking devices) is strictly forbidden.
- Drugs and associated paraphernalia, as determined by staff, will be disposed of immediately.
- The use of any prescription drugs for any purpose other than that for which they were legally issued or intended, or by anyone other than the prescribed user, is strictly prohibited and may be confiscated.
- Police will be contacted if any substance suspected to be illegal is observed or discovered.

Quiet Hours Policy

- Quiet hours on all floors are Sunday – Thursday from 10:00 pm – 9:00 am and Friday – Saturday Quiet hours are from midnight – 10:00 am. Quiet hours will be extended or modified during Midterm and Final Exam periods for all institutions.
- During quiet hours, residents and guests must keep noise contained within their own units and minimize noise in public spaces. Residents should take immediate action to reduce noise if requested by another resident or staff.
- 24-hour courtesy hours are always in effect. Residents should make a reasonable effort to address noise issues personally before involving staff.

Guest Policy

We welcome residents to have guests, but hosting is a privilege that can be revoked at any time. To keep everyone safe, comfortable, and respected, please follow the guidelines below.

General Guest Expectations

- Residents are fully responsible for their guests' behavior, actions, damages, and any policy violations.
- All guests must be escorted by their host at all times—escort begins and ends at the Security Desk turnstiles.
- Guests may not be left unattended in rooms, suites, or common spaces. This includes times when the resident is in class, at work, or otherwise away.
- Guests may not use another individual's UC ID or guest pass to access the building or any facilities.
- Guests are only permitted in a resident's unit with the consent of all roommates. Residents are encouraged to discuss visitation expectations with roommates in advance.
- Guests who violate UC policies, are unescorted, or cause disruption may be removed immediately, banned from the premises, and may cause their host to lose guest privileges. Guests who are banned 30 days or more may submit a ban appeal form.

- Minor visitors (under 17) must either have written parental consent on file ahead of time or be accompanied by a parent/guardian to be signed in.
- Residents participating in summer groups or short-term contracts may be subject to additional guest restrictions.

Guest Registration & Access

- All guests must present a valid government-issued photo ID and be registered at the Security Desk to enter.
- Guests will receive a guest pass that must be carried while in the building and shown if staff ask.
- The guest pass must be returned at the end of the visit. If not returned, the visit will be counted as an overnight stay, which may result in a policy violation for the host.

Daytime Guest Policy

- Daytime guest hours are from 7:00 AM to 1:59 AM.
- Residents may host up to three (3) guests at a time, not to exceed the maximum number of guests allowed by room type (see chart below).

Overnight Guest Policy

- Overnight hours are from 2:00 AM to 7:00 AM. Any guest present during this time or who fails to return their pass by 1:59 AM is considered an overnight guest.
- Residents may host up to two (2) overnight guests at a time, not to exceed the maximum allowed by room type.
- Guests may stay no more than seven (7) nights total per calendar month, whether consecutive or non-consecutive, and regardless of which resident they are staying with.
- Important: Guests may not stay across two calendar months in a way that exceeds seven (7) consecutive nights (e.g., 7 nights at the end of one month and 7 more at the start of the next month is not permitted).

Maximum Number of Allowable Guests by Room Type

Room Type	Daytime	Overnight
Private Room / Deluxe Double / Semi Private Suite	3	2
Quad Semi Suite	6	4
Studio / Convertible Apartment	3	2
2 Bedroom / 4 Bedroom Apartment	8	4

Statement of Compliance

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

Unit Care & Guidelines

- Residents are expected to maintain their units to high standards of cleanliness and exercise care for the facilities.
- Be cautious when opening windows. Rainwater can cause damage, and cold air during winter months can freeze and burst pipes. Residents are responsible for any associated damages. Removing window screens or dropping objects from windows is prohibited. No signage is allowed on windows.
- Do not place anything that would obscure a sprinkler head or smoke detector. Removal of detectors is prohibited.
- Using nails, screws, or tape is prohibited. Use "Command" or other damage-free strips to hang items. Any repairs needed due to the use of prohibited items will be billed to the student account.
- Posting or applying any items to either side of doors and/or hallways is prohibited.
- Dartboards are prohibited due to the potential for serious damage.
- Strong odors must be addressed immediately if requested by staff or other residents. This includes the use of substances like cleansers, perfume, and air fresheners.
- Lighting or burning candles, incense, or any open flame is prohibited. Possession of incense and wax items with burnt wicks is also prohibited.
- Misuse of chemicals or flammable substances (like lighters and matches) is prohibited.

Pets

- No pets are allowed except for animals that live completely underwater (tanks can be no larger than 20 gallons).
- All service, assistance, or emotional support animals must be approved by UC Housing, a meeting with a UC Housing team member is required as part of the approval process
- Residents are fully responsible for any damage caused by their animals.
- Unauthorized animals will be removed immediately, and a \$100 fee will be issued.

Other Policy Violations

- Residents must not obstruct or disrupt UC-related activities or encourage others to do so. This includes conduct that threatens order and discipline or invades others' rights.
- Being present during any behavior that violates community standards or policies is prohibited.
- Engaging in illegal or criminal activities is prohibited.
- Deception, fraud, obstruction of truth, and misuse of documents or technology are prohibited.
- Any action that endangers the safety or well-being of self, others, or property is prohibited.
- UC has a zero tolerance policy for violence or threats made to or against any resident or team member.
- Harassment, bullying, hazing, coercion, intimidation, or demeaning conduct is prohibited.
- Interfering with emergency response, making false claims, or non-emergency use of emergency services is prohibited.
- Physical or mental abuse, self-endangerment, vandalism, and theft are prohibited.
- Unauthorized removal, use, or possession of property, and destruction or damage to property, is prohibited.
- Lewd, indecent, or obscene conduct or expression is prohibited.
- Using in-line or roller skates, skateboards, unicycles, or shoes with cleats is prohibited anywhere on the premises, including sidewalks and the back-dock area.
- Hoverboards or self-propelled devices are prohibited. These items will be confiscated and disposed of when found.
- Playing games, sports, or unauthorized activities in hallways and corridors is prohibited.
- Sub-leasing, renting, or providing bed space for monetary gain is prohibited. This includes using platforms like Airbnb, Couchsurfing, or Craigslist.

Other Important Guidelines

All prohibited items will be disposed of upon confiscation. Prohibited items include:

- Candles, incense, or any open flame. Possession of wax items with burnt wicks is also prohibited.
- Any electrical appliance without a clear "U.L." label or with an exposed heating element.
- Power outlet multipliers or extension cords with multiple plugs, except for power strips with built-in circuit breakers. Heat-generating appliances must be plugged directly into an outlet.
- Any electrical appliance rated at more than 6 amps (or 700 watts). Please check all appliances prior to bringing to UC.
- Electric, gas, or charcoal grills, or any other cooking devices. Small U.L. listed appliances like microwaves, are exceptions.
- Liquid-filled furniture, including waterbeds.
- Gasoline engines and flammable liquids.
- Cut trees or bushes.
- Adhesive LED string or strip lights attached to walls, furniture, or surfaces. Use non-damaging adhesives or hooks.
- Toys or props simulating a weapon, unless permitted with prior written approval by UC Management.

Solicitation & Posting/Flyering

- Solicitation of any kind is strictly prohibited. Anyone found soliciting or posting without permission will be removed by security or the Chicago Police Department. Violators may receive a trespass citation and be banned from the premises.
- Only UC staff can place materials on, at, or under resident room doors. Community postings are allowed on the 2nd floor bulletin boards with prior approval and a stamp from UC Management. Other bulletin boards and signage holders are for official use only. Tampering with bulletin boards is prohibited.
 - Postings cannot promote alcohol, illegal drugs, or discrimination based on race, gender, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, military status, or any other protected status.

- If postings cause physical damage or require unreasonable labor to fix or remove, UC will bill the responsible individual, company, or organization for associated costs.

Filming Requests

- Filming within the building or its immediate exterior requires written approval from University Center Management.
 - A Filming Request form is available on the UC Resident Portal.
 - Unauthorized filming will result in conduct sanctions.

Harassment & Discrimination

UC is committed to preventing and eliminating all forms of harassment and discrimination. Violations will be investigated by UC management and university staff according to federal, state, and institutional standards. Harassment and discrimination include:

- **Harassment:** Any behavior (verbal, written, electronic, or physical) that abuses, intimidates, demeans, victimizes, or creates a hostile environment for any person.
- **Discrimination:** Unequal treatment based on race, national origin, ethnicity, gender, age, disability, religion, sexual orientation, or any other protected status.
- **Electronic Harassment:** Use of electronic devices (e-mail, texting, social media, etc.) to harass, intimidate, discriminate, or threaten, creating a hostile environment.
- **Cyber-Stalking:** Using the Internet or other electronic means to stalk or harass an individual or organization, including false accusations, threats, identity theft, and information gathering to harass.
- **Sexual Harassment:** All forms of sexual harassment are prohibited and will be referred to the UC review process and the appropriate institution(s).

Sexual Misconduct

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

Consent must meet the following criteria:

- Consent is a clear "yes" given verbally or through clear, unambiguous, and voluntary agreement by both parties.
- Consent cannot be given by someone incapacitated by sleep, drugs, alcohol, or physical or mental impairments.
- Consent must be free from coercion, force, incapacity, intimidation, or threats.
- Consent cannot be implied by the absence of a "no" response.

Sexual misconduct also includes sexual exploitation, defined as taking non-consensual advantage of another for anyone's benefit other than the person being exploited. This includes non-consensual video or audio recording of sexual activity, sharing such recordings, and observing or allowing others to observe someone undressed or engaged in sexual activity without their knowledge.

Reporting of Harassment, Discrimination, and Misconduct

UC aims to provide a community free from harassment, discrimination, or assault based on race, religion, gender, sexual orientation, age, national origin, disability, or any other protected status, and free from all forms of sexual harassment. UC will take action to prevent and eliminate all forms of harassment or discriminatory acts and will respond to all reports. 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, report it immediately to a Residence Life staff member, UC Security, the Management Office, or your institution's Security/Safety Department. Allegations will be investigated by the resident's school and/or law enforcement authorities. UC residents alleged to have violated the sexual harassment and discrimination policy will be referred to their respective school for possible institutional action, in addition to any UC action.

TECHNOLOGY & INTERNET

Wi-Fi is provided at UC at no additional charge. Residents must agree to and abide by the Pavlov Media Acceptable Use Policy (AUP) to gain network access. Residents are responsible for their own computers and software, as UC Technology Services (UCTS) cannot provide software due to licensing restrictions.

- Users are responsible for their own usernames and the security of their passwords. Any intentional or negligent interference with UCTS or any other system accessible through UC's systems is prohibited and subject to criminal, civil, and disciplinary action.
- Residents must maintain the latest updates (patches) for their operating systems. For questions, contact 312-924-8000 or email UCITHelp@peakmade.com. Residents are also required to have up-to-date antivirus software and anti-adware utilities. A personal firewall is recommended. UCTS is not responsible for virus or adware infections or remediation.
- UCTS complies with the Digital Millennium Copyright Act of 1998 to protect copyrighted materials from theft. Review the legislation at <http://lcweb.loc.gov/copyright> before connecting to the internet.

Unauthorized Uses Include:

- 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, storing, transmitting, or disseminating discriminatory information or data, or any information or data in violation of UC policies.
- Displaying or selling information protected by law or subject to privacy expectations.
- Infringing on copyrights, trademarks, service marks, trade names, trade secrets, or any other intellectual property rights by email, upload, download, posting, broadcasting, viewing, storing, transmitting, publishing, disseminating, or selling without authorization.
- Attempting to access restricted, confidential, or privileged resources, features, contents, or controls of UCTS.
- Causing damage to, altering, or impairing the operation of UCTS or any other computer system or network.
- Allowing unauthorized persons to access UCTS by disclosing account information or failing to log off.
- Any unauthorized use under or violating any policy of the resident's school.
- Attempting any unauthorized use.

Additional terms of use may be established by UC. UC retains the right to inspect, review, and destroy any electronic communications, files, data, or materials created on, stored on, or sent to, from, or via UCTS to monitor compliance and maintain efficient operations. Users should not expect privacy with respect to such messages and files.

UCTS RESERVES THE RIGHT TO DISABLE THE NETWORK CONNECTION OF ANY COMPUTER THAT DOES NOT COMPLY WITH THESE REQUIREMENTS. Network connections will only be restored upon compliance and verification of clean virus and spyware scans.

COMMUNITY STANDARDS ENFORCEMENT PROCEDURES

Statement of Purpose

The preceding policies, procedures, and community standards of conduct are designed to create a residence conducive to study, sleep, and personal and educational development. Each community member is responsible for fostering a compassionate, respectful, and civil environment. By joining the UC community, residents are expected to follow all policies, rules, procedures, and accepted community standards. Additionally, residents must adhere to the institutional policies, rules, procedures, and standards of conduct of their institution at all times.

Authority and Jurisdiction

UC residents are responsible for their individual behavior, the behavior of their guests, and contributing to the residential community's development. UC Staff is authorized to address concerns and violations by enforcing residential policies and procedures on UC premises or in matters directly affecting the UC community. The goal is to create a positive living and learning environment by providing resources, programs, services, and facilities that promote educational achievement, social development, and service to others. Management has the authority to determine whether an act or circumstance adversely affects the interests of the UC community and may assign appropriate sanctions or take actions to address concerns and violations, including room and property inspections, confiscation, and disposal of prohibited items.

Residents suspected of unacceptable or prohibited behavior may also face conduct proceedings at their individual school and/or civil and criminal action. A resident's institution, as well as law enforcement personnel, if appropriate, may be informed of incidents involving violations of policy, procedures, or community standards.

UC Management will contact a resident's institution and associated institutions when necessary for incidents involving dangerous behavior, criminal activity, or other significant issues at the discretion of 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 right to change, amend, modify, or revoke any policy or procedure contained in this document, with or without notice. The Executive Director, in consultation with the Dean of Students from each participating school or their designees, is responsible for the final interpretation of policies and procedures applicable to UC.

Enforcement Procedures

The Director of Residence Life (DRL), with support from the Conduct Administrator, oversees Community Standards Enforcement Procedures. These processes address inappropriate behavior and policy violations and do not replicate a court of law. Federal, state, and local procedural rules do not apply. Decisions and actions are based on the facts presented and evaluated by a "preponderance of evidence" standard, meaning more likely than not (51% sure).

Common courtesy is always followed, and meetings are closed to those not involved in the review process. Dates in the procedures may be adjusted for academic schedules, breaks, or unforeseen conflicts at the discretion of the Conduct Administrator or their designee.

While every effort will be made to follow the process, the DRL, in consultation with the Executive Director and the resident's home institution, reserves the right to take immediate action outside these procedures for situations that are significantly disruptive or pose an imminent threat, including temporary removal of residents from UC. UC has a zero tolerance policy for violence or threats made to or against any resident or team member.

Process for Review of Reported Concerns or Violations

- **Reporting Process:** Any person can submit an Incident Report documenting inappropriate behavior, policy violations, or incidents in or around UC. Reports can be obtained and submitted at the Management Office, Security Desk, or by notifying a residence hall staff member.
- **Assessment of Report:** The DRL, Conduct Administrator, or a designated member of the residence life team will assess the Incident Report and the documented incident. Conflicts between residents may be addressed informally with the assistance of a UC staff member. If necessary, a formal investigation will be conducted. Incident Reports may also be forwarded to the individual's institution at the discretion of UC staff or upon request by the institution.
- **Formal Notification:** If formal notification is necessary, the Management Office will notify the individual(s) involved 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, with 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 Residence Education Coordinator (REC). Failure to schedule this meeting as directed may result in a decision made in absentia (see "Sanctions").
- **Formal Meeting:** The Conduct Administrator or REC will meet with the individual to discuss the documented behavior and provide an opportunity for the resident to share their perspective. Sanctions will likely be assigned based on current and appropriate precedent, though additional time may be needed to complete any questioning or investigation.
- **Sanctions:** The primary concern is to hold individuals accountable for their actions and protect the welfare of UC residents. Sanctions are designed to promote behavioral change and may include:
 - Formal Written Warning – outlines expectations for future behavior.
 - Guest Privileges – restrictions on visitation privileges.
 - Educational Activities – activities related to understanding the issues involved.
 - Community Service Projects – activities related to understanding the issues involved.

- Financial Restitution – payment for property damages.
- Restricted Access – to specific areas or resources for a specified time.
- Housing Probation – status defined for a specified time, with further violations resulting in more severe sanctions.
- Reassignment of Accommodations – relocation within the building.
- Suspension of Residency Privileges – temporary removal from UC.
- Termination of Housing Agreement – permanent removal from UC, with the approval of the resident's institution.
- Denial of Eligibility – denial of future residency at UC.
- Notification to Parents or Legal Guardians – for residents under 18, in cases involving illegal activity, weapons, property damage, physical abuse, self-endangerment, sexual harassment, unauthorized property use, or severe sanctions.
- Notification to parents of residents 18 or older may occur in consultation with the Dean of Students in compliance with institutional policy.

Administrative Review and Appeal:

- Administrative Review: Residents have the right to appeal sanctions of probation or higher. Written Warnings or lesser sanctions are not appealable but can be discussed with the REC.
- Appeal: Appeals must be submitted in writing to the DRL or designee within three business days of sanctioning. Appeals must be based on either disproportionate sanctions or new, significant information. The appeal request should detail the reasons for the appeal. The DRL or designee, in consultation with the Executive Director, will review the request and determine if an administrative review is warranted. The Executive Director may deny the request if conditions are not met.
 - If granted, the Executive Director will meet with the resident to review the appeal. Witnesses may be called at the discretion of the Executive Director. The resident may appoint a silent observer, who must be approved by the Executive Director. The DRL may also be present during the review.

The Executive Director has the authority to:

- Allow additional time for further investigation.
- Find the individual not responsible with recommended further action.
- Find the individual responsible and either support current sanctions or assign new, appropriate sanctions.

Failure to appear at a scheduled review may result in a decision being made in absentia. Decisions made through administrative review are immediately enforceable, and sanctions remain in effect during the appeal process.

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

IMPORTANT NOTE: *While every effort will be made to follow 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 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 records include entrance/exit logs of residents and visitors, daily reports, crime reports, key fob access reports, and video surveillance of common areas (collectively referred to as "Records"). Residents understand that common areas include any area that is not the interior of a resident's unit or a public restroom, and they have no expectation of privacy in these areas.

Residents further acknowledge that:

- Their entry or exit from University Center or their unit may result in the creation of a Record.
- Their use of common areas does not constitute private or personal information.
- Their image and likeness may appear in video surveillance and other Records.



- Subject to applicable laws, they waive any right, title, or interest in any Records, including their image and likeness.

Residents consent to video surveillance at all times in common areas. They also consent to the Owner providing Records to Columbia College Chicago, DePaul University, Roosevelt University, National Louis University, and any other university or college with students residing at University Center ("Member Schools"). Further, residents release the Owner from all liability, including negligence, related to the enforcement of these measures, surveillance of common areas, and 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 (the "Property") or related to, received from, or sponsored by University Center (the "Activity"), whether at the Property or an off-site location, residents hereby waive any and all rights, claims, or causes of action arising out of their participation in the Activity. They release University Center Property LLC, Everest Campus Chicago, LLC, any third-party instructor, and their parent companies, subsidiaries, affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors, and assigns (collectively the "Released Parties") from any and all injury, including physical or psychological injury, pain, suffering, illness, disfigurement, disability (including paralysis), damages, financial or emotional loss, and death that may result from participation in the Activity.

Residents participate in the Activity entirely at their own risk. They represent that they are physically sound and have consulted with their physician before engaging in any Activity. They agree to use the facility and its equipment properly and solely for its intended purpose. Residents are aware of the risks associated with participating in Activities and using related equipment, which may be due to their own negligence or the negligence of others. Residents acknowledge that the Released Parties are not responsible for errors, omissions, acts, or failures to act by any party conducting an event or activity on their behalf.

RESIDENTS AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASED PARTIES AGAINST ANY AND ALL CLAIMS, SUITS, OR ACTIONS OF ANY KIND FOR LIABILITY, DAMAGES, COMPENSATION, OR OTHERWISE BROUGHT BY THE RESIDENT OR ANYONE ON THEIR BEHALF, INCLUDING ATTORNEYS' FEES AND RELATED COSTS, IF LITIGATION ARISES. RESIDENTS EXPRESSLY RELEASE AND DISCHARGE THE RELEASED PARTIES FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION AND VOLUNTARILY WAIVE ANY RIGHT TO BRING LEGAL ACTION AGAINST THE RELEASED PARTIES FOR PERSONAL INJURY OR PROPERTY DAMAGE. IF MEDICAL CARE OR TREATMENT IS REQUIRED AS A RESULT OF PARTICIPATION IN THE ACTIVITY, RESIDENTS AGREE TO BE SOLELY FINANCIALLY RESPONSIBLE FOR ANY COSTS INCURRED. RESIDENTS ACKNOWLEDGE AND AGREE TO BE HELD LIABLE FOR ANY DAMAGE TO EQUIPMENT OR FACILITIES RESULTING FROM THEIR WILLFUL ACTIONS OR NEGLIGENCE.

If any provision of this Release of Liability is deemed severable or invalid, or if any term, condition, phrase, or portion of this agreement is determined to be unlawful or unenforceable, the remainder of this agreement shall remain in full force and effect, provided the severed clause 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, their agents, and employees.

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



IMPORTANT CONTACT INFORMATION

University Center

Website	www.universitycenter.com
UC Resident Portal	www.ucresidentservices.com
Summer Housing Website	www.chicagosummerhousing.com
24/7 Security Desk	(312) 924-8911
Management Office	(312) 924-8000
Private Leasing Office	(312) 924-8062
Summer Guest Service Desk	(312) 924-8111
Pavlov Media (Internet Support)	(888) 472-8568

Columbia College Chicago

Online Directory	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

Online Directory	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

Online Directory	https://www.roosevelt.edu/contact/officedirectory
General	(312) 341-3500
Campus Safety	(312) 341-2020
Counseling Center	(312) 341-3548
Residence Life Office	(312) 341-2005

National Louis University

Online Directory	https://nl.edu/facultyandstaff/
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. Program	(312) 261-3310