

INTERNATIONAL HOUSE OF CHICAGO

1414 East 59th Street – Chicago, IL 60637 USA – Phone (773) 753-2270 – Fax (773) 753-1227

RESIDENT HANDBOOK

CONDITIONS OF RESIDENCE

ADMISSIONS POLICY

International House is intended to be a home in which International and U.S. students and scholars can learn from one another through their spontaneous everyday activities – studying together, sharing meals, and casual conversation – as well as through various international programs. Residents from around the world stay at International House. A goal of the admissions policy is to maintain that diversity and to seek residents who will contribute to the social and cultural variety of life in the House. Priority is given to applicants who will remain through a full academic year. One must be at least 18 years old to reside in International House.

TERMS

Academic year residence in International House is open to graduate and advanced undergraduates (3rd and 4th year) students, trainees, interns, visiting scholars, postdoctoral researchers, visiting students, and faculty members who are affiliated with Chicago's educational, professional or cultural institutions. Contracts are granted for the entire academic year of three quarters (Autumn, Winter, and Spring) or for a single term. Applicants who wish permanent resident status for less than a full academic year are required to submit statements explaining their special circumstances.

KEYS

Residents receive a room key, a mailbox key, and a security door key. All keys belonging to International House are considered high security keys. Duplication of these keys is strictly prohibited. Residents are not permitted to change the locks on any door. Duplicate keys are provided only to replace lost keys. A charge of \$35 per key will be assessed to replace each lost key.

RESIDENT ROOMS

Residents are responsible for damage beyond ordinary wear and tear to premises and furnishings. This includes damage to the windows and the safety devices installed in the room, as well as damage to the walls by adhesive materials or hooks, thumbtacks, nails, etc. No furnishings may be removed from a resident's room. Resident's will incur fees for missing furniture.

All residents are responsible for cleaning their own rooms and for helping to keep public areas neat and clean by using the appropriate containers to dispose of garbage. Closets containing cleaning equipment are located on each floor. Limited cleaning supplies may be obtained from the Front Desk on the first floor. If your room is not left in satisfactory condition at checkout time, you will be charged a cleaning fee.

Rooms must be inspected from time to time to ascertain the extent of wear and tear on furnishings, paint, fixtures, etc. International House therefore reserves the right to inspect residents' rooms at all reasonable times. Ordinarily, advance notice will be given to the occupant prior to a room's inspection.

NO COOKING IN ROOMS

Food preparation and cooking in resident rooms is **discouraged**. Residents are encouraged not prepare food in their rooms. Microwaves and hot water kettles are permitted as long as they have an automatic shut off switch. Small refrigerators are also deemed acceptable. Appliances such as hotplates, rice cookers, coffee pots, popcorn poppers, toasters and toaster ovens, immersion devices, electric skillets, crock-pots, and the like are in violation of International House policies and residents having these in their rooms are subject to a \$100 fine. The community kitchen available to residents on the first floor is the only area within International House where food preparation and cooking is permitted.

MAINTENANCE REQUESTS & REPAIRS

Maintenance Request Forms are available at the Front Desk to report damaged or defective equipment and facilities problems. We attempt to handle most requests within 72 hours. Contact the Front Desk by phone or directly for maintenance emergencies.

OVERNIGHT GUESTS

Residents of International House are allowed to have guests stay overnight in the residence. Guests must be at least 18 years old to reside in International House. Anyone who does not have housing contract on file is considered a guest. , International House residents can reserve a Dorm Room for their guests at the rate of \$20 per night based on availability, for up to seven consecutive nights; total charges for the entire stay of resident guest must be paid for at the time of reservation. Guests of residents are expected to abide by all published rules and regulations.

PETS

Pets are not permitted in International House and residents found to have pets in their rooms are subject to a \$250 fee.

PERSONAL PROPERTY/LOST AND FOUND

International House assumes no responsibility for lost, damaged, or stolen personal property. Personal property should not be left unattended in public areas of the House. However, should a loss occur, please report it to the Front Desk immediately. Residents are urged to obtain their own personal property insurance.

Articles found in International House should be turned in to the Front Desk; they may be claimed upon proof of ownership. Unclaimed items will be disposed of at the discretion of appropriate I-House staff. We strongly suggest that you keep your doors locked at all times and don't leave your valuables unattended.

RESIDENCE PRIVILEGES

Residence privileges may not be used by anyone other than the assigned resident. Residents must observe and abide by all published International House rules and regulations. Failure to do so will result in serious disciplinary action, including the likelihood of being evicted from International House.

CHECKING OUT

When checking out, please complete the following:

1. Remove all items in storage lockers and refrigerators and freezer bins.
2. Leave your room clean and place all trash in bags; otherwise, a cleaning fee will be billed to you.
3. Contact Senior Coordinator of Admissions to complete Room Condition Report.
4. Lock your window and your door.
5. Return your I-House keys to the Front Desk clerk.
6. Pay any outstanding or extended stay charges.
7. Fill out a forwarding address card, found at the Front Desk, and give it to the front desk clerk.
8. Remember: you may not leave any item in storage when you leave International House permanently.

CODE OF BEHAVIOR

CONDUCT

All residents and guests of International House are expected to conduct themselves in a socially acceptable manner. Esteem for human dignity, tolerance for difference and respect for the privacy of others are basic tenets of appropriate behavior.

At International House where residents come from many diverse cultures, tolerance and restraint are vital in assuring a harmonious and congenial environment.

The use of intemperate language and of religious, racial, sexual or ethnic epithets will not be tolerated. No physically threatening gestures or contact is ever permissible. Harassment in any form is considered unacceptable behavior in International House.

It is preferable that residents settle disagreements among themselves. However, residents should report any flagrant violations of the behavioral code to the Senior Coordinator of Admissions.

DANGEROUS ACTS

Residents may not engage in activities that threaten the safety of others. A list of specific acts that come under the rubric of dangerous activities could never be exhaustive; however the following is a partial list:

1. Possessing or using fireworks, firearms of any kind, explosives, or other dangerous objects or materials.
2. Setting off false fire alarms.
3. Tampering with fire extinguishers or other fire safety equipment.
4. Playing with fire in any matter, whether or not any damage or injury occurs to person or property.
5. Tampering with elevators.
6. Physically attacking or threatening physical attack of other residents or visitors to the House.
7. Throwing objects from the windows of the residence. The size, weight, and shape of such objects-and their potential for harm will not be subject to exhaustive debate. The rule is: no object may be thrown from the windows of International House.
8. Obstructing the use of any door by tampering with locks or otherwise preventing free access or egress.

Residents who engage in any of the acts listed above will be subject to serious disciplinary action, including the likelihood of being evicted from International House.

ALCOHOL AND DRUGS

Illinois law prohibits the consumption or possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21.

The possession, use, or distribution of illegal drugs is not permitted at International House. Residents in violation of this rule may face serious disciplinary consequences, including the likelihood of eviction from International House.

Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle while under the influence of alcohol or other intoxication. Violation of these or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and a permanent criminal record. A violation may also result in University disciplinary action. Please consult the University publication Common Sense about the University's drug and alcohol policy for guidelines governing events on campus at which alcoholic beverages are served.

NOISE

Noise carries readily through the stairwells, corridors, and bathrooms. Courtesy to other residents of International House is expected, and you are asked to refrain from loud

talking, shouting, and singing, as well as use of excessive volume on electronic devices. At no time may a resident create excessive noise that will disturb other residents. Late-night parties during the week are prohibited, and late-night gatherings in the Courtyard are prohibited at all times. Resident events on Friday and Saturday nights must end by 1:00 AM. All weekday events must end by 12:00 midnight.

SMOKING

In December of 2005, the City of Chicago passed the Clean Indoor Air Ordinance, which went into effect of January 16, 2006. The University of Chicago has revised its policy – U603 Smoking/Non-Smoking to comply with this ordinance. The personnel policy is posted on the Website at the following link: <http://hr.uchicago.edu/policy/p603.html>. The city ordinance and University policy applies to all faculty, staff, students, guests, and visitors on campus. The city ordinance and University policy are designed to protect individuals from the dangers of second-hand smoke. They require all University buildings to be smoke-free and prohibit smoking within 15 feet of University building entrances. Accordingly, smoking is strictly prohibited anywhere inside International House, the Courtyard and within 15 feet of all entrances/exits. Residents who are found smoking within the House or whose rooms contain evidence of smoking are subject to a \$100 fine.

SOLICITATION

Solicitation of any kind is not permitted anywhere in International House. You are requested to report any solicitations to the Front Desk immediately.

HOUSE FACILITIES AND PUBLIC SPACE

WIRELESS NETWORK

International House has wireless access points in all resident rooms, public, and residential spaces on all floors.

For assistance with the University of Chicago Wireless Data network, contact NSIT Technical Support at:

4-Tech (773) 734-8324 or advisor@uchicago.edu
alternatively, visit the web site at:
<http://wireless.uchicago.edu>

Support for the wireless infrastructure is provided during normal business hours, 9am-5pm, Monday through Friday. This service is available for University of Chicago students, staff, and faculty.

COMPUTER LABS

Computer labs, one equipped with PC compatibles and the other with Macintosh computers, are located on the basement level. Both labs are equipped with laser printers.

All of the computers are linked to the campus network. Your security key will give you access to these rooms. Copy paper is not provided. This service is available for all residents.

International House Computer Lab Policies

- Work takes priority over recreation. Casual surfers and gamers must yield to people who have papers, research, and other critical work.
- Resources must be shared. If people are waiting, please limit your time in the lab to one hour.
- Lab machines take priority over laptops, if the lab is full and people are waiting.
- Laptop users must provide their own IP addresses. It is a violation of policy and it is illegal to use an IP address that you do not own or have not been granted permission to use. University of Chicago residents who do not have an IP address should contact their network administrator at work or school. Non University of Chicago students should contact the tech coordinator. I-House provides, on a limited basis, assistance to residents for connectivity purposes.
- Computer settings cannot be changed. Please do not install programs or change settings, and users are prohibited from modifying, adding, installing, or deleting files. The list of available applications is posted in the lab — these and those approved by the technology coordinator are the only applications permitted to be run on I-house computers.
- Please provide and use headphones for audio
- Be courteous, leave the machines as you found them, and take care to keep your space clean.
- No smoking, drinking, or food.
- PC Lab users should report comments, malfunctions, concerns, and abuses to:

I-house-technology@uchicago.edu

COMMUNITY KITCHEN

Adjacent to the Dining Room is the resident community kitchen with stoves, refrigerators, freezers, microwaves, sinks, and storage lockers. Refrigerator bins are rented on a quarterly basis for a non-refundable fee of \$20 for a small bin and \$25 for a large bin. Freezer bins can be rented quarterly for a non-refundable fee of \$25 each. The quarterly fee for food locker is \$20 for a small storage locker, \$25 for a medium one, and

\$35 for a large locker bin. Rentals are made at the Front Desk on a first-come first-served basis and must be renewed each quarter.

Please note the following policies and procedures:

1. Payment must be given at the time of registration. No exceptions.
2. Community Kitchen rental fees will not be prorated.
3. No refund will be given for fees paid.
4. Payments may be made in advance for more than one quarter.
5. International House is not responsible for the spoilage or loss of food for any reason including the loss or disruption of power.
6. A charge of \$35 will be assessed for a lost key.
7. All items must be removed from your current Community Kitchen space and all bin keys returned to the Front Desk Clerk before the last day of the current academic quarter or before your last day of occupancy (whichever comes first). Any items that remain after this date are subject to immediate removal.

Residents are responsible for cleaning the kitchen after each use and for disposal of all waste. In a community of such diversity, respect and cooperation are crucial. Please follow these simple, common sense rules:

1. Do not use what does not belong to you.
2. Do not place any food in the sinks, if you do spill food in the sink, clean it out.
3. Wash your dishes, pans and utensils when you are through eating and then put them away. Do not leave them on the counter, on the table or in the sink. Housekeeping will dispose of anything left behind.
4. Spitting in the sinks is not permitted.
5. Place your trash, vegetable peelings etc. in trash bins.
6. After cleaning your dishes, drain the water and clean the drain basket.
7. Do not put any metal object or foil in the microwave.
8. When heating food in the microwave, cover your dish to avoid splatters. If you do not cover your dish and the food does splatter, make sure you clean the microwave.
9. Wipe up any spills on the floor, counters or in the refrigerators.
10. Do not wash dishes, vegetables etc. in the water fountain.

DINING ROOM

Gathering with others in the Dining Room is an integral part of the International House experience. Whether meals are purchased in the Tiffin Cafe or prepared in the Community Kitchen, residents are encouraged, dine together in the Dining Room, and take advantage of the informal and stimulating cultural exchange.

TIFFIN CAFE

Residents and members of the University of Chicago community are invited to purchase meals and snacks in the Tiffin Cafe. It is open for your enjoyment everyday, 8:00 a.m. to 8:00 p.m. serving lunch and dinner.

LIBRARY

The Library next to the Main Lounge is open to residents. U.S. and International newspapers, magazines, and bulletins are available, along with a small book collection. Residents may borrow library books on the honor system (i.e. return them when you are finished reading them). Newspapers and magazines may not be removed from the Library.

STUDY ROOMS

The West Wing study room is located on three West, just a short distance to the left as you exit the elevator. Individual air-conditioned study rooms are located on the basement level. Please see the Front Desk for keys and note that you will be required to leave your id when using a study room. Use of study rooms is intended for a limited time. Sleeping overnight in the study rooms is prohibited.

TV LOUNGES

Large screen televisions can be found in the Dining Room and the Resident's Lounge on the basement level,

MEETING ROOMS / LOUNGES

International House is more than just a residence for individuals from around the world. Educational and cultural programs such as music, dance and theatrical performances, forums and debates on world issues, and our cultural celebrations are among the hundreds of activities enjoyed by International House residents and members of the Chicago community. International House has the following public rooms available for resident use and for a diverse array of programs.

The *MAIN LOUNGE*, located on the first floor across from the Courtyard, is the weekly setting for Sunday night Social Hours.

The *HOME ROOM*, located on the second floor, is available to a variety of groups and organizations for various events. This room may also be reserved free of charge by residents for private events.

The *MAP ROOM* is a comfortable setting for both resident and non-resident sponsored programs. It is located west of the main entrance on the first floor.

The *COULTER LOUNGE*, located just beyond the Library, is used for special events; this air-conditioned lounge is available free to residents for private events and group study.

The *ASSEMBLY HALL*, west of the main entrance, is used for our Global Voices Lecture and Performing Arts Series, cultural celebrations, banquets, dances, concerts, and other programs. It may also be rented by residents, recognized student organizations, University departments, not-for-profit groups, alumni and corporations. For complete information on reservations, policies, eligibility, and rates visit our Web site at

<http://ihouse.uchicago.edu> and click on the Facilities Rental section or contact the Office of Programs and Special Events at (773) 753-2274 or i-house-programs@uchicago.edu.

No furnishings may be removed from any common room. Residents who remove common area furnishings for their own personal use are subject to a \$100 fine and will be asked to return the item immediately.

LAUNDRY ROOM

The Laundry Room is located on the lower level. To reach the Laundry Room, use the stairs by the Library; go down the corridor to the back of the building. The washing machines and dryers cost \$1.00 per load. Please report all malfunctions to the front desk staff.

STORAGE

Limited storage for your personal belongings may be available. A rental fee of \$100 per term will apply if House storage space is used. A rental fee of \$300 per term will apply if you are permitted to store your belongings in your room. International House is not responsible for any loss or damage to items held in storage for any reason. Please contact the Senior Coordinator of Admissions for additional information.

BICYCLE STORAGE ROOM

Bicycles should always be locked in the racks outside the building. Bicycles left elsewhere in the building will be removed. Residents store bicycles at their own risk. Residents leaving the House permanently are expected to remove their bicycles from the outside racks. Bicycles left at I-House after your departure will become the property of International House and will be re-sold to residents or disposed of at the discretion of House staff. Bike storage in the Courtyard is prohibited.

It is wise to register your bicycle with the U. of C. Police Department and the Chicago Police. To register your bike, take the necessary information (serial no., make, model, etc.) to the U. of C. Police Department at the Young Memorial Building, 5555 South Ellis Avenue or call 702-8181.

TERRACE ROOF

For security reasons, the terrace roof is strictly off-limits to residents.

SERVICES AND UTILITIES

FRONT DESK

The Front Desk is staffed from 7:00 a.m. - 11:00 p.m., seven days a week. The Front Desk

- is the place where residents check in and out
- takes messages and places them in or on your mailbox
- makes reservations and keeps a register of all residents
- has information about I-House, the University, Chicago, ESL and transportation
- has a daily schedule of I-House events
- checks out various room keys, irons, etc.
- assigns community kitchen food lockers, freezers and refrigerators
- gives change and makes refunds for malfunctioning vending and laundry machines
- has a first aid kit.
- receives housing payments and deposits
- receives special delivery mail, registered mail, telegrams, and packages. You will be informed of such a delivery by a notice in your mailbox. Packages may be claimed at the front desk.

A complete address helps ensure prompt processing of mail:

Your Name
International House, Room #
1414 East 59th Street
Chicago, IL 60637
USA

A U.S. mailbox is located on the wall near the Front Desk.

TELEPHONE

Telephone service at I- House is provided by NSIT. Residents can make campus calls at no additional charge. Local or long distance calls require a calling or authorization card. Questions or concerns about phone service in rooms are directed to the Senior Coordinator of Admissions.

Pay telephones are located in the main corridor and outside the first floor east wing security doors.

A campus telephone is located next to the pay phone in the main corridor.

INTERNET

Resident rooms equipped for Wireless access and high-speed access to the University of Chicago's network.

Two computer labs, PC and Mac, are located on the lower level.

SATELLITE TELEVISION

Each residential room has been wired for satellite service. Residents who wish to establish cable service must contact CalComm (847)537-2425 or email mmolina@calcomm.com. Applications for cable service are located at the Front Desk. Additionally, residents can visit <http://www.calcomtv.com>

Residents are responsible for all costs associated with this service

POSTINGS & BULLETIN BOARDS

Notices about International House events are posted on bulletin boards throughout the building. Other notices of interest, e.g., University events, instructional services, transportation, etc., may be posted on either of two bulletin boards found near the e-mail stations. All notices must be dated and state the individual or organization name. Adhering to University of Chicago Posting Policy, fliers may not be libelous, obscene, incite to riot, or other unlawful action, or advertise alcoholic beverages. Notices placed on walls, doors, or elsewhere will be removed at the discretion of House staff.

RECYCLING

Recycling bins for glass, plastic and aluminum items can be found in the Community Kitchen-Dining Room area. Please clean and remove all paper and plastic labels from containers before placing them in recycling bins. In addition, the Recycling Room just east of the freight elevator, accepts newspapers and additional glass items. Cardboard boxes should be collapsed and taken to the recycling bins near the back loading dock.

REAR ENTRANCE, FREIGHT ELEVATOR, WEIGHING SCALE

The rear entrance is kept locked. The loading dock may be used only for temporary loading and unloading of belongings. Please notify the Front Desk if you wish to use the rear entrance so that the doors can be unlocked for you. The freight elevator is near the rear entrance and can be used to move your personal belongings during normal hours.

STAFF DIRECTORY

DIRECTOR'S OFFICE

William McCartney	(773) 753-2272	bmc@uchicago.edu
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OFFICE OF ADMINISTRATION & FINANCE

Brian Davis	(773) 753-2277	bjdavis@uchicago.edu
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Gwyneth Cunningham	(773) 753-2276	gwyneth@uchicago.edu
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Elaine Thomas	(773) 753-1230	elaine1@uchicago.edu
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Maria Acosta	(773) 753-2280	macosta@uchicago.edu
Front Desk	(773) 753-2270	i-house-housing@uchicago.edu
Amy Clayton		
Carole Hendricks		
Deborah Jones		
Vicki Nolan		
Azalee Sutton		
Barbara Wagner		

OFFICE OF PROGRAMS AND SPECIAL EVENTS

Denise Jorgens	(773) 753-2274	d-jorgens@uchicago.edu
Mary Beth DeStefano	(773) 753-2274	mdestefa@uchicago.edu
Symon Ogeto		sogeto@uchicago.edu

ENGLISH AS A SECOND LANGUAGE

Denise Jorgens	(773) 753-1272	d-jorgens@uchicago.edu
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DEVELOPMENT/ALUMNI RELATIONS

Karen Geraghty	(773) 753-2273	kegeragh@uchicago.edu
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FACILITIES

Bill Miller	(773) 753-2278	wmiller@uchicago.edu
Engineer		
Wally Thomas	(773) 753-2279	
Housekeeping		
Burt Doss, Charles Hill, Norberto Lopez, Deon Lucy, Regina Martin, Undra Moore, Marie Pegues, Martha Sosa, Mattie Stevens, Betty White,		

Tiffin Café	753-0059	
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EMERGENCY INFORMATION

I- HOUSE PUBLIC SAFETY

For your protection within I-House: **keep your door locked at all times even if you only go to the washroom.** Carry your keys with you. **Refuse admission through the security doors to anyone other than your own guests and known residents.** Notify the Front Desk if you see any stranger who is loitering or soliciting. If you are expecting a guest or delivery, it is your responsibility to either meet them in the lobby or instruct them to call your room from the campus phone. Unaccompanied guests and delivery persons will not be permitted in the residential areas.

A Public Safety Coordinator is on duty from 11:00 p.m. to 7:00 a.m. each night to monitor activity within the House.

EMERGENCIES

All emergencies that may occur at International House (fire, illness, crime, etc.) should be reported to the Front Desk immediately by dialing 753-1295. You may also call the campus police at 702-8181 or dial 911 for Chicago police or fire departments.

Around the University, call the University of Chicago Police Department at 123 (from campus phones) or 702-8181 (from non-campus phones) or push the button on a white emergency phone found at various locations around campus.

For information about campus security programs and evening transportation service refer to the University publication, *Common Sense*, available at the Front Desk and in the Program Office.

FIRE SAFETY

Never use an elevator in case of fire or suspected fire. International House has several stairwells for emergency exit from the building. An alarm system is installed on the street-level doors for these emergency exits. These doors are to be used only for genuine emergencies. An alarm will sound whenever these doors are opened.

Residents are advised to take the following precautions:

Learn the location of the nearest exits and fire extinguishers. An Emergency Exit Plan is posted in each residential room located on the back of the dorm room doors. Familiarize yourself with the floor exits.

- Learn the location of the nearest exits and fire extinguishers. An Emergency Exit Plan is posted in each residential room located on the back of the dorm room doors. Familiarize yourself with the floor exits.
- Keep hallway and stairwell doors closed.
- If you smell smoke or if the fire alarm goes off, you must vacate the building immediately.

It is mandatory that everyone leave the building during a fire alarm.

Fall 2007