



# CONFERENCE SERVICES

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Loyola University Chicago – Lake Shore Campus

## Summer 2026 Intern Housing Application and Agreement

**Fordham Hall (6455 N. Sheridan Road, Chicago, IL 60660)**

Available Dates: May 22, 2026 – July 31, 2026

*\*Alternative dates may be accommodated on a case-by-case basis.*

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*Thank you for choosing Loyola University Chicago's Lake Shore Campus (LUC) as your summer housing destination. This Intern Housing Application and Agreement outlines the terms, conditions, and expectations for Summer Intern Housing at Loyola University Chicago's Lake Shore Campus (LSC).*

*This form is for individual interns only. If you are an organization or group interested in group rates, please contact our office by emailing [loyolalodging@luc.edu](mailto:loyolalodging@luc.edu).*

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**Fordham Hall  
6455 N. Sheridan Rd. Chicago, IL 60660**

<u>Room Type</u>	<u>Cost per Night</u>	<u>Due Date</u>
<u>Studio Apartment</u> (Single Occupancy)	\$66 per occupant	Paid in full, 7 days before check-in
<u>1-Bedroom Apartment</u> (Single Occupancy)	\$70 per occupant	Paid in full, 7 days before check-in
<u>2-Bedroom Apartment</u> (Double Occupancy)	\$60 per occupant	Paid in full, 7 days before check-in

# **Lake Shore Campus Intern Housing Agreement**

## **I. Program Overview and Eligibility**

By submitting this application, the individual interns acknowledge and agree to comply with all Loyola University Chicago policies, procedures, and provisions outlined in this document, which constitutes a binding agreement between the intern and Loyola University Chicago.

The Intern Housing Program at Loyola University Chicago's Lake Shore Campus is intended for interns, students, traveling nurses, and those completing fellowships, training programs, temporary employment assignments, or research opportunities in the Chicago area. Applicants must be at least 18 years of age and able to present a valid, government-issued identification document by the start of their housing term.

Interns who stay for at least 30 consecutive nights qualify for tax-exempt lodging under the Chicago Lodging Tax. All housing dates must fall between May 22, 2026, and July 31, 2026. Stays of fewer than 30 consecutive nights will incur a 17.4% City of Chicago Lodging Tax, payable by the intern, and will require written approval by Conference Services.

## **II. Insurance Requirements and Documentation**

To ensure the safety and security of all residents, Loyola University Chicago requires interns to provide specific documentation prior to check-in. Please review this section carefully, as submission of all required materials is necessary to confirm your housing reservation.

### **A. Renters Insurance Requirements**

All interns are required to obtain and submit a Certificate of Renter's Insurance that includes personal liability coverage in an amount not less than \$100,000. Documentation must be submitted no later than seven (7) days prior to check-in.

The certificate must name Loyola University Chicago as additional insured:

*"Loyola University Chicago, its affiliates (including Mundelein College), and each of their respective agents, employees, officers, directors, and trustees."*

## **III. Housing Rules and Conduct**

The following policies are designed to ensure a safe, respectful, and enjoyable living environment for all interns residing on Loyola University Chicago's Lake Shore Campus. By participating in the Intern Housing Program, residents agree to uphold these standards and comply with all University, State, and Federal laws and regulations. Failure to adhere to these guidelines may result in disciplinary action, including removal from housing without refund.

Please review these rules, as they apply to all interns and their guests for the duration of their stay.

### **A. Guest Policy**

Guests are permitted during the intern's stay, provided they adhere to the following procedures and limitations. All guests must register at the Residence Hall front desk and present a valid government-issued photo ID, which will be held at the desk for the duration of the visit.

Guests must be accompanied by their host intern at all times while inside the building. No guest may remain in housing for more than 72 hours within any 14-day period without prior written approval from Conference Services Management. Violations may result in disciplinary action, up to and including removal from housing.

## **B. Service Animal and Pet Policy**

Only trained service animals as defined by the Americans with Disabilities Act (ADA) are permitted in University housing. Pets, emotional support animals (ESAs), comfort animals, and any other non-service animals are strictly prohibited. Any violation of this policy may result in removal from housing without refund.

Requests for disability accommodations must be submitted at least fourteen (14) days prior to arrival and confirmed by Loyola University Chicago's Accessibility Center.

## **C. Alcohol, Tobacco, and Drug Policy**

Loyola University Chicago is a smoke-free campus. The use of tobacco, e-cigarettes, vaping devices, or marijuana is not permitted inside or on campus property. The possession or use of marijuana or any non-prescription controlled substances on Loyola University Chicago property is prohibited.

Alcoholic beverages may only be consumed by those 21 years of age or older and may not be transported or consumed in open view in public or common areas of the Residence Halls. These areas include, but are not limited to, lobbies, hallways, stairwells, elevators, suites, lounges, and special-use rooms. Alcohol in excess, as determined by Conference Services Staff (including but not limited to kegs of beer), is not allowed in residence halls.

Residents and guests are subject to Illinois State Law, which prohibits the sale, possession, or consumption of tobacco products and alcoholic beverages by any person under the age of 21. No one is permitted to serve tobacco products or alcohol to persons under 21 years of age.

The University reserves the right to allow authorized personnel to enter rooms. When such an entry is necessary, the University will, within all reasonable bounds, seek to protect the occupant's privacy. Authorized personnel may remove items that violate federal, state, local, or University regulations.

Interns found in violation of any of these policies, or whose guests violate these policies, may face disciplinary action, fines, or eviction without recourse or refund.

## **D. Behavior and Conduct Expectations**

Interns must adhere to all University policies and exhibit respectful, responsible behavior. Disruptive conduct, violation of quiet hours, noncompliance with policies, or illegal activity will not be tolerated. Residents are expected to comply with all local, state, and federal laws.

Conference Services reserves the right to remove any intern without refund if their behavior is deemed unsafe, threatening, or otherwise incompatible with community standards.

## **E. Lockouts, Keys, and Prox. Cards**

Interns are issued keys and proximity (prox.) cards upon check-in. Lost keys or prox. cards must be reported to Conference Services staff immediately. If a resident is locked out of their unit, the first lockout will be resolved free of charge. Each subsequent lockout will incur a \$50 fee. Replacement fees are \$350 for keys and \$130 per proximity card. Payment of all assessed fees is required to receive new keys and proximity cards.

## **IV. Amenities and Services**

Interns housed on the Lake Shore Campus may request access to optional amenities for an additional fee. These include access to the Halas Recreation Center and overnight parking accommodations. Parking is subject to availability.

### **A. Halas Recreation Center**

Halas Recreation Center provides access to fitness equipment, indoor track, swimming pool, and locker rooms, subject to summer hours. Interns must agree to the Halas policies and complete an orientation to gain access.

Access to the Halas Recreation Center (inside the Damen Student Center) can be purchased during your on-campus stay. Access can be purchased at the following rates:

- \$187 for a summer membership
- \$17 for a day pass

To request a summer pass, please contact [campusrec@luc.edu](mailto:campusrec@luc.edu). Please refer to the Halas Recreation Center Website for facility hours. More information on the Halas Recreation Center's amenities is available at <https://www.luc.edu/campusrec/facilities/halasrecreationcenter/>.

### **B. Overnight Parking**

We offer overnight parking on the Lake Shore Campus for \$10 per night per vehicle. There is a parking garage in Fordham Hall. No spot will be assigned. If you opt in to overnight parking, you will receive a blue overnight parking hangtag that must be displayed on the dashboard of your vehicle each night.

Guests or those not displaying a blue hang tag will be towed at the owner's expense. We are not responsible for any incident involving parking at our facility, including but not limited to towing a vehicle, lost or stolen property, or any damage as a result of parking at our facility.

### **C. Mail and Package Delivery**

Packages are delivered to the Damen Student Center Information Desk. Packages are not to be delivered to the Residence Hall. All incoming mail and packages must be addressed to:

[Intern's Full Name]  
Conference Services – Intern Housing  
Damen Student Center  
6511 N. Sheridan Rd.  
Chicago, IL 60626

Interns are required to pick up their packages in the Damen Student Center during normal business hours within 1–2 additional business days of delivery. We are not responsible for lost or delayed packages. Interns are encouraged to plan accordingly when ordering time-sensitive items.

### **D. Laundry Facilities**

Laundry facilities are available on-site in each residence hall. Use of the laundry machines is free of charge for guests over the summer. Detergent and dryer sheets are not provided. The University is not responsible for any lost, stolen, or damaged items resulting from use of these facilities.

## **E. Exclusions**

Intern housing is apartment-style living and does not include hotel services. The following items and services are **not provided** as part of your housing agreement:

- Personal toiletries and consumables (e.g., toilet paper, paper towels, soap, shampoo, cleaning supplies).
- Daily housekeeping or linen service: Residents are responsible for maintaining the cleanliness of their apartments.
- Room service or concierge services.
- Mail delivery to apartments (see Mail and Package Delivery section for details).
- Complimentary food or beverage service.

## **V. Health and Safety Compliance**

All interns are required to comply with any University, Federal, Local, and State health and safety measures in effect at the time of their stay. This includes, but is not limited to, vaccination requirements, mask mandates, testing protocols, quarantine procedures, and notification of illness.

Loyola University Chicago is not responsible for medical treatment, relocation, or refund of fees due to illness. Failure to adhere to protocols may result in removal without refund.

## **VI. Administrative Procedure**

### **A. Application Processing**

Applications will be processed within 72 hours of receiving all required materials and payments. This agreement is binding upon acceptance by Conference Services.

### **B. Termination Clause**

Loyola University Chicago reserves the right to terminate this agreement and remove an intern from housing at any time if the intern violates any terms of this agreement, University policies, or applicable laws, or if the intern poses a risk to themselves or others.

In such instances, removal will occur within 24 hours unless otherwise directed by Conference Services. No refunds will be issued following termination, and no exceptions will be made.

## **VII. Cancellation Policy and Early Departures**

The following procedures outline how applications are processed, as well as policies regarding cancellations, refunds, early departures, and disciplinary actions.

### **A. Procedure**

Interns may cancel their reservation by submitting a written request to Conference Services via email. Cancellations received fourteen (14) days prior to the scheduled check-in date will result in a full refund of all fees paid, excluding the non-refundable housing deposit. Cancellations received fewer than fourteen (14) days before the scheduled check-in date will result in forfeiture of the housing deposit and may incur additional fees.

## **B. Disciplinary Removal**

No refunds will be issued for early departures, including those resulting from disciplinary removal or voluntary withdrawal after check-in. Any violation of the terms in this agreement can be grounds for disciplinary removal.

## **C. Extenuating Circumstances**

Any refund request due to extenuating circumstances must be submitted in writing and will be reviewed at the sole discretion of Conference Services. By signing this agreement, the Resident acknowledges that they may not be entitled to any refund of housing, amenities, or services due to extenuating circumstances.

## **VIII. Required Documentation**

To secure housing, interns must submit the following documentation at least **seven (7) days prior to their scheduled arrival date**:

1. A completed and signed housing agreement.
2. Submission of Government Issued ID.
3. Certificate of Renter's Insurance meeting the requirements in Section II, A.
4. Payment of Security Deposit (\$500, refundable).
5. Payment of Housing Deposit (\$1,500, non-refundable).

**Your housing will not be secured until all required materials and payments are received.**

## IX. Pricing (Housing and Amenities)

### A. Fordham Hall Room Rates (per occupant)

<u>Room Type</u>	<u>Cost per Night</u>	<u>Due Date</u>
<u>Studio Apartment</u> <i>(Single Occupancy)</i>	\$66 per occupant	Paid in full, 7 days before check-in
<u>1-Bedroom Apartment</u> <i>(Single Occupancy)</i>	\$70 per occupant	Paid in full, 7 days before check-in
<u>2-Bedroom Apartment</u> <i>(Double Occupancy)</i>	\$60 per occupant	Paid in full, 7 days before check-in

### B. Other Required Charges (per occupant)

<u>Charge Type</u>	<u>Fee Amount</u>	<u>Due Date</u>
Security Deposit <i>(refundable)</i>	\$500	Paid in full, 7 days before check-in
Housing Deposit <i>(non-refundable)</i>	\$1,500	Paid in full, 7 days before check-in

### C. Optional Amenities

<u>Amenity</u>	<u>Fee Amount</u>	<u>Due Date</u>
Halas Summer Pass	\$187	Immediate
Parking	\$10 per car	Immediate

### D. Incidental Charges

<u>Charge Type</u>	<u>Fee Amount</u>	<u>Due Date</u>
Lockout Fee <i>(1st occurrence waived)</i>	\$50	Immediate
Key Replacement	\$ 350	Immediate
Prox Card Replacement	\$ 150	Immediate

# LOYOLA LODGING SUMMER 2026 INTERN LODGING APPLICATION

Please print throughout the entire application

## APPLICANT INFORMATION

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

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

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

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

University: \_\_\_\_\_ Subject of study: \_\_\_\_\_

If you are sponsored by a government/public/private agency that will be paying for your stay, please list the agency along with the contact information for us to speak directly to them. Please note that full payment is due prior to arrival. If your agency will not be able to pay for your stay prior to arrival, lodging may not be approved. *If you are paying for your stay privately, leave this blank:*

## INTERNSHIP INFORMATION

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

HR/Manager's Name: \_\_\_\_\_ HR/Manager's E-Mail: \_\_\_\_\_

Internship Dates: \_\_\_\_\_

## HOUSING INFORMATION

Please read the above summer intern housing agreement for full details before making your housing selection.

Our intern housing runs from **May 22nd through July 31st**. Different dates may be accommodated on a case-by-case basis. There is a limited amount of space for those interested in arriving earlier or staying later. Please note that you may need to move to a different apartment within the building, or from another campus, we'll work with you on transport. Any such requests will be granted on a first-come, first-served basis.

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

### Fordham Hall 6455 N. Sheridan Rd. Chicago, IL 60660

<u>Room Type</u>	<u>Cost per Night</u>	<u>Due Date</u>
<b>Studio Apartment</b> <i>(Single Occupancy)</i>	\$66 per occupant	Paid in full, 7 days before check-in
<b>1-Bedroom Apartment</b> <i>(Single Occupancy)</i>	\$70 per occupant	Paid in full, 7 days before check-in
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**Roommate Request:** For a Double room, if you would prefer a roommate, please list the roommate's name below. A roommate will only be assigned if both guests list the other person as a requested roommate on their applications.

Please note that if you're listing a roommate or apartment-mate, they must also fill out an application and list you as a roommate as well. We will not pair you up unless both/all guests in the apartment list one another.

***By submitting this application, I agree to the policies and Terms and Conditions. I have read the Housing Agreement and Application in full, and will adhere to all University, Federal, State, and Local rules, laws, policies, and regulations. I understand that failure to adhere will result in penalties including but not limited to those outlined in this document.***

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

**\*\*Due to the high volume of applicants, please allow 72 hours for our office to contact you regarding your application. We prefer to talk with the intern directly during the application process. Please e-mail your completed application along with any questions or concerns to [loyolalodging@luc.edu](mailto:loyolalodging@luc.edu). We look forward to having you as our guest!**

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

After your application has been approved you will receive instructions on how to make your reservation online. If there is no longer availability, you will be informed that you're on the waitlist. If you so choose, you will be kept on the waitlist and if lodging becomes available you will be notified. **In order to complete your reservation, a \$1,500 deposit will be due. The remainder of your balance will be due 72 hours prior to arrival.**

**You are required to submit a separate \$500 damage deposit. This damage deposit will be refunded to you at the end of your stay so long as there are no damages to the apartment and the apartment is left clean and move in ready (in the same condition as when you moved into it).** Any excessive cleaning fees will be deducted from your damage deposit. The damage deposit must be made on a credit card in a separate transaction and will only be refunded on the same card. You are also required to submit a certificate of renter's insurance with at least \$100,000 in liability insurance, naming Loyola University Chicago as an additional insured. If you or your parent/guardian has a home owner's insurance policy, you may also have this claim added onto the policy for the time you're residing at Loyola Lodging. The damage deposit and certificate of renter's insurance are both due at least 72 hours prior to arrival and are mandatory for every person in the apartment. If any of the required items are not turned in before your arrival, you will not be checked into your summer accommodations.

If you need to change your reservation to accommodate an earlier check-out date, you must notify us (via e-mail) of your new check out date at least 72 business hours prior to your arrival. **If by the end of the summer you decide to check-out early, you will not receive a refund for the nights you didn't stay.** Your departure, will be considered an early departure, and the room/apartment no longer habitable by you, and available for Loyola Lodging to potentially turn around for another guest.

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

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

**OFFICE USE:**

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

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

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

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

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

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

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

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

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