

## Housing & Rooming Agreement

By utilizing Fermilab identified housing I agree to the terms included in this form and understand that items 6-10 below must be completed prior to departure from campus.

1. I understand that there will be a fee I must pay associated with the provided housing.
2. I understand I will be assigned roommates to provide me with the lowest fee possible.
3. I agree to be courteous and respectful to my roommates. This includes common spaces.
4. During my stay I agree to help with upkeep in all common areas.
5. Should there be a problem with any amenities I will promptly inform North Central staff.
6. I will properly prepare my room and common areas for check out and fully comply with the requirements of the checkout process. **Failure to comply with these requirements will result in the assessment of fines.**
7. Conference Services and Campus staff will conduct a complete inspection of my room after my departure, and I am **waiving my right to be present during the checkout inspection.**
8. Intern must complete the following tasks **prior to checkout** (failure to comply will result in a \$50 fine):
  - All windows shut and locked
  - All items moved out
  - Room/Suite cleaned and furniture reset to original configuration
  - Air-conditioning set at a mid-range temperature, not off
  - Trash bin present and cleaned, if issued
  - Bed set at knee-height
  - Room door shut and locked
  - Keys and ID returned to CSC Staff in original condition it was provided to you
9. I will take photos of the room and any common spaces upon my arrival, and my departure.
10. I will not leave food or beverages in my refrigerator, room or common spaces upon checking out of my room.

**PLEASE NOTE:** North Central Staff will go into the room after you checkout to ensure that you have checked out properly and complete a final room report. Final room damage checks will be performed by maintenance and professional staff after halls close, and any charges will be applied to you, not Fermilab.

*\*Should you incur any fees during your stay, Fermilab will reach out with your bill statement.*

Item	Fee
ID	\$15
Keys	\$200
Cleaning Fee – Includes All Common Spaces	\$50 per resident
Improper Checkout Fee	\$50

## **Housing Policies**

Refrain from adhering anything to walls:

- Interns are asked not to hang anything on their walls in their room/suite in order to minimize damage and reduce later work for our maintenance team. If damage occurs, additional charges will be applied.

Alcohol and Drug Policies:

- Consumption of alcohol on College property is prohibited – regardless of age – unless it is being offered as part of an official College program or event in a specially designated location. While alcohol may be safely consumed in residence hall rooms by students and guests who are 21 years of age or over, specific rules apply (see additional policies at the link above)
- Both Illinois and Federal Law prohibit the possession and/or distribution of illegal drugs. Criminal penalties include fines, imprisonment, and, in certain cases, the seizure and forfeiture of the violator’s property. Penalties are increased for second time offenses. The College cooperates fully with law enforcement officials in the prosecution of cases involving controlled substances

***Interns who violate any College policies, no matter how minor, may be required to move out of New Hall immediately.***

## **North Central Contact Information**

**Conference Services & Campus Main Office** – (If you lose your key or ID call here)

Located at 224 East Chicago Avenue, Naperville, IL 60540

Office Phone: 630-637-5560\*

On Duty Cell Phone: 331-300-1264

Email: [conferenceservices@noctrl.edu](mailto:conferenceservices@noctrl.edu)

Hours: Sunday-Saturday, 8:00AM-10:00PM

### **Main Contact**

Brianna Avalos, Event Coordinator for Conference Services & Campus

Phone: 630-637-5510\*

Email: [bmavalos@noctrl.edu](mailto:bmavalos@noctrl.edu)

*\*Due to our summer rental schedule, staff is working mostly remotely or away from their desk, as such, communication will be mainly electronic.*

## **IN CASE OF AN EMERGENCY**

### **North Central College Campus Safety**

Located at 451 South Brainard Street, Naperville, IL 60540 (LL of New Hall)

Phone: 630-637-5911 (Call for Lockouts/Emergencies)  
Hours: Available 24/7

**Edward Hospital & Services**

Located at 801 South Washington Street, Naperville, IL 60540  
Phone: 630-527-3000

**The Naperville Police Department**

Located at 1350 Aurora Avenue, Naperville, IL 60540  
Phone (Non-Emergencies): 630-420-6666  
Phone (Emergencies): 911