Illinois State University
UNIVERSITY HOUSING SERVICES
2021 SUMMER HOUSING

Please note the following information regarding the 2021 Summer Housing Residence Hall Application-Contract:

- Summer Housing is in Manchester Hall, an 18-story, air-conditioned residence hall located on the northeast edge of campus. Floors are co-ed with three bathrooms per floor (designated male or female).
- There are a **limited** number of single occupancy rooms.
- There are a **limited** number of suites. Each suite has a living room, two double bedrooms, and a bathroom. Residents are responsible for cleaning all areas of the suite, to include the living area and bathroom.
- All Summer Housing floors are Quiet Lifestyle floors. The Quiet Lifestyle policy and enforcement procedure policy are as follow:
  1. Quiet hours are 7 p.m. – 10 a.m. on weekdays, starting at 7 p.m. Sunday, ending 10 a.m. on Friday. Courtesy hours are in effect at all other times. Each floor may elect to **increase** the quiet hours by 100% vote of the residents of the floor. Quiet hours CANNOT be reduced.
  2. Any noise (i.e. stereos, televisions, radios, verbal interactions, etc.) must be kept at a level such that it cannot be heard by neighboring residents. Noise that is **prolonged** (thirty seconds or more) and/or **blatant** (noise that enters another person's room) is in violation of the policy. At the beginning of the Summer Session, Resident Assistants on all floors will meet with floor residents to demonstrate how the lifestyle policy will be interpreted.
- Illinois State University is a smoke and tobacco-free campus, smoking is prohibited on all campus property, including buildings, grounds, and parking lots.
- Residents must provide their own bed linens, towels, wastebasket (metal), and personal items.
- ResNet provides high speed internet and tech support to all residents.
- Students with cars must arrange for parking through the Office of Parking and Transportation.
- Room assignments will be available upon check-in at the Vroom Center Reception Desk on the **beginning date of the contract period**.
- An Illinois State University ID card is required at check-in. If you need to obtain a University ID card, contact the Redbird Card Office.
- Students moving directly from a spring to a summer assignment may check in Saturday, May 8, after 4 p.m.
- All Summer Housing residents must vacate their room on or by 6 p.m., Friday, August 6.
- The contract is for a room only. Meal plans are required for all students living in the traditional residence halls from May 10 through August 6 and are administered by Event Management, Dining, and Hospitality (EMDH). Please contact EMDH at (309) 438-8351 or MealPlans@IllinoisState.edu to request a summer Meal Plan Contract and EMDH Meal Plan Contract Terms and Conditions. This contract will need to be signed and returned to EMDH. If a signed contract is not received, you will automatically be assigned the 21-Meal Traditional meal plan (21 meals per week) for the duration of your housing contract during this time period.
Instructions for Completing the Application-Contract Summer Form

(Please print clearly.)

1. Provide your full name, gender, age, and class standing (freshman, sophomore, etc.), University ID number (UID), contact telephone number, and home/permanent address.

2. Indicate the type of weekly housing and dates needed. Residents do not check out during continuous weeks of occupancy.

3. Following are instructions for completing the preference data:
   
   A. Roommate Preference: If you have a preferred roommate, their name and university identification number (UID) are required. Mutual roommate preferences are considered provided residence hall space is available in a double room.

   B. Occupancy Type Preference: We are not able to guarantee a single or double suite room to everyone who requests one. If we are unable to honor your request, you will be assigned to a double room with a roommate. Your name will then be placed on a waiting list, which will be used to offer any single or double suite rooms which may become available. Your priority for assignment to a single or double suite room will be based upon the day your residence hall contract is received by the University.

   C. Payment Plan: You may either pay in full or pay in two installments. A $30 service charge is assessed for students who do not pay in full or who select the installment plan. Payments may be taken to the Student Accounts Office located at 607 West Dry Grove or mailed to: Student Accounts, Campus Box 1210, Normal, IL 61790-1210. Refer to section IV of the Contract Terms & Conditions for an explanation of payment procedures. Note: A payment equal to the amount for single or double suite occupancy does not guarantee assignment to a single or double suite.

   D. Physical or Health Concern: If you have a physical or health concern to be considered when making your assignment, briefly describe it here. If you need an accommodation based on a disability, contact Student Access and Accommodation Services at (309) 438-5853 or Relay Service at (309) 319-7682.

   E. Additional Information: Please provide any additional information to consider when making your room assignment.

4. Read the Terms & Conditions carefully, paying particular attention to the Cancellation Policy in Section III E.

5. Sign and date the form.

6. Turn in the completed application-contract form in one of the following ways:
   
   - Drop off: At the Office of Residential Life Building at 500 S. University St., Normal, IL
   - Mail: University Housing Services, Campus Box 2600, Normal IL. 61790-2600
   - Email: Housing@IllinoisState.edu
   - Fax: (309) 438-8866

If you have any questions, contact University Housing Services at (309) 438-8611. Our office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

Our office will acknowledge receipt of your application-contract by email. If acknowledgment is not received within ten days, you must contact this office to be sure that the application-contract was received.