

## **McCormick Theological Seminary**

### **GUEST HOUSING POLICY AND PROCEDURES**

(Policy adopted by Administrative Cabinet, October 13, 1998)

#### **I. POLICY**

##### **A. OVERVIEW**

McCormick Seminary maintains 19 guestrooms/21 beds for use by individuals and groups. The use of the guestrooms is restricted to persons with some affiliation or relationship to the Seminary. Those who may access guest housing include: alumni; members of the Board of Trustees; prospective students; approved staff; visitors of any Seminary department; visitors of staff and faculty; commuting students; ACTS Cluster groups or individuals; and family and other visitors of currently enrolled students. The guestrooms offered by McCormick are mostly private rooms with shared bathrooms, of student housing quality. All rooms are air conditioned, non-smoking, and include a shared kitchen with stove, refrigerator, microwave, dishes, utensils, toaster and a coffee maker. Each guestroom has a phone with voice mail and capabilities to connect to the Internet (high speed wireless is available). There is a common lounge area in guest housing with a television and VCR.

##### **B. THE DOCTOR OF MINISTRY PROGRAM USE OF GUEST ROOMS**

The Seminary has a strong commitment to providing guestrooms for students and faculty of the Doctor of Ministry Program. To protect guestrooms for this use, reservations by other groups will not be accepted more than six months in advance. As early as possible and at least six months in advance, the Doctor of Ministry Program Office provides to the Residence Life Director requests for guest rooms for the following events: residency; regular classes; make up classes; and group communicator meetings. These requests are given priority over other requests with the exception of annual Seminary events or special events approved by the Administrative Cabinet. Annual events that have the top priority are: Board of Trustees Meetings, Alumni/ae Council Meetings, McCormick Days, Commencement and Inquiry into Ministry. If the Doctor of Ministry Program Office is unable to schedule an event six months in advance, those requests are given the same priority as other persons or groups requesting guestroom use.

##### **C. GROUP USE OF SEMINARY GUEST HOUSING**

Outside use of guestrooms by groups should serve some need or interest of the Seminary. In order to minimize conflicts with space use by the Doctor of Ministry Program, reservations for groups will not be accepted more than six months in advance. Exceptions will be made only for annual Seminary events (see paragraph above) approved by the Administrative Cabinet and special requests made by the Administrative Cabinet. (For example, if a faculty member wishes to schedule a small conference more than six months in advance, the Administrative Cabinet would approve that this event

would take precedence over a Doctor of Ministry event yet to be scheduled.) Generally, there are two types of outside groups requesting use of space. Guidelines for their use of guest room space is outlined below:

1. **Youth and College Groups**

Church youth groups or college-aged groups visiting Chicago for community service or mission work may use McCormick guestrooms upon the condition that they participate in an activity, tour, and/or meeting with McCormick's Director of Recruitment and Admissions. When leaders of such groups inquire about guestrooms, the Residence Life Director will consult with the Director of Recruitment and Admissions or Officer of the seminary prior to offering available guestrooms. Further, a discounted room rate of 50% of the regular full price per person per night may be offered to such groups.

2. **Other Outside Groups**

When space is available, outside groups may be allowed to stay in guest housing. These groups could include: church sessions, ministry groups, a neighboring seminary's class or meeting, small conferences, etc. Members of such groups will be charged the regular full price per person for guestrooms. The Residence Life Director will consult with the Office of Student Affairs or the Office of Seminary Relations and Development to determine the relationship the group may have with McCormick and the benefit of the stay to McCormick.

**D. ONE-MONTH CLOSING OF GUEST HOUSING**

A one-month closure is necessary to clean and make repairs in the guestrooms. Generally, McCormick's guest housing is closed during the month of December. This year, McCormick's guest housing will NOT be closed during the month of December 2010.

**II. PROCEDURE**

**A. RESERVING GUEST HOUSING**

Reservations should be made at least one week in advance. Guest housing cannot guarantee that your request can be granted without at least one week notice because of space and time availability (setting-up rooms, getting guest information and keys ready, etc.).

All departments requesting guest housing must fill-out a "Request for Guest Housing" form (attached). In order for your guest and guest housing to get the necessary information, please make sure you complete the entire request form including guest info (e-mail address or mailing address), and any other important information that can be considered when assigning a room (physically challenged, etc.)

Please follow the proper steps while making a guest housing reservation:

First step is to determine if you or the guest should contact guest housing for information or to make a guest reservation. If your department is not paying for the guest room fee – the person calling you should contact guest housing directly. This way you are not the “middle person” and the guest can receive the information needed through guest housing.

- 1) Call or email the Residence Life Director to see if the date is available. Please do not contact the office guest assistant to make a reservation, unless you copy the Residence Life Director. If date is available, guest housing will tentatively reserve space. If date is not available, guest housing will provide information on other guest housing in the area (attached).
- 2) Fill out a “Request for Guest Housing” form with all the needed information. It is important to give guest housing information that could be helpful while assigning a room and sending advance information (physically challenged, need directions or airport shuttle bus information, etc.). Also, include guest contact information (e-mail address or mailing address) so guest housing can send important information directly to your guest (assigned room, phone number, key information). Otherwise, guest housing will give you the information and it is your responsibility to give information to guest.
- 3) Person in department requesting guest housing will receive a confirmation from guest housing once Guest Housing form is received and room has been assigned.

#### **B. CHARGES FOR USE OF GUEST ROOMS**

Individuals using guestrooms will be charged \$60 per person, per night; \$90 per couple per night to stay in a guestroom. If individuals or groups are not to be charged for the guestroom, the department sponsoring the individual or group will be charged the room fee. Guests contacting the Residence Life Director with a request for gratis housing will be referred to the department of whom they are a guest.

#### **C. CHECK-IN AND KEY PROCEDURES**

Unless otherwise instructed by the Residence Life Director, guests arriving between the hours of 9:00 a.m. and 4:00 p.m., Monday-Friday may pick up their guest room keys from the Seminary Receptionist who is located on the first level of the McCormick Building at 5460 S. University. Guests arriving between 4-9 p.m. during Monday-Friday; or during the weekends between 10 a.m. – 9 p.m. may pick up their keycard at the LSTC Security desk located at 1100 S University Ave. Because the guest housing office is not staffed in the evenings and weekends, it is necessary for a guest to make specific arrangements in advance with the Residence Life Director to pick-up guestroom keys if the guest is arriving at other times. Guests not making these arrangements will in most all cases find no one available in the evening and weekends to provide keys and will not be able to access the reserved guestroom. If it is arranged in advance and is necessary to mail keys because of a late arrival time, the guest will be charged \$17 for this service. When another Seminary office is responsible for sending keys to a guest arriving after hours, that department will be responsible for all Federal Express costs.

#### **D. CANCELLATIONS:**

If you are canceling your reservations, you are required to contact the Residence Life office within one-week prior to your event. If you fail to comply with this procedure, depending on the situation, your department could be charged for all guest housing fees.

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Updated: 6/23/10