

## HELPFUL TIPS

### LODER KEYS:

- You will get a swipe card for access to Loder Hall when you move in.
- Hold the card over the black box at the entrance or in the elevator to gain access.

### LOST KEYS:

- Loder: \$100 per replacement key
- Old Dorm: \$40 per key
- Mailroom: \$40 per replacement key
- Contact your RA and Building & Grounds.

### LOCK OUTS:

- You have one free lock out.
- Each additional lock out will be \$25.
- Make sure to have your keys with you before leaving to ensure you will not be locked out.

### RA:

- Your RA helps with lock outs and events.
- Please check the halls of your building for RA contact information and on call schedule.

### MAINTENANCE:

- If you need maintenance, email them your name, building/room, and a description of the issue at [maintenance@garrett.edu](mailto:maintenance@garrett.edu)
- If it is urgent, call 1(847)866-3941.

### SMALL APPLIANCES

- Appliances that use heat- electric kettle, hot pad, etc.- are to be stored in the kitchens and not in your rooms.
- Please write your name on your appliance.

### TRASH/RECYCLING:

- Located on the side of Loder Hall.

### COVID-19 GUIDELINES

- You must wear a face covering and adhere to the 6ft social distancing when in common areas.

## IMPORTANT CONTACTS

### MAINTENANCE:

- Emergency Maintenance Number  
1(847)866-3941
- [maintenance@garrett.edu](mailto:maintenance@garrett.edu)

### EVANSTON POLICE:

- Emergencies: 911
- Non-emergencies: 1(847)448-4311

### MENTAL HEALTH:

- National Suicide Prevention Hotline:  
1(800)273-8255
- National Alliance on Mental Illness:  
Text NAMI to 74174
- Garrett Students: (312)-780-9228
- Northwestern Students: 1(847)491-2151

### SEXUAL MISCONDUCT AND TITLE IX:

- 1(847)-866-3918
- [TitleNine@garrett.edu](mailto:TitleNine@garrett.edu)

# GARRETT HOUSING

## RESIDENCE HALL GUIDE

### OFFICE OF HOUSING AND EVENTS

( 8 4 7 ) 8 6 6 - 3 9 5 0  
G A R R E T T . H O U S I N G  
@ G A R R E T T . E D U



# MAIL

## Your mailing address:

(Your Name)  
2121 Sheridan Road  
Evanston, IL 60201

## RECEIVING:

- Mailboxes are located in the basement of Loder Hall.
- The Garrett mail room is staffed from 1:00 p.m. to 3:30 p.m., Monday through Friday. Packages and mail will not be disbursed on the weekend.
- Mail can not be forwarded from the residence halls once you move out. Please plan accordingly.

## SENDING:

- There is a mail slot located in the basement of Loder Hall next to the mail boxes.
- There is a post office at 1101 Davis St. where you can mail larger items.

# WIFI

## ACCESSING WIFI:

- You will be emailed your netID and temporary password for WiFi access.
- Please follow the email instructions for setting up your account and creating a new password.
- You can also access Guest-Northwestern to be connected to Northwestern University's wifi.

# DINING

## Note from Housing:

"We are excited about new changes happening with Garrett's dining options. However, only dining options will be external or personal cooking in the communal kitchens on the 2nd floor and Basement of Loder Hall."

*\*Please note that personal microwaves and hot plates are against housing policy*

# LAUNDRY

- Located on each floor of Loder
- Wash: \$1.50
- Dry: \$0.75
- Pay via quarters or the CSCPay phone app.

# CHARGES

- All housing charges will be placed on your student account. Your account information can be found at [www.mygets.garrett.edu](http://www.mygets.garrett.edu)

# COVID-19 GUIDELINES

- You must wear a face covering and adhere to the 6ft social distancing when in common areas.

# PARKING

## GARRETT PARKING:

- Garrett Guest Lot is \$9 per day which can be placed on your Garrett Student Account.

## NORTHWESTERN UNIVERSITY:

- \$48\*/month
- Bring a copy of your lease to the Northwestern parking office located at 1841 Sheridan Road

## CITY OF EVANSTON:

- \$90\*/year
- Bring a copy of your lease, license, and registration to the Evanston Civic Center

**\*Prices are subject to change.**

# HEATING & AIR

## LODER HALL:

- Is equipped with central heat and air. The box on the wall has a knob that adjusts the room temperature.

## OLD DORM:

- A/C window units.