



Commuter Housing Information Sheet

Thank you for choosing Garrett Commuter Housing. We hope that you will enjoy your stay with us! As part of the commuter housing program, we have detailed the following information. Please take a moment to read through this document. Afterwards, please sign at the bottom acknowledging your understanding of the commuter housing program.

General Terms and Conditions of Stay

- Residents are typically placed in Old Dorm suite up to a Loder Tandem depending on availability.
- Garrett Housing reserves the right to pair commuter students
- Resident must notify Garrett Housing of the days they are staying a minimum of two weeks before Move-In weekend. (Example: Tim will be staying on Tuesday and Wednesday nights)
- Resident must provide security deposit/move in fee of \$300 minimum two week prior to moving in. This fee is nonrefundable. Resident will not receive keys until payment is made.
- Housing charges will not be prorated after the fourth week of classes.
- Residents will be charged an additional \$55 a day if they fail to return their key upon check out
- If there is a need to change days notification must be made a minimum of 2 weeks in advance. The new days will be reviewed for approval depending on availability.
- All units are smoke, alcohol, and drug free.
- Garrett Housing does not supply linens. Residents are responsible for all linens (including pillow) and personal toiletry items. Resident will be notified the size of linen needed prior to moving in.
- Residents must remove all personal items including food and trash after every stay.
- Resident in Loder are responsible cleaning the bathroom.
- Residents are responsible for guest's behavior.
- Residents must abide by all Garrett housing regulations and guidelines including the student handbook. Residents should make themselves aware of housing guidelines.
- Garrett Housing has the right to amend, edit or change any current regulation or guideline. Additionally, Garrett Housing has the right to add regulations or guidelines at any point. Please note Garrett Housing will attempt to notify those of any changes made but ultimately it is the responsibility of the resident to be familiar with all regulations and guidelines.

Keys

- The keys to Old Dorm are in a small manilla envelope. There is also a key to Loder Hall. This key is an electronic key card access.



Garrett

OFFICE OF HOUSING AND EVENTS

If a key is lost, broken, and/or damaged so that it does not function properly, there is a charge. The charge is \$40 per Old Dorm key and \$100 per Loder Hall key. This charge will be placed on the student's account.

-Keys should not be shared with others.

Check-in & Check out

-Keys may be picked up in the Housing Office, room 106, during regular business hours (9:00am-4:30pm) Monday through Friday.

-Depending on where the resident is staying, they will be directed to that building.

To enter Loder, place your key card against the access points (black boxes outside entry) of the entry doors to Loder. The doors are locked beginning at 7pm. To access the residential portion of Loder once in the elevator place your (black box located above floor button) before being able to access residential floors.

Check out is by 11am. Upon leaving, keys should be returned via the key drop in the basement of Loder Hall, near the mailboxes, or by returning your keys in person to the Housing Office during regular business hours.

Food

-Kitchens which include microwaves and refrigerators along with vending machines are in Loder for general use

-Garrett does not have dining on site

-Garrett is not responsible for any items that are placed in the communal kitchen area that are stolen, used, or discharged by others

Parking:

Parking for Garrett is in front of Main Building in the Garrett Lot. To gain access to the lot, residents must enter Main Building and go to the front desk to request entry. Guest parking in the Garrett Lot is currently \$8 per day. This cost can be paid via cash and/or placed on a student's account. Afterwards, access will be given to the lot for usage.

There is also Northwestern Parking located next to Garrett's gated lot. The parking hang tag is \$9.00 per day and must be displayed on the rear-view mirror. This can be used in parking lots that have a yellow indicator. You are not allowed to park in any Reserved spaces. After 4:00pm parking is free in Northwestern parking lots until 8am the next morning. Northwestern parking is also free on the weekends.

Internet

Wi-Fi is available in Loder Hall via the Northwestern University (NU) wireless network. You can log in to the network as a guest user. Once you go to your Wi-Fi setting you will press Guest-Northwestern. After pressing Guest-Northwestern, you will be asked to click you agree/accept with their policy. Once you click agree/accept you can click Done at the top of the page on the right. You now have access to internet.

Need Assistance:



If you have an issue after hours, you can contact the following:

Maintenance concerns: maintenance@garrett.edu and/or call 1-847-866-3941 (after 4:30pm for emergency purposes)

Additionally, there is information for the Resident Advisor (RA) located near your room in Loder by the elevators. *Please note the RA does not have access to additional linens, towels, and blankets, and pillows.*

Important Numbers:

Emergency: 911

Non-Emergency: 311 (within Evanston) 847-866-5000

Housing Office: 847.866.3939

Garrett Front Desk: 847.866.3900

NU Campus Police: 847.491.3456

NU Parking: 847-491-3319

Name (Print): _____ Date: _____

Resident

Name (Signature): _____ Date: _____

Resident

Name: _____ Date: _____

Director of Housing and Events