

## XIV. IIT Accommodations and Amenities

### A. Main Campus Housing

The university maintains four apartment buildings, which are available on an annual lease basis to IIT campus faculty and staff. The housing area also includes the McCormick Student Village and State Street Village residence halls and fraternities. The facilities include tennis courts, parking, and a children's playground. CTA buses and rapid transit trains provide convenient access for residents to Chicago's Loop (the central business district) and other areas of the city.

The four apartment buildings are Bailey, Carman, Cunningham, and Gunsaulus halls. Accommodations vary in size from studio to three-bedroom apartments. Information regarding floor plans, rental rates, and the application process is available through the Housing Web site at [www.iit.edu/~housing](http://www.iit.edu/~housing) or by calling the Housing Office at (312) 567-5075.

### B. Food Services

#### 1. The Restaurant at the University Club

The restaurant is open to the IIT community. IIT faculty and staff may have their meals charged against their payroll checks. The restaurant is open Monday through Friday. Tables in the dining room may be reserved by calling extension 73070. Groups of four to eighteen may reserve one of the private dining rooms by calling the McCormick Tribune Campus Center Office at extension 73700.

#### 2. McCormick Tribune Campus Center Court Grill

The McCormick Tribune Campus Center Court Grill serves the entire university community. The Grill is open seven days a week, and serves breakfast on weekdays. In the evening the Grill serves beer and wine and pub grub.

#### 3. Catering Services

Sodexo provides catering service for practically any occasion seven days a week anywhere on campus, including the McCormick Tribune Campus Center and the HUB. Contact the McCormick Tribune Campus Center, extension 73700 regarding food service.

#### 4. The Michael and Marsha Spak "Spakateria"

The Michael and Marsha Spak "Spakateria" is located on the third floor of the Downtown Campus. The Spakateria is a full-service cafeteria with daily menu items that include soups, a salad and deli bar, made-to-order grilled items, and daily entrees. The hours are 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 6 p.m., Friday. Vending machines and microwave areas also are available and are located on the second and third floors of the cafeteria.

## **B. Social and Recreational Facilities Activities**

### **1. Armour Faculty Club**

Members of the faculty and administrative staff are eligible for membership in the Armour Faculty Club. Application for membership is available in the HawkCard & Parking Services Office located in the McCormick Tribune Campus Center. Members receive 10 percent off meals in the restaurant at the University Club.

### **2. Athletic Activities**

Opportunities are available for staff members to participate in various athletic activities. Included are such sports as softball, handball, gymnastics, swimming, skiing, golf, and tennis. Notices and bulletins of current activities are posted on campus. For more information contact the athletic director at extension 73298.

### **3. Coffee Shop**

Global Grounds, an international coffee shop, is open in the McCormick Tribune Campus Center from early morning to late night seven days a week, selling a variety of teas, coffees, pastries, and other snacks from around the world.

## **C. Medical and Security Services and Safety Regulations**

### **1. Public Safety**

Public safety officers protect students, faculty, staff, visitors, and property at IIT. Their duties include rendering assistance in the event of accident, fire, flood, personal injury, riot, or other disaster; conducting any investigation the administration may require; aiding in quelling any disturbances; and providing escort service. They are required to enforce university regulations, including parking regulations, and those pertaining to proper use of buildings and grounds, and other printed rules of the university. Special notices for contacting the Public Safety Department are posted on campus and in the residence halls. The Public Safety Department may be reached at extension 86300.

### **2. Counseling and Health Service**

A nurse practitioner is on duty 9 a.m. to 5 p.m., Monday through Friday. A physician also comes on campus approximately four hours per week to see students. For information or assistance, please call extension 87100.

Counseling and Health Service provides limited services to faculty and staff. These services include evaluation and initial treatment for work-related illness or injury, and referral to appropriate sources of follow-up care. Counseling and Health Service will also provide initial crisis counseling with an employee to help identify community resources and services that will aid in coping with and overcoming personal problems.

For medical emergencies after hours and on weekends, call IIT's Public Safety Department at extension 86363. An arrangement has been made with Mercy Hospital at 26th Street and Michigan Avenue to provide IIT personnel with hospital services when needed for work-related injuries. In an emergency, the Public Safety Department will take the person requiring attention to the hospital. IIT identification should be provided.

### **3. Safety Regulations**

Staff members should be thoroughly familiar with all equipment and operations under their control and should insist that accepted standards of safety are maintained. Absence of adequate safeguards or any other condition that may endanger life or property should be reported to the appropriate department head or supervisor.

### **4. Smoking**

The IIT campuses are smoke free. Smoking is not permitted in any building on any campus except in designated smoking areas.

### **5. Fire Regulations**

Every member of the staff is urged to take every possible precaution to prevent fires. In case of fire call the Public Safety Department (extension 86363) and identify the building and floor. Do not hang up immediately, but stand by to repeat information or to answer questions. Once this is done, the individual should leave the room or area and pull the red alarm box located on the walls near stairs and building exits.

## **E. Photo Identification Cards**

All IIT employees are issued photo identification cards to provide positive identification for cashing personal and payroll checks and for using IIT facilities. Main Campus faculty can obtain identification cards at the HawkCard & Parking Services Office located in the McCormick Tribune Campus Center. Downtown Campus faculty can obtain identification cards in the Registrar's Office, Room 220. If a faculty member's identification card has become obsolete due to promotion, name change, etc., a new card will be prepared at no cost upon notification by the faculty member of the alteration required. Replacement cost for lost identification cards is \$10.00.

## **F. Conveniences Available**

### **1. 7-Eleven**

A 7-Eleven is located in the McCormick Tribune Campus Center. It is open 24 hours a day, seven days a week.

## **2. Campus Information Center**

The Campus Information Center (CIC), located in the McCormick Tribune Campus Center, is the central location for information and for lost-and-found items on campus. Staff are available 8 a.m. to midnight, Sunday through Wednesday, 8:00 a.m. to 1:00 a.m. Thursday through Saturday to answer questions about campus activities, provide campus phone numbers, give directions for locations on campus and in Chicago, and assist with information about public transportation. The CIC serves as a ticket outlet for events sponsored by recognized student organizations. Discounted movie tickets are also available for purchase by the campus community. The phone number to the CIC is extension 73700.

## **3. ATMs**

Twenty-four-hour automatic teller machines are located in the McCormick Tribune Campus Center, the HUB, and on the second floor of the Downtown Campus building. There is also 24-hour access to an ATM in the 7-Eleven in the McCormick Tribune Campus Center.

## **4. Cashier**

Cashiers are available 9 a.m. to 4:30 p.m., Monday through Friday in the Student Services Center, 104 Main Building. Checks may be cashed upon presentation of the IIT identification card. If the bank has a check to IIT, a returned check fee must be paid before another check can be cashed.

## **5. Bursar**

A bursar's office is located on the second floor of the Downtown Campus building.

## **6. Community Development**

The Community Development Department (extension 78851) effectuates IIT's commitment to the City of Chicago and, more specifically, to IIT's surrounding neighborhoods. IIT works hard to fulfill its obligation as a responsive institutional partner to its surrounding neighborhoods. In this way IIT is not only located in the community, but it also is an integral part of the community. Many volunteer opportunities are available for faculty and staff.

## **7. Escort Service**

If an individual needs an escort to his or her car, campus residence, a nearby hospital, or the rapid transit late at night, call extension 86300 and a public safety officer will be dispatched. This escort service cannot respond to any off-campus locations, except Mercy and Michael Reese hospitals and the Red Line and Green Line stations directly adjacent to campus.

## **8. International Center**

The International Center, located in 405 Main Building, promotes the benefits of international educational exchange, study abroad, and cross-cultural communication among members of the IIT community. This office provides support services to

international students and scholars on matters related to orientation, personal, visa, and immigration concerns. Social, cultural, and educational events are planned by the office and are open to all students, faculty, and staff.

#### **9. Lost and Found**

A lost and found service is maintained in the Campus Information Center of the McCormick Tribune Campus Center (extension 73700).

#### **10. Shuttle Service**

Faculty, staff, and students may use the transportation service provided between Main Campus and Downtown Campus upon presentation of the university photo identification card. Schedules are posted at various locations on both campuses; contact the Public Safety Department directly or online (see “Faculty and Staff” menu on IIT’s main page at [www.iit.edu](http://www.iit.edu)).

#### **11. Parking**

All vehicle owners parking on IIT property (except in designated visitor parking) must register their vehicles with the HawkCard & Parking Services Office and obtain a parking permit. Certain lots are reserved for faculty or for visitors, and there are many no-parking zones. Observe these restrictions and all other parking regulations, or the vehicle may be ticketed or towed. No-parking regulations in fire lanes will be strictly enforced. A copy of the IIT regulations governing parking may be obtained from the HawkCard & Parking Services Office or online at [www.parking.iit.edu](http://www.parking.iit.edu). For added security for vehicles, do not leave personal possessions in view; always place valuables in the trunk and lock all doors.

Discounted parking is available to full-time IIT faculty and staff at certain parking facilities within the vicinity of the Downtown Campus. Parking stickers are necessary in order to receive the discounts. To request more information and a free sticker, please send a memo to the Office of Administration and Finance, Downtown Campus, Suite 265.