



# Application for Departmental Membership

## DEPARTMENT INFORMATION

Department Name:

Address Line 1:

Address Line 2:

Address Line 3:

## MAIN CONTACT INFORMATION

Name: Salutation (Mr./Ms./Dr./Prof., etc.):

Title: University Phone:

Email address:

## AUTHORIZED USERS INFORMATION

1. Name: Salutation (Mr./Ms./Dr./Prof., etc.):

Email Address: University Phone:

2. Name: Salutation (Mr./Ms./Dr./Prof., etc.):

Email Address: University Phone:

3. Name: Salutation (Mr./Ms./Dr./Prof., etc.):

Email Address: University Phone:

4. Name: Salutation (Mr./Ms./Dr./Prof., etc.):

Email Address: University Phone:

5. Name: Salutation (Mr./Ms./Dr./Prof., etc.):

Email Address: University Phone:

## SPONSOR INFORMATION

***Departmental accounts must have a sponsor within the department who holds an individual membership with the Quadrangle Club. If you need assistance in locating a sponsor, please contact Megan Smith at 773-702-8355.***

Sponsor Name: University Phone:

Email address:

Sponsor Signature: Date:    /    /

## ACCOUNT AUTHORIZATION

*Authorization to be granted by department Dean, V.P., or Chair only.*

Name: Title:

Email Address: University Phone:

Authorized Signature: Date:    /    /

Please direct questions regarding this form to Megan Smith.  
 Phone: 773-702-8355 Email: [megan.smith@quadclub.org](mailto:megan.smith@quadclub.org)



## Departmental Membership Policies

In an effort to provide University of Chicago departments and offices with a means to host business meals, functions, or guest lodging at the Quadrangle Club, we provide a “Departmental Account” membership category. Departmental accounts must be sponsored by one or more Quadrangle Club members within the department or office opening the account. Departmental charges will be the financial obligation of the department, not the sponsoring members, and will be billed directly to the department/office.

Please review the following Departmental Account policies:

### Authorized Users

Each departmental account will provide for up to five authorized users and must be signed by the department or office’s chair or appropriate dean or officer. The individual member sponsoring the departmental account must sign the application.

A six-digit departmental account code will be issued to the department. Authorized users must provide this designated code when using the dining facilities or when making guest room or catering arrangements with the Quadrangle Club. No one within or outside of the department or office shall use the account code to charge meals and services without the expressed written permission of an authorized user.

Account information should be kept as current as possible. If there are any changes during the academic year in contact information or authorized users, please notify the Quadrangle Club and resubmit a signed and authorized application.

### Billing

For all catering and hotel arrangements, a completed Credit Card Authorization Form must be submitted at the time the reservation is confirmed. Dining charges shall be charged directly to the departmental account or GEMS card. A statement of all charges and payments will be provided by the Quadrangle Club monthly. Sales tax will not be applied to departmental account charges as the University of Chicago is a non-profit institution.

### Use of Club Facilities

Departmental accounts are strictly for the business use of the departments and offices of the University of Chicago and its affiliates. As such, departmental account users and their guests will be restricted to use of dining, catering, and guest room amenities only. Use of the Quadrangle Club’s tennis facilities, reciprocal club network, or social calendar is reserved for individual members only. In addition, departmental account users do not qualify for complimentary room rental on private functions.