

The Ministry

The Chicago Missionary Guest Apartments are owned and operated by the Chicago Missionary Study Class, which is a group of believers from the Chicago-area Brethren assemblies.

The Chicago Missionary Study Class has joined together for the purpose of offering encouragement and support to those who have gone as missionaries to foreign countries. The organization has been meeting since 1914, and currently supports over 90 individuals and families. Located in Glen Ellyn, a western suburb of Chicago, these apartments have been available to visiting missionaries since purchased in 1969.

The building has six apartments of which five are available to reserve. Also, there is a laundry room with one washer and one dryer for guests to share.

Three apartments have two bedrooms, and two apartments have one bedroom. All five apartments have a living room, a bathroom, a kitchen, and an eating area.

The total cost per load of washing and drying is \$1.00.

The purpose of these apartments is to provide missionaries and other church workers with temporary housing and a restful residence while in the Chicago-area.

A committee of the Chicago Missionary Study Class oversees the policies and improvements needed to the apartments, the building, and the grounds. On-site managers handle the day-to-day operations including the reservations and maintenance.

Missionaries and other church workers that wish to stay must first complete an application. If the request to stay is granted, then a rental agreement must be signed. The required rent for staying in any of the apartments is \$35 per night reserved. Depending on the length of the stay, a non-refundable deposit must be made when signing the rental agreement. The apartment will not be reserved until the agreement is signed and the deposit is received in full.

Rent can be made in the form of cash or check given or mailed to the on-site managers. Checks should be made out to "Chicago Missionary Guest Apartments."

Property and Apartment Regulations

Remaining consistent with the purpose stated before, the following regulations are in place for the property and apartments. Please direct any questions or concerns to the on-site managers.

PROPERTY REGULATIONS

The following regulations are to ensure that our property and the behavior of every guest is consistent with that which promotes an enjoyable place of temporary living for all of our guests.

Quiet Hours: 10:00pm - 7:00am.

Our walls, ceiling, and floors do not retain sound very well. Refrain from having loud conversations, loud music, loud TV noises, vacuuming, and large social gatherings during these hours.

Communal areas must remain clear of personal items.

Communal areas include stairwells, the entry into apartments, the laundry room, and the hallways. This is a fire code requirement. Moreover, it is important that the public spaces do not appear cluttered. There is no storage available outside the apartment for personal items. If you require a short-term accommodation, please discuss this with the on-site managers.

One parking space is allotted per apartment.

The back parking lot is shared by the three surrounding buildings. The spaces allotted to our building provides each guest apartment one parking spot. You should park your car in one of the five parking spots closest to our building and shed, which are marked by reserved parking signs.

Laundry Room Hours: 7:00am - 10:00pm.

As a courtesy to the other guests, please limit your use of the washing and drying machines to the hours above. An exception is for early usage on your day of departure to launder linens. If you are in need of other exceptions, then please discuss this with the managers.

Respect the lawn and the gardens.

Please do not dig in the gardens or lawn. Do not pick any flowers or vegetables from the garden without permission from the managers. Please clean up toys or other outdoor items after use.

No smoking inside the building or apartments, or within 15 feet of building entrances.

Guests are not permitted to smoke inside the building or apartments. In compliance with Illinois law, guests (and visitors of guests) are not permitted to smoke within 15 feet of the building entrances. Visit <http://www.smoke-free.illinois.gov> for more information.

APARTMENT REGULATIONS

We hope that you feel at home while staying in our apartments; however, it is important to remember that these apartments are temporary housing and are shared by many others throughout the years. These regulations are intended to ensure that all of our apartments are kept in a condition that is welcoming to the many missionaries and full-time Christian workers who stay here.

Guests are to maintain general housekeeping of the apartment.

The housekeeping duties in your apartment are your responsibility. The apartment should be left in the same condition as you found it.

Please complete the following housekeeping tasks at least once a week:

- vacuum all the carpets and rugs,
- wipe down the bathroom (toilet, tub, and sink) to avoid build up of mold or mildew, and
- sweep the bare floors in the kitchen and bathroom,

Furnishings and appliances must remain inside the apartment.

Furnishings (such as couches, beds, area rugs, desks, lamps) and appliances (such as microwaves, air conditioners, blenders, printers) are not to be removed or replaced. If something is broken or in bad condition, then inform the on-site managers, so a replacement may be made.

Minuminal rearrangement of furnishings is permitted, if moved back to the original spot.

If you rearrange any of the furnishings, please be careful to not cause damage to the furnishing or the walls or the floor. At the end of your stay, move the furnishings back to the original spot.

No holes in the walls or ceiling. Do not use adhesive strips or hooks.

The decorations on the wall are to remain on the walls. Guests are not permitted to put nails or screws into the walls. Do not use any type of adhesive strips or hooks as they may cause damage to the walls.

What is brought in, please take out.

Upon departure, please remove anything that you have brought in. If you wish to donate items to the apartments (such as fans, cookware, kitchen appliances, etc.), then please discuss this with the on-site managers.

Inform the on-site managers of any damage or repairs needed. Do not make attempts to repair or replace anything.

If there is any damage or repairs needed for the furnishings, appliances, walls, etc., then inform the on-site managers, so a repair or appropriate replacement may be made.

Temporary COVID-19 Regulations

Updated 09/19/2020.

LAUNDRY ROOM

After using the washer and/or dryer, guests must fully disinfect the units.

Sanitization supplies and disinfection instructions are posted inside the laundry room.

Times of Sole Use for Each Apartment

Weekdays, from 7:00am - 12:00pm, one apartment gets to exclusively use the washer and dryer.

Times of Open Use for All Guests

Weekends and weekdays, from 12:00pm - 10:00pm, any guest may use the washer and dryer.

Laundry Room Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am-12pm	Open	Apt. A	Apt. B	Apt. D	Apt. E	Apt. F	Open
12pm-10pm	Open	Open	Open	Open	Open	Open	Open