

## Auxiliary Activities and Services

### A. Mail Services

Océ Business Services provides mail services in the McCormick Tribune Campus Center for the convenience of students and IIT personnel on the Main Campus. It is open Monday through Friday. Unsealed outgoing university mail should be presented at the window for stamping on the meter machine; campus and outgoing stamped mail should be deposited in the designated slots. Pick-up and delivery service is provided to most university departments and offices. Mail services include USPS and UPS express mail services.

Océ Business Services also provides IIT departments and student organizations with printing and copying services at the Mail and Copy Center in the McCormick Tribune Campus Center and the copy center in the basement of Perlstein Hall.

Faculty members, staff, and students may pay for these services by cash or by authorized academic unit charges. Suggestions for preparing materials for reproduction and a full explanation of services offered may be obtained by consulting Office Services at extension 73068.

### B. Meeting and Program Facilities

The McCormick Tribune Campus Center acts as a community center for the university, particularly on the Main Campus. It has facilities for special meetings, symposia, lectures, conferences, and social activities. Catered meals and reception services are also available to IIT organizations and groups by calling Campus Catering office, extension 75251 or emailing [catering@iit.edu](mailto:catering@iit.edu). All reservations and arrangements can be made through the McCormick Tribune Campus Center, including requests for the use of space in other campus buildings. The personnel of the McCormick Tribune Campus Center can also assist in planning events. Call extension 73077 or email to [reservations@iit.edu](mailto:reservations@iit.edu).

In addition to housing available during the academic year, Housing & Residential Services offers conference housing during the summer months. Conference reservations should be booked well in advance.

Information regarding available housing types, floor plans, rates and contract terms are available online at: <http://iit.edu/housing/>.