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Educational Housing Services

New Yorker Residence Guide
Dear Residents:

On behalf of the staff at Educational Housing Services, I would like to take a moment to welcome you to our family! We are very excited to have you join us in the Big Apple and look forward to helping you accomplish your dreams while you are here. EHS is proud to host 5,000 EHS college students and interns annually in eight residencies in NYC. EHS has provided our top-notch housing services to students from around the globe for 20 years and is thrilled to grow and continue this proud tradition.

The EHS staff members are ready to help your transition go as smoothly as possible and to assist you with any questions or concerns you have at any time. Educational Housing Services believes in providing nothing less than a safe and affordable living environment for you to enjoy. We want you to feel at home and happy and will do the best job possible to make sure all of your needs are met and expectations exceeded. Our Student Life Staff consists of many staff members who work in the Student Life office within each building. We are waiting to answer any questions or provide any help we can. You will be given the emergency contact information for each member of the Student Life Staff upon arrival and we hope you never hesitate to get in touch!

Also, during your stay, we will provide you with some tremendous opportunities to meet your neighbors and explore New York with continuous events both within and outside of each building. You are about to join your fellow EHS students in experiencing life in one of the world’s greatest hubs of culture and creativity-leading to lasting memories and friendships. We are proud to be a part of this great event and will work our hardest to make sure you get the absolute most from your time staying with us in NYC.

We are here to help you have an unforgettable summer and eagerly look forward to getting to know you. If you have any questions, please feel free to email me at studentlife@studenthousing.org or call us at 212-977-7622 ext. Student Life. See you soon!

Sincerely,

Christy Gaiti
Vice President of Student Life
ABOUT EDUCATIONAL HOUSING SERVICES

Educational Housing Services "EHS", is a non-profit company that believes that safe, affordable, student living is a key part of academic success. All Educational Housing Residents must be enrolled at an accredited college or university. We have been fortunate enough to be able to provide student housing for more than two decades to thousands of students. These students have come from across America, over 150 Colleges and from more than 50 countries worldwide. We provide students with high quality independent residences in New York, the most exciting city in the world.

MISSION STATEMENT & VISION
Educational Housing Services is a living concept, providing safe, affordable and quality housing for students from across America and around the world.

- To be the most innovative and imaginative provider of safe and fun affordable housing.
- To create strong student communities in partnership with schools and universities encompassing a scholastic environment promoting the values of diversity, independence, growth and life long friendships.
- To maintain the quality of student life at the forefront of everything we do.
- To delight each and every customer in everything that we do.
- To create and nurture a business environment that is built on the belief that people are our key asset and to demonstrate this by being an "Investor in People."
- To build and continuously develop a team that is self motivating, empowered and above all happy.

HELPFUL DEFINITIONS

INDIVIDUAL EHS STUDENTS
Individual EHS Students are students who have contracted their room through Educational Housing Services directly OR students from colleges and universities that contracted with us but did not provide their own building staff.

COLLEGE/UNIVERSITY/ INTERN CONTRACTED STUDENT
College/University/Intern Students are students who have contracted their housing through their own College/University or Company/Internship. Many of the College/University/Companies' have provided students with a staff from their own colleges and therefore may have a representative from their school/company to assist them with their stay here, along with EHS staff members.

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STUDENT LIFE
STUDENT LIFE STAFF

All of the staff within Educational Housing Services work diligently on making your stay a pleasant and enjoyable one. The staff members who work within this department are the ones who reside within the buildings to ensure your well-being. The Student Life Staff have weekly office hours and there are always staff members who you can contact in an emergency 24 hours a day. This information is available to you upon your arrival. If you have any questions prior to your arrival, you can call us at 212-994-88150 or email us at NewYorker@studenthousing.org.

RESIDENT ADVISOR
Each resident has a Resident Advisor "RA" that is assigned to them. All RAs are live-in staff members who were at one time student members of Educational Housing Services. The RAs have been hand-selected and are here to assist in making your stay more pleasurable. They have been trained on how to handle the most delicate situations and are able to help you when you are in need.

The RAs also organize programs and events for you throughout the year and are open to your suggestions about what types of events you would like to participate in. The RA will be the one who greets you when you check-in and the last one you see when you check-out. The RAs hold office hours in the buildings and they are always staff members on-duty at night. If there is ever an emergency situation and you are in need of an RA, you will receive exact information about how to reach an RA, 24 hours a day, upon your arrival. If you have any interest in applying for an RA position, please check our website. But remember, you have to be a current resident to apply!

RESIDENCE DIRECTOR
The Residence Director or "RD" is a live-in staff member who serves as the supervisor and mentor to the RAs. They are also responsible for overseeing all of the events within the building. They are available to assist students if they have personal or housing concerns. They have posted office hours and are part of a 24 hour on-call rotation with other staff members. They also work closely with all of the schools and companies to ensure your stay is a pleasant one.

ASSISTANT RESIDENCE DIRECTOR
The Assistant Residence Director (ARD) is a live-in staff member who serves as the supervisor and mentor to the RAs. They are also responsible for overseeing all of the events within the building and is the first person residents go to. They hold regular office hours that are posted in front of the Student Life office. In addition, they are also a part of a 24 hour on-call rotation with other staff members.
ACTIVITIES & PROGRAMS

We will be offering great services and activities to all students. Each month you will be informed of the events and activities that the Student Life staff has created for you. There will be trips to places all around the city including; tours of different neighborhoods, sporting events and popular shows. Some events will require that you sign up ahead of time. There will also be programs within the lounges as well for you to enjoy. We hope that you will participate in many of the opportunities that we will provide to you.

If you are interested in suggesting topics for programs or activities, just tell us! Also, if you are a part of a performance (play, band or an art show, etc.) and you would like to inform other students about it, let us know and we can assist you in getting the word out!

DISCOUNTS & SERVICES

Once you arrive to an Educational Housing Services residence, you will receive information about discounts in your new neighborhood, shows and movies! Plus all of our events are a little or no cost to you!

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RIGHTS AND RESPONSIBILITIES

Stated below are the "Students Rights and Responsibilities" promoted by the Association of College and University Housing Officers-International (ACUHO-I). These statements define minimal expectations regarding these rights and responsibilities. Each resident living in an Educational Housing Services facility possess specific individual and group rights and responsibilities which must serve to guide housing personnel in making decisions concerning student welfare and behavior.

Each resident has the right to engage in activities that are part of Educational Housing Services. However, these rights carry with them reciprocal responsibilities on the part of the individual to insure these same rights and responsibilities that are associated with community living.

Students have the right...

- To have free access to their living accommodations.
- To live in a clean and secure environment.
- To written copies of housing rules and regulations, or individual building policies, which govern individual and group behavior.
- To respect and safety of personal property.
- To study without interruption or interference.
- To be free of intimidation or harassment.
- To express enforcement of housing agreement/contract.
• To direct access of staff, which provides assistance, guidance and support as needed.
• To equitable treatment when behavior is in question.
• To host guests, within established guidelines.
• To individual and group educational and developmental opportunities in their living community.

Students have the responsibility...

• To adhere to rules and regulations.
• To comply with reasonable requests made by staff and EHS officials.
• To meet expected room payments.
• To monitor and accept responsibility for behavior of guests.
• To respect the rights of others, as stated above.
• To report violations of rules and regulations to appropriate staff.
• To express themselves individually or by association with groups.
• To participate in judicial proceedings to determine appropriate standards of behavior.
• To contribute positively to the community by participating in educational and developmental activities.
• To abide by all applicable city, state, and federal laws.
PROCEDURES

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ARRIVAL INFORMATION

Before your arrival you will receive specific information about your check-in day. In the meantime, we have put together the following list to help you prepare you for your stay. We recommend that you bring only that which you cannot live without, as your room will fill up quickly. Keep in mind that unless you are in a single room, you will have roommate(s) and will need to share your space accordingly. Also, remember that you can always purchase additional items or have them sent to you after moving in. However, no items that interfere with fire safety equipment and laws are permitted in the residence halls. Here is a list of suggested items to bring:

*Please note that EHS does not provide utensils or cooking supplies.

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Some Other Important Items to Remember:

- Closet space is limited so you don't want to bring your entire wardrobe but you should plan ahead for the upcoming season. New York has four seasons; it is cool in the fall and can get quite cold in the winter. If you are going home for the Thanksgiving holidays or somewhere around then, you probably can wait until you bring a heavy winter coat. However, you should pack a rain coat and rain boots.
- Tupperware is great for food storage. Since you must store your cooking supplies in your room, you may want to consider bringing a plastic bin that they all can fit easily into.
- It's a good idea to pack some items for those unforeseen incidents. Here are a few items to get you started; Band Aids, aspirin, antibacterial cream, cold medication and eye drops.
- Although you may want to bring a car full of food, please keep in mind that there are groceries stores right around the corner. You should bring items with you that don't expire right away. You do have a refrigerator with a freezer in your room.
- You may want to consider purchasing a lock box for your important items. While we are confident you and your roommate will get along, we think it's a good idea to keep your valuable items locked so only you have access.
- You may want to bring pictures of your family pet with you or any other comforts from home. You can also consider bringing DVDs of your favorite movie (bring a small DVD player).
- Also, keep in mind that you will be living in a city that has access to everything and you don't have to bring everything from home!
The following items are **prohibited** and will be confiscated if found in your room and disciplinary action will be taken:

- Halogen lighting equipment
- Electric or gas-powered heaters
- Hot plates, Toasters, or any cooking appliances of any nature
- Candles, incense, smoking and/or drug paraphernalia of any kind.
- Flammable decorations such as Christmas lights etc.
- Furniture or television or microwave
- Illegal substances of any nature
- Explosives, fireworks, weapons of any kind, smoke laden materials and/or instrument or such

EHS will conduct health and safety inspections of a room in order to determine compliance with the rules or with federal, state and local laws. Health and safety inspections will be conducted in accordance with EHS regulations and only when there is a reasonable cause to believe that a violation has occurred or is taking place. During the inspection, EHS personnel may obtain evidence, which may later be used by the law enforcement agencies in the prosecution of criminal behavior.

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**CHECK-IN**

As we mentioned, you will receive information from us about your check-in dates and times before you arrive. When you arrive to the building, you should go directly to our office on the 17th floor. Upon your arrival, you will meet the staff, get your key/ID and receive other valuable information. You will be given a cart for easy moving of your belongings. You will need to bring your belongings through the 35th Street entrance and the service elevators.

**Please note some of the closest garages:**

*These Parking Garages are merely suggestions for your convenience and EHS does not assume responsibility for any vehicle or contents left inside the vehicle that is parked in any NYC parking establishment. Further, EHS does not assume responsibility for any damages to vehicles that are parked, abandoned, immobilized by booting, or towed on NYC Streets.*

- **Meyers Parking Garage** | 325 West 34th Street | New York, NY | (212) 279-7310
- **Icon Parking Systems** | 355 WEST 34TH ST | New York, NY | (212) 868-5893
- **Central Parking System** | 1 Penn Plaza | New York, NY | (212) 563-1131
- **Wizard Parking** | 320 West 36th St # 1 | New York, NY | (212) 594-7894
- **Edison Properties** | 451 9th Avenue | New York, New York | (212) 631-5995
- **Central Parking System** | 360 9th Avenue | New York, NY | (212) 502-5075

During the first week of your arrival their will be an orientation and several opportunities to meet new friends and get acclimated to the building quickly.

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**COMPUTER AND NETWORK INFORMATION**

Wireless connection is available in all the EHS floors in order to connect, you will need a Wireless enabled Laptop or PC Card for your Desktop. Additionally, each room will be issued a modem for their use during their stay in case they wish to use the wired
connection. The usage of modems allows for a faster broadband internet service giving each student 5meg per student. In order to connect using the modems, make sure you computer has a T-base 10 Ethernet card and an Ethernet (also called CAT-5) cable. You need to configure your PC or MAC in order to connect for instruction on how to set up double click HERE to see the Internet Guide. In an effort to keep our networks safe and clean, we are asking all our residents to take a few steps to ensure the safety of their computers. Here are a few of the areas and some suggestions for each:

For internet problems please contact RCN at 347-272-1231

**Anti-Virus:**
If you have any anti-virus software already running on your computer, please make sure its definitions of current viruses is up to date (within the past week). If you do not have anti-virus software, we recommend you either purchase some or get free versions from some providers. Here are some options:

- Purchase: Symantec's Norton Anti-Virus

**Spyware:**
Additional problems have been regarding spyware on student computers, which comes from applications downloaded from websites and also peer-to-peer file sharing (Kazaa). To remove these unwanted applications, several spyware removal programs are recommended. A respectable example of such an application is Lavasoft’s Ad aware. A free version of this application can be found at this site: [http://www.lavasoftusa.com/support/download/](http://www.lavasoftusa.com/support/download/)

**Windows Updates:**
There has been a significant increase in the past year of viruses specifically attacking Microsoft Windows systems (more specifically machines running Windows XP and 2000). So as a response to these increasing security issues, Microsoft has been issuing security patches for their software on a fairly regular basis. To keep up with these necessary patches, it is a good idea to visit the Microsoft Updates webpage once a week and the webpage will tell you what updates you are missing:


**Computer Use in Individual Rooms:**
While all rooms are equipped with wifi we recommend that all residents bring an Ethernet (CAT5) cord to hook up their own computers. We recommend bringing one that is at least 15 feet long. You are expected to abide by all computer guidelines. Any tampering with the computer equipment or software will lead to suspension and/or termination of computer access. We take every effort to avoid spreading any harmful viruses into our system. Upon your move in, you will be given the passwords to connect to the wifi or you can obtain them once you register and log on the EHS Member’s website.

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EMERGENCY PROCEDURES

The management and employees of all EHS residences take the safety and security of its guests very seriously. Resident Advisors, Resident Director, Fire Safety Director and Security Officers are on duty 24/7 to handle, respectively, any maintenance and repair, fire safety or security issues that may arise. Upon your arrival, you will be issued a staff on-duty calendar with telephone numbers to use when the office is closed and in case of an emergency.

In case of any medical or police-related emergency, call 911. After calling 911, if you can, contact Security/Front Desk so that they aware of the situation. The security staff will locate the appropriate staff members to assist you in your emergency.

During Student Life operational hours please go directly to the office. Office hours typically are Monday through Friday 10am - 10pm. However, hours may vary and there are signs posted in front of the Student Life office door.

When the EHS Offices are closed please contact the Resident Advisor on call in an emergency. If for some reason they are not available or helping someone else, please contact the Security in the Lobby. Please note that Security will not give out internal emergency contact phone numbers, however they will contact the appropriate EHS representative in the event of an emergency. In general, except in case of emergency, the Security Staff are not in a position to respond to any housing requests or inquiries you may have. For answers to those questions, please contact the EHS Office and/or the duty Resident Advisor.

EXTERMINATION PROCEDURES

In order to protect the general health and safety of all our students the following guidelines must be followed. Please keep your room free of debris and all food in containers to help prevent a bug problem. There is an exterminator who will perform his weekly maintenance program. If you find that you need to utilize his services, please complete a work order by logging in the EHS Member’s website at www.studenthousing.org/login.

1. General area:
   A. Sink/Shower: Must be cleaned and the drain must be kept clear.
   B. Floors: Must be properly vacuumed and kept free of debris.
   C. Garbage: Must be removed on a nightly basis and disposed of in the garbage chute located in the Stairwell B.
   D. Refrigerator: Please defrost your freezer as needed and do not leave rotted food in your refrigerator
   E. Food Items: Must be properly stored. Please do not leave unsealed food out.

2. Bathroom:
   A. Floors: Must be mopped.
   B. Sink/Shower: Must be cleaned and the drain must be kept clear.
   C. Toilet: Must be kept clean accordingly.

3. Food Warming/Lounge Areas:
   A. Floors: Please make sure that all crumbs and food items are swept up and properly thrown away after cooking and eating.
B. **Stovetops:** Must be kept clean to include the removal of all grease and food items.
C. **Sink:** Do not leave any dirty dishes in the sink
D. **Counter:** Should be wiped clean.
E. **Garbage:** Must be removed after cooking and eating and disposed of properly.
F. **Microwave:** Should be wiped clean after each use.

Please note: The exterminator highly recommends that all unused boxes and plastic bags are properly disposed of. Do not leave either item on the floor as this creates a breeding ground for unwanted insects and pests. The exterminator has been instructed to inform us of all rooms and room conditions that violate these guidelines and a note to file such violations will be submitted to you. You will be given 24 hours to correct all noted violations and a post inspection will follow.

### FEEDBACK OPPORTUNITIES

All students are welcome to provide feedback on Educational Housing Services feedback email address. If at anytime, you feel as though you are not getting the assistance that you want or need help with your housing, please email us. We will do our best to assist you with your concern. We are also interested in positive feedback as well. If an RA or staff member was helpful in a handling a particular situation or you attended an event that you enjoyed, let us know! It is important that you share your experiences at EHS with us feedback@studenthousing.org.

### FIRE SAFETY PROCEDURES

All residences have a state-of-the art computerized fire warning system and trained fire/security personnel on the premises. During the course of the year, the Fire Department will test all fire warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must participate by evacuating the building during any sounding of the fire alarm by the stairwells only.

Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors as well as the back of every room door. Residents should familiarize themselves with these maps to be able to exit promptly during fire drills or actual emergencies.

In the event of a fire or other emergency, notify security immediately. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get residents out of the building. If a fire alarm sounds, please follow this standard procedure:

**If the Fire Is In Your Room:**

All persons are to vacate the room immediately. Before leaving your room and only if you can, make sure you do the following:

- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors
- Alert other people by knocking on their doors or yelling on your way out.
• Use the nearest stairway to exit, NEVER use the elevator.
• Call 911 if no one has done so.
• Assemble across the street and maintain absolute silence so instructions can be heard.
• Wait until the appropriate officials indicate that you can re-enter the building.

If the Fire Is Not In Your Room:
• Stay inside your room and listen for instructions from firefighters unless conditions become dangerous.
• If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
• If you can exit your apartment safely, follow the instructions above for a fire in a room.
• If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
• Seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
• Open windows a few inches unless flames and smoke are coming from below.
• Do not break any windows.
• If condition in the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
• If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

If you ever see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest to your room. It is extremely important that you familiarize yourself with all applicable fire safety procedures. Pulling a false fire alarm is against the law. Residents will be evicted and are subject to punishment to the fullest extent to the law. As a resident you are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents’ homeowner's or tenant homeowner’s insurance policy through a rider.

**IDENTIFICATION CARDS AND KEYS**

Each EHS resident will be issued a photo ID card to enter the building and their room. All students are required to carry their ID at all times and must present it to the security guard before they can be admitted to the residence. Replacement cost for the photo ID is $20.00. Make sure that your ID card is nowhere near any magnetic objects such as any cards with a magnetic strip in your wallet; do not place your card key on top of your TV, computer, DVD player, stereo, or any other appliances. Doing so will wipe out your programmed card and it will not work in your lock.

Do not force or slide your key in the lock too fast. This will cause the yellow and red lights to flash and your key will not open the door. Also, it is important that you put the key in slowly and all the way in, so the card can register. Upon entering, make sure that the deadbolt on your lock is retracted fully in the door before closing. If this is not checked, it will ruin the door jam and the lock will not close. The more that you force it closed, the worse the lock will get until it completely stops working. To ensure that your deadbolt is fully retracted, pull the inside door handle down. Should you experience difficulty other than described above, please place a work order by logging in the EHS Member’s Only website at www.studenthousing.org/login.
All ID/Keys are the property of EHS, and must be returned when you finish your stay with us. Lost or stolen ID/keys should be reported immediately to the EHS office. Do not install any additional lock on your room.

A mailbox key will be issued upon return to Student Life of your Room Condition Report (RCR). Cost to replace a lost mailbox key is $20.00 (rates subject to change).

**INSURANCE**

We strongly recommend that all students are covered under a health, as well as homeowners, insurance policy. If you receive treatment for an emergency situation, or if you are checked into a hospital, your medical insurance should cover the cost.

Students are advised to check for possible coverage of personal belongings and other items under their parents'/guardians' homeowners' or renters' insurance. Additional insurance for student property is recommended and is available from National Student Services, Inc., a commercial insurer. (They can be reached at 800-256-6774 or http://www.nssinc.com.) Please note that EHS is not affiliated with National Student Services, Inc., and we make no representations or warranties regarding the services they offer or provide.

**MAIL**

To receive mail, use the following address and instructions:

Your Name
Room #
c/o EHS Residence
481 Eighth Avenue
New York, NY 10001

Our mail center will be located on the 17th Floor. We recommend that you do NOT have CASH/VALUABLES sent to you through the mail. When you check-out, you MUST fill out a change of address form (available at the Post Office) and mail it to the Post Office. Only first class mail will be forwarded. Visit their website at www.changeofaddress.com

**MAINTENANCE PROCEDURES**

If your room or the provided equipment and furnishings in your room require any repair or maintenance do not repair it yourself.

There are two ways to Report a Maintenance Issue in Your Room:
1. Log in the EHS Member’s Only Website at www.studenthousing.org/login, click on "Request a Repair" box and follow the below Tips.
2. If you are unable to submit your work order online please visit the Student Life Desk or email us at NewYorker@studenthousing.org you can also call us at 212-994-88150.
General maintenance and routine repairs (such as a clogged toilet, leaky faucet, blown fuse, water leak, or furniture/appliance maintenance, etc.) are performed without charge to students. We encourage you to report damage immediately upon discovery. Neglecting to report a problem (leaky faucet, water damage, etc), could lead to further, more complicated problems later.

Emergency repairs include major leaks and flooding, inoperative door locks and any problem that endangers property or safety. In case of an emergency; contact the EHS office, your resident advisor, or security immediately.

Residents are not permitted to paint or make any alterations to their rooms. If you damage anything, you will have to repay the building for the cost of repairs (or replacements). EHS cannot service or repair any furnishings or equipment provided by students.

Do not put any nails, screws, hooks or any sticky substances in/on the wall. You will be responsible for any damage caused to the room. For safety reasons, do not try to clean the outside surface of your windows. Do not remove or tamper with your room’s cable hookup, window treatment or window air conditioner. Do not sit on ledges or lean out windows, this is for your own safety! Do not put anything on top of radiators or on window sills-a small potted plant that falls out a window could potentially injure a pedestrian. Never attempt to exit through windows.

Tips when Entering a Room Repair Online:
- Be sure to fill in all fields marked in RED.
- For the “Room #” field enter “NY” then your room #.
  Example: NY-1745
- After inputting your room # the correct way you must Click or Tab away from the “Room #” field, failure to do so may delay your service request.
- Create a separate work order for each maintenance issue in your room. Do NOT place multiple problems in one work order.
PACKAGES

There is a package room next to the mailboxes on the 17th floor. Package room hours are posted daily. Students can pick up the packages during operational hours. We recommend that if you must have valuable sent to you that you have them sent through a mail courier service that can track the items. We are not responsible for items lost that cannot be tracked to the building.

ROOM ASSIGNMENTS

Room assignments will be made solely by Educational Housing Services and/or by your school/university. Both reserve the right to change room assignments as reasonably required and will do its best to accommodate roommate requests. In the event of a roommate conflict, EHS reserves the right to relocate one or all roommates to another room equal to resident’s current rental payment. Roommate changes are subject to a full review by the EHS Residence Director. In the event that EHS determines that you do not fit into a positive environment, this will constitute termination of your contract.

ROOM CONDITION REPORT FORM (RCR)

Once you move in, it is required that you complete a Room Condition Report within 24 hours upon your arrival. You are responsible for reporting any damage that may be in your room upon move in. Failure to do so may cause you to incur damage costs at the end of your stay.

TELEPHONE SYSTEM

EHS supplies a landline telephone per student. You will receive free national long distance service including incoming and outgoing calls. International calls will require a phone card. Each student will also have their own phone number with access to voicemail service. For instructions on how to use your phone double click HERE to see the Phone Guide.

If you need any help with your telephone please contact RCN at 347-272-1231

TELEVISION

Cable TV service is already available in you room. Each room is equipped with a Television with a remote control. Each television has access to RCN’s 100% Digital Cable TV Lineup. Pay-Per-View (PPV) events can be ordered with a Credit Card by calling 877.RCN.7000 (877.726.7000). If you need assistance navigating the On-screen Guide or setting up your voicemail, please call 347-272-1231 or pass by the Student Life Office. To see the Cable Guide double click HERE
Here are your channels (Schedule information and channel descriptions are available in the On-Screen Guide subject to change without notice):

### Full Basic Service

<table>
<thead>
<tr>
<th>Channel</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
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<td>3</td>
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<td>WNBC</td>
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<td>FOX</td>
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<td>WXTV</td>
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<tr>
<td>7</td>
<td>WABC</td>
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<td>8</td>
<td>RCN-8</td>
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<td>9</td>
<td>WWOR-My9</td>
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<td>10</td>
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<td>11</td>
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<td>QVC</td>
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<td>WNET-Thirteen</td>
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<td>14</td>
<td>WLNY-TV95</td>
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<td>15</td>
<td>WJNN</td>
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<td>16</td>
<td>RNN</td>
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### Digital Vision Plus

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<td>Current</td>
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<td>144</td>
<td>Tennis</td>
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<td>Speed</td>
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<td>146</td>
<td>FUEL</td>
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<td>147</td>
<td>64</td>
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<td>148</td>
<td>Kids 13</td>
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<tr>
<td>149</td>
<td>Toon Disney</td>
</tr>
<tr>
<td>150</td>
<td>Noggin</td>
</tr>
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<td>151</td>
<td>Nick GAS</td>
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### Premium Channels

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<td>402</td>
<td>HBO Family</td>
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<tr>
<td>403</td>
<td>HBO Comedy</td>
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<td>404</td>
<td>HBO Zone</td>
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<td>405</td>
<td>HBO Latino</td>
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<tr>
<td>406</td>
<td>HBO On Demand</td>
</tr>
<tr>
<td>407</td>
<td>STARZ!</td>
</tr>
<tr>
<td>408</td>
<td>STARZ! Edge</td>
</tr>
<tr>
<td>409</td>
<td>STARZ! In Black</td>
</tr>
<tr>
<td>410</td>
<td>STARZ! Kids and Family</td>
</tr>
<tr>
<td>411</td>
<td>STARZ! Cinema</td>
</tr>
<tr>
<td>412</td>
<td>Encore</td>
</tr>
<tr>
<td>413</td>
<td>WAM!</td>
</tr>
<tr>
<td>414</td>
<td>Encore Love</td>
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<td>415</td>
<td>Encore Westerns</td>
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<tr>
<td>416</td>
<td>Encore Mysteries</td>
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<tr>
<td>417</td>
<td>Encore Action</td>
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<tr>
<td>418</td>
<td>Encore Drama</td>
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<tr>
<td>419</td>
<td>Slice!</td>
</tr>
<tr>
<td>420</td>
<td>STARZ! On Demand</td>
</tr>
</tbody>
</table>

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WHEN IT’S TIME TO LEAVE

While we are sad to see you go, we want to ensure that you follow the appropriate check-out procedures below:

Please note that you are responsible for the following CHECK-OUT PROCEDURES:

- Schedule a check out time in the Student Life Office prior to your departure date (at least 72hrs in advance).
- Clean and remove garbage/derbies and all personal belongings from your room.
- Notify companies and the Post Office of your address change.
- When your check-out appointment arrives, you must have already removed all personal belongings and debris from your room.
- Be sure that all the furniture provided is in its original place and is in good condition.
- Return your Picture ID/key card and mailbox key to the staff member that checks you out.
- Complete any paperwork with forwarding address/email, etc.
- If applicable, provide credit card information to the EHS staff member that checks you out for any damages and unpaid fees/fines. For a list of charges please check our ‘Damages’ section.

KEEP IN MIND THAT...

1. Failure to make an appointment for a room inspection will result in an ‘Improper Check Out’* fee to be applied to your account.
2. After you depart, EHS will no longer accept any mail or packages in your name. Also, any current mail/packages you fail to retrieve from us will be returned to the sender. To change your address you must personally go to the closest Postal Services to change your address.

*An improper check-out includes but is not limited to: failure to make a check out appointment or failure to keep an appointment, etc. All students who neglect to follow the check-out procedures are subject to a $150.00 fee (rates are subject to change).

*If you need an extension for a later departure date you must contact the Residence Director of your building at NewYorker@studenthousing.org or by calling 212-994-88150. You can also speak to your school or university.

Please keep in mind that we might be coming by your room between the hours of 10am-5pm to do a preliminary damage room assessment. We will give you prior notification and you do not have to be present during this inspection.

If you have any questions please stop by the Student Life Office or by calling us at 212-994-8813. You can also reach us by email at NewYorker@studenthousing.org.

When you check-out, you must fill out a change of address form at www.changeofaddress.com or pass by the closest Post Office located at 411 Eighth Ave, New York, NY 10001 (Phone: (800) ASK-USPS). Only first class mail will be forwarded.

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COMMUNITY AREAS
In the lower level the New Yorker Residence, EHS residents will be able to enjoy a fully equipped workout facility, free of charge. You will need your room key for entry. Please keep this area clean at all times and be considerate about the time spent on each machine. All residents must agree to the EHS Fitness Center Waiver in order to access the facility upon check-in. The following is a listing of equipment in the fitness center. Please note that items are subject to change without notice.

**Equipment**
- Bicep Curl
- Triceps Extension
- Seated Row
- Chest Press
- Shoulder Press
- Lat Pull Down
- Seated Leg Curl
- Leg Extension
- Leg Press
- Dip Bench
- PTS Glide
- Four Bikes
- Four Treadmills
- Four Elliptical
- Ab-X
- Back Bench
- Three TKO Balls
- Six Stretch Pads

**ACCESS**
Educational Housing Services (EHS) reserves the right to reduce Fitness Center hours and may temporarily close each semester for maintenance purposes. We reserve right to close the Fitness Center due to weather and on public holidays and will be held harmless should the facility be unavailable for use at this time, or due to damage by fire, acts of God, catastrophe, accident, or other reasons beyond the control of EHS.

In the event of an emergency within the Fitness Center, notify a staff member immediately, and follow the staff member's instructions. If you have an injury or adverse reaction to exercise, please alert the staff so they may contact emergency services to assist you. Staff will call 911 in case of any emergency.

**EQUIPMENT USAGE**
- We recommend lifting with a partner whose strength is similar to yours, and if without a partner to avoid lifting weights over or above the body.
- No Olympic lifting is allowed- this includes cleans and snatch with barbell OR dumbbells. We do not have the space for these lifts to be safe.
- We recommend using the safety stop clip located on all treadmill consoles.
- Do not share equipment and allow others to use your machine when doing multiple sets.
- Please report equipment failures to the staff on duty.
- Weight collars, pins, clips and Smith machine safety hooks MUST be used.
- Re-rack all weights/plates to their designated storage areas. Please do not over stack racks.
- No weight lifting chalk is permitted.
- There is a 30 minute time limit on individual cardiovascular machines during busy times.
- Members should clean equipment with wipes. Wipe down cardio machines and weight machine seats/benches. This will prolong the life of the equipment and health of users.
- Weights are not to be stood on, or leaned against walls, pillars, equipment, or mirrors. Weights should not be dropped.
- Patrons should use extreme caution when lifting weights to avoid potential injury to themselves or others. Top loading additional weights onto weight stack machines is unsafe and is prohibited. Please use courtesy and consideration for others when using weight equipment.
- Patrons with excessive body odour will be asked to correct the problem immediately. If this condition persists, the patron will be asked to leave the facility.

**MEMBER CONDUCT**

- No gum chewing, food, or drinks (except water in closed, plastic containers) is allowed.
- NO CELL PHONE USE is allowed in the facility Patrons should not videotape or photograph any other patrons using the Fitness Center.
- Personal trainers not hired or authorized by Educational Housing Services may not train clients within the Fitness Center. If found to be doing so, the trainer and client may lose membership privileges.
- No smoking, drugs, or alcohol are permitted and members may not use equipment while under their influence.
- Loud and/or abusive language is not permitted.
- Vandalizing or defacing materials or property including equipment, furniture, walls or any other aspect of the Fitness Center is not permitted.
- Residents and/or guest should not remove materials, equipment or property from the Fitness Center without authorization.
- Indecent exposure, voyeurism, exhibitionism, or other lewd and lascivious acts is not allowed.
- Patrons should wear a shirt and/or closed-toed athletic shoes.
- Skateboards, in-line skates, roller skates, scooters or other sports equipment are not allowed within the facility.
- Sleeping in the Fitness Center is not allowed.
- Everyone must clean up after oneself while using any part of the facility; this includes re-racking weights when finishing a set in the free weight area.
- Smoking or use of tobacco products is not allowed.
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs is not permitted anywhere in the residence hall including the fitness center.

Below are some general recommendations for before and after using the Fitness Center:

**Warm Up**

Before you may start your routine you should warm up. Your warm up should be gradual to give the body time to get the blood flowing before you stretch. Muscles can be injured if they are not warmed up before stretching. Ride a bike, jump rope or walk for one to two minutes. Stretch generally but gently. Do not bounce during stretching or exercise and never bend and twist your back.
Cooldown
The cool down is very important because it is the time when your body is returning to pre-exercise temperature. After completion of your workout, you should ride a bike or walk slowly waiting until your pulse (heart rate) is under 100 beats/minute. The time that it takes for your heart rate to return to normal is a good gauge of your aerobic fitness. The faster that you recover the more fit you are becoming.

The cooldown is the best time to stretch but be sure your heart rate (pulse) has begun to slow down before you start to stretch. Stretching improves flexibility, helps to prevent soreness and completes the cooldown process.

FOOD WARMING AREA/LOUNGES

There are three food warming areas available for your use. They are located on the 9th (Room 901), 16th (Room 1662) and 17th (Room 1714) floors. Please use the area closest to your room. Please help maintain it by cleaning the area when you have completed your cooking. Do not leave the kitchen while your food is cooking. Under no circumstances are you allowed to have any cooking appliances that are not supplied by EHS in your room (George Foreman grills, toasters, hot plates, coffee makers, etc). There is a central kitchen for your cooking needs. If you are caught with an appliance, there is a penalty fee of $100.00 and the loss of your appliance.

LAUNDRY ROOM

The laundry room is located in the lower level of the New Yorker Residence. In order to use the machines, you must first purchase a $5.00 card then add money to it for your wash and dry. It is important to keep this card throughout your stay. Please note that you need a $5 bill to purchase a card and to add value to it, you can only use $5, $10 and $20 bills. Each load of laundry to wash will cost you $2.00 and a 60 minute dry cycle is $2.

Using Your Laundry Card is as easy as 1-2-3!
1. Insert your Unique Laundry Card into the card slot with the chip facing upward and forward. Insert all the way. Leave the card in the reader.*
2. Select your desired cycle. The reader will automatically deduct the price of the cycle and display your new balance.
3. Remove the card only when prompted.
* If your balance is less than the cost of a wash or dry, locate the closest add-value machine. The machine will provide instructions.

There are 14 washers and 14 dryers.

The laundry room is equipped with a state of the art alert system that will let you know by e-mail or text message when your load is ready. Please remember to get your machine number. Once your laundry is done please pick up your load as soon as possible. To get an e-mail confirmation for your load visit www.studenthousing.org/NewYorkerLaundry. Once your laundry is done please pick up your load as soon as possible.
All laundry rooms are monitored by cameras. The Landlord or Licensor is not responsible for items damaged, stolen or removed. Do not leave machines and laundry unattended. The staff will discard any items left unattended. Therefore as a courtesy to others, do not leave your laundry alone for any unspecific time.

If you encounter any problems with the laundry area/machines please do not hesitate to contact us by email at NewYorker@studenthousing.org, call us at 212-994-88150 or pass by the Student Life Office in the 17th floor.

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LOUNGES & COMPUTERS

There are two student lounges in the 16th, 17th and 9th floors. Each lounge has wireless capability, therefore, laptops or any electronic devise with wireless technology can be used in these areas. We urge you to respect this space as we want to keep it open to you all the time. Please clean up after yourself and understand that these spaces are used for all EHS students. Please observe all signage and hours of operations.

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POLICIES
RESIDENCE POLICIES

As a resident you are a guest in our home, and we expect you to act responsibly and appropriately at all times. There are a few very important issues that you need to be aware of and abide by.

**Alcohol**
There is a NO-ALCOHOL policy in the building. All students, regardless of age, must refrain from bringing alcohol into the building.

Students found to be in an intoxicated state (including those who have to seek medical treatment for intoxication) may be subject to the appropriate disciplinary action by the Educational Housing Services, by your school and by legal authorities.

**Amplified Sound and Musical Instruments**
The residence halls are not designed for playing amplified musical instruments or high watt stereo equipment. Students who wish to play or practice should wear headphones or muffle their instruments.

**Bicycles & Rollerblades**
You are permitted to have a bicycle; however, you must store it in your own room. You are also prohibited of riding it anywhere inside the building. If you do use a bicycle, you must walk it into the building from our 35th Street entrance into the service elevators and up to your room. Any bicycle, roller blades (or anything else, including doormats) left outside in the hall is a safety hazard and will be promptly confiscated by the Security staff.

**Bulletin Boards**
Common area bulletin boards are intended to provide a space to publicize community events and provide necessary information to the community. The information distributed via the residence life bulletin boards must be done so with the consent of an EHS staff member.

**Burning Substances**
Burning any substance in student housing is not permitted. This includes, but is not limited to burning candles and incense. Candles are prohibited in the hall. All candles and incense will be confiscated and disposed by staff.

**Cleanliness**
You are responsible, and you share responsibility with your roommate, for keeping your room clean and free of any damage.
Consolidation
Please remember that the double/triple occupancy rooms are intended for two/three residents. When a vacancy becomes available in a shared space, another roommate or roommates will be found immediately.

EHS may show the unit to prospective residents. If you are in a shared unit that has a vacancy, or if you are scheduled to vacate, please be aware that we may show your unit to prospective students. You will be telephoned first and if there is no answer we will knock on your door before entering. You are required to only occupy your side of the room at all times. Please do not allow guest(s) to sleep or settle into the unoccupied space/area, as we may have a new arrival check-in. We will make every effort to give you at least 24 hours notice prior to your roommate’s arrival.

Courtesy and Quiet Hours
It is expected that each resident will extend courtesy and consideration and be sensitive to the needs of other residents at all times. Courtesy Hours are in effect at all times in the residence halls. Each resident and his/her visitors have the responsibility to act with consideration toward other individuals who choose to study or sleep. Quiet Hours are defined as periods of time when noise will be kept to a minimum to allow study and sleep. Quiet hours are in effect each night from 11pm - 9am. Radios, stereos, and televisions must be played at lower volume levels that will not disturb other residents. Quiet Hours are enforced 24 hours/day throughout final exams week (beginning with the first school’s finals schedule).

Damages
If your room has sustained damage beyond the usual wear and tear, the cost of the repairs will be charges to you. Below is a list of charged for items within your room. Just because an item and charge is listed here, does not mean that you have that item in your room. You are, however, responsible for all items that are applicable to your room and residence:

| Exterior Entrance Door               | $75.00  
| Room Sign                           | $75.00  
| Electronic Key Lockset              | $400.00 
| Door Defacement (inside/out)        | $150.00 
| Interior Entrance Door              | $50.00  
| Fire Evacuation Sign                | $50.00  
| Fire Safety Notice                  | $40.00  
| General Room                        | $100.00 
| Smoke Detector Device               | $75.00  
| Overhead Lighting Fixtures          | $100.00 
| Wall Plastering & Painting          | $250.00 
| Ceiling Plastering & Painting       | $250.00 
| Base Molding                        | $150.00 
| Data Modem                          | $150.00 
| Armoire                              | $150.00 
| Door                                 | $150.00 
| Door Knob                           | $50.00  
| Rod                                  | $25.00  
| Shelves                             | $25.00 per shelf
### Bathroom

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Bathroom Door</td>
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<tr>
<td>Bathroom Door Saddle</td>
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<td>Bathroom Lockset/knob</td>
<td>$100.00</td>
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<td>Floor Tiles (per tile)</td>
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<tr>
<td>Shower Rod</td>
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<td>Shower Fixtures</td>
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<td>Basin</td>
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<td>Mirror</td>
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<td>Medicine Cabinet</td>
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<tr>
<td>Medicine Cabinet Mirror</td>
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<tr>
<td>Medicine Cabinet Shelves</td>
<td>$25.00 per shelf</td>
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<td>Light Fixtures</td>
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<td>Sink/faucets/knobs/fixtures</td>
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<td>Tank Toilet</td>
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<td>Toilet Seat Cover</td>
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<td>Towel Rod</td>
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<td>Tub Re-glazing</td>
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<td>Bathroom Door</td>
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### Bedroom

<table>
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<tr>
<th>Item</th>
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<tbody>
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<td>Drawers for beds/desks/nightstands</td>
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<tr>
<td>Desk</td>
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<td>Key Board Tray</td>
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<td>Mattress</td>
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<td>Chair</td>
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<td>Wall Mounted Lamp</td>
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<td>Television</td>
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<td>$70.00</td>
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<td>Remote Control</td>
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<tr>
<td>Cable/Fittings</td>
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<tr>
<td>Blinds (per blind)</td>
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<td>Window Unit</td>
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<td>Air Conditioner Unit (8K BTU unit)</td>
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<td>Floor Tiles</td>
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<td>Base Molding</td>
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<tr>
<td>Microwave</td>
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<tr>
<td>Drawers for beds/desks/nightstands</td>
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Other Charges

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<tr>
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<td>Alcohol</td>
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***Please note that the prices are subject to change and labor and materials may be added as an additional charge for any of the damaged property***

Delivery Services

All residents must pick up their food, laundry and other deliveries in the lobby. Do not ask an EHS staff person or any building staff person to provide this service for you. Please make sure you give all delivery personnel your room or cellular telephone number.

Demonstrations and Rallies

Educational Housing Services believes that members or groups within the EHS community have the right to express their views on a particular issue or cause. Demonstration and rallies, however, should not interfere with the operation of the residence or the institutions it serves. EHS has an obligation to protect the safety and welfare of its students and staff and surrounding community. Therefore, demonstrations and rallies must be nonviolent and considerate of the rights of all members of the EHS community. Demonstrations, rallies, and distribution of materials are permissible in properly designated areas.

Procedure

1. Members of the EHS community (residences and staff) must seek approval to use EHS-designated property and/or facilities for staging a demonstration or rally.
2. Advance notice of a demonstration or rally must be submitted in writing to the Vice President for Student Life. A Demonstration/Rally Authorization form is available through the Student Life office. Demonstration/Rally Authorization forms will be reviewed on a first come, first serve basis.
3. Once approval is granted for a demonstration/rally, individuals organizing the event are responsible for ensuring that it is conducted in a responsible manner.
4. In order to preserve an atmosphere in which a free exchange of ideas may flourish, it is necessary that standards of behavior be maintained to ensure the safety of all members of the EHS community and the unimpeded operation of the company. Hence, EHS reserves the right to take steps to address inappropriate conduct.
5. The location of a demonstration/rally will be clearly defined by the Vice President of Student Life. Participants of a demonstration/rally may not block access to the residence facilities. EHS reserves the right to cordon off these specific sites.
6. Educational Housing Services reserves the right to notify the local police in advance of a demonstration/rally. The police may be on call to prevent any infraction of local laws.

**Note:** Failure to comply with the above guidelines constitutes a breach of agreement and may lead to the cancellation of any demonstration/rally.

**Disruptive Conduct**
Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. No student shall create a condition that endangers or threatens the safety or well being of him/her or others.

**Disciplinary Procedures**
We hope that you will be respectful of all of the policies and procedures that are in place for your safety and security, however, if you are unable to follow the rules, below are possible sanctions for the disruptive behavior:

**Potential Sanctions**
Sanctions may include, but are not limited to:
- Written Warning
- Disciplinary Fines
- Educational Projects
- Community Service
- Restitution for Damages
- Disciplinary Probation
- Imposed Room or Building Reassignment
- Loss of Guest Privileges
- Suspension from the Residence
- Expulsion from the Residence
- Referral to Public Law Enforcement Agencies

**Drugs**
Students are required to abide by all federal, state and city laws and regulations and the policies of the Educational Housing Services, regarding the use, sale, and distribution of controlled substances. Marijuana is an illegal substance and is strictly prohibited in any residence hall. If we find any student or visitor to a residence room to be in possession of or using, selling or distributing marijuana or other controlled substances, (or in the case of prescription drugs, without a valid prescription) within any residence, we will contact the New York City Police Department. Your license agreement will be immediately terminated, all monies paid forfeited and you will be required to vacate the premises.

**Equal Opportunity Housing Availability**
EHS is an equal opportunity organization and offers living accommodations without regard to race, age, color, national origin, or disability as provided for in Title IV and Title IX and sanctions 503 and 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.
Filming
In order to protect residents' rights to privacy and undue disruption of their community you are not permitted to film in any area of the building.

Firearms and Explosives
Firearms, paintball guns, bow and arrows, ammunition, fireworks, gasoline and other combustible or explosive items are prohibited from the residence. If any of these or similar items are discovered, local authorities will be contacted.

Fire Equipment
Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:
- Removing smoke alarm from rooms (this includes taking out batteries or removing from hard wire)
- Removing a fire extinguisher from its prescribed location
- Discharging a fire extinguisher for any purpose other than putting out a fire
- Setting false alarms
- Tampering with the covers on fire alarm pull stations
- Tampering with common area and room sprinkler systems
Any action by a resident, which places other residents at risk, will be lead to the violator being responsible financially to all costs associated. In addition, violator will be subject to disciplinary action taken by EHS, their school and possibly legal authorities.

Gambling
Gambling in your room or anywhere within the residence halls is not permitted.

GUEST POLICIES

The policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. Regardless of length of stay, the guest is expected to abide by all College, building and EHS policies, procedures, regulations and standards. The host is responsible for the actions of his/her guests at all times. Any guest who violated any EHS or building policy while in student housing or other areas is subject to State of New York penalties and will be asked to leave the residence hall.

The following procedures and conditions must be met. It is the responsibility of the host to meet his/her guest in the lobby and to remain with that person at all times when the guest is in the residence hall. All guests must register at the security desk by signing at the registration book and by leaving a valid form of current identification (this must be a valid, unexpired photo ID). When the guest leaves the hall they must be escorted to the lobby by the host and must sign out of the guest registration book. The ID will be returned as the guest leaves the building.
The management maintains 24-hour security in the lobby as well as surveillance cameras in all hallways, elevators and common areas.

**SHORT TERM GUESTS**
Provided that there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term guests (one who stays for a few hours but not overnight) at any time between the hours of 8am and 10pm. Short term guests must leave the building by 10pm, or they will be considered an overnight guest.

**OVERNIGHT GUESTS**
An overnight guest is a guest who visits between the hours of 10pm and 8am, regardless of whether they stay for several hours, or sleep in the room overnight. In consideration to the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. A resident may have only one overnight guest at any given time. Residents are not allowed to have overnight guests during their first week here at the residence. This allows new residents to socialize with their roommates as well as become better acquainted with the residence hall community. Please note, that your school/university may have additional guest policies that you will have to follow as well.

**Residents must adhere to the following procedures and conditions:**
All residents must submit an Overnight Guest Form to the Student Life Office by 10pm for the same day overnight guest. For 4 consecutive overnight guests, forms must be completed and submitted 24 hours prior to the guests’ arrival. To obtain an Overnight Guest Form you can pass by the Student Life Office to pick up one or download it [HERE](#).

- All resident must fill out an Overnight Guest Form for their guest, regardless of guest’s length of stay. All overnight guests must be approved by EHS staff and roommate (if applicable).
- Failure to complete and submit the form in a timely manner will result in a $5 charge, to be paid within 72 hrs of guest’s arrival.
- A resident may not have an overnight guest without approval from the EHS Staff. Overnight guests staying more than 3 nights in a row must also be approved by roommate (if applicable)
- A guest who stays for a single night must pay $5 per night until the 3rd night. A resident that stays from four (4) to seven (7) nights must pay $20 per night. No guest may stay longer than seven (7) nights per month.
- A resident is only allowed to have up to seven (7) overnight guests per calendar month.
- A non-resident may not be an overnight guest in the residence halls for more than seven (7) nights per calendar month, whether the same host or different hosts each night.
- A valid Photo ID must be left with security during the duration of the visitor’s stay; it is the visitor’s responsibility to retrieve their ID upon departure.
- Hosts must escort and sign out their guest at the end of their stay.
- No single room can have more than one (1) overnight guest on any given night.
- No double room can have more than two (2) overnight guests on any given night.
- No triple room can have more than three (3) overnight guests on any given night.
- All residents are legally and financially responsible for the conduct of their guests.
- While in the building, guests MUST BE ACCOMPANIED by their host all times.

**Health and Safety**

Residents are responsible for maintaining a reasonable level of cleanliness in their room and in the building. Keeping food in appropriate storage containers, regularly cleaning the bedroom and bathroom, cleaning eating utensils, promptly disposing of trash, and keeping laundry clean will help keep the room clean and free of pests. In the event that adequate health and safety standards are not maintained or that the condition of the room discourages roommates, EHS will take disciplinary action. Trash must be disposed in designated areas. Students are expected to clean up after themselves. An inability to do this or any deviation from a reasonable disposal method will result in cleaning fees assessed to the student in addition to sanctions.

EHS reserves the right to enter student rooms to inspect and assess health and safety conditions. Scheduled health and safety inspections will occur a minimum of twice a semester. Students will receive notice prior to the inspections. During the inspection, the staff will check for compliance with health codes, fire safety regulations, maintenance problems, and potential physical hazards. Residents will be notified of these inspections at least 24 hours in advance, but may not be notified of the exact time of inspection. If it is found that a resident's room is not up to health and safety standards (i.e. cleanliness, hazardous wiring, etc.) the resident will be given 24 hours to correct the situation. If, upon re-inspection, the room still does not pass, the resident will be charged and will face disciplinary action.

**Interference**

No student shall intentionally or recklessly interfere with an Educational Housing Services Staff member or other college officials exercising her/his assigned duties.

**Intoxication**

Intoxication is not an acceptable justification for irresponsible or inappropriate behavior. Students of legal age who consume alcoholic beverages are expected outside of the residence are to do so in moderation and in a manner that ensures other residents’ rights to privacy, sleep and study. When a staff member is alerted of a resident who becomes incapacitated as a result of drinking or drug use, they will call seek medical attention by calling 911. Residents will be financially responsible for the costs of the medical care including ambulance and/or hospitalization and will face disciplinary action. In addition, loud or disruptive behavior, interference or drinking habits that are disruptive or injurious to the health of individuals will not be tolerated and disciplinary action will be taken which could leave to removal of the building and forfeitures of all monies paid.

**Lock-Outs**

Please understand that it is your responsibility to carry your ID/key with you at all times. Neither security nor the front desk will be able to give you access to your rooms. We will be keeping track
of every lock out and expect that you will adhere to the below policies if you are locked out of your room:

- All Students should go to the Student Life Office between the hours of 10am-10pm
- A temporary room key will be issued and residents will be required to return this key within 10 minutes of issuance, a fine of $50.00 will be charged if not returned within the time (proof of valid identification will be required). The first lock out is free of charge thereafter is $5.00 per lock out.
- Lockouts between 10pm-10am. Students must seek out the security or contact the RA on duty for your school, who will let you in (see on-call calendars for each school/university and EHS are posted).
- Key Replacement: Should any student lose their key, there will be a $20.00 replacement fee.
- Lock Change: Should any student damage their lock they will be billed a $150.00 replacement fee.

Any student who continuously gets locked out of their room will face charges of $5.00 after the 2nd lock out. Should you lose your key, you will be expected to pay for a replacement key in the Student Life Office.

**Noise**

You live in a community where it is essential that you respect your neighbors. Please keep sound levels low within your room and comply with requests to reduce sound levels that are intrusive. New York City ordinances require quiet hours from 11pm-9am. Regardless of the hour, courtesy policies are always in effect. Please respect your neighbor’s space. Repeated violations of the noise policies will subject you to disciplinary action. 24 Hour quiet hours will be in affect during finals. We want to provide students with an atmosphere where they can relax and study. Please adhere to all signage concerning noise and quiet hours.

**Parental Notification**

In accordance with the Higher Education Act of 1998, we reserve the right to contact the parent(s) or guardians(s) of students under the age of 21 involved in dangerous and/or inappropriate behaviors that is threatening to oneself or others. EHS staff members will make a decision on whether to contact parents depending on the severity of the situation.

**Pets**

No animals of any kind are permitted in your room or in the building at anytime.

**Restricted Areas**

EHS occupies the 9th, 14th, 16th, 17th and 18th floors. Just as hotel guests are not permitted on our five floors, you are not permitted on any hotel guest floors or any commercial floors. There are cameras throughout the building and any student found in a restricted area will face disciplinary action. Residents are strictly prohibited from going into certain areas including but not limited to: electrical closets, storage closets, areas in basement level besides laundry room and service elevators unless directed by EHS and/or hotel staff. Residents cannot take emergency exits unless there is an emergency.
**Rooftops**
Residents are strictly forbidden to be on the roof at any time for any reason (except by the request of a New York Fire Official).

**Security**
There is 24 hour security in the building. Security guards are posted at the entrances of each building and will often do rounds. Do not congregate at the security station. There are also surveillance cameras throughout the building. Please be mindful of your behavior at all times.

**Security Doors**
For your continued safety, each floor has a set of secured doors which require a valid EHS ID/Key for entry. Please make sure you meet your guests at the lobby.

**Signage**
Exhibiting or affixing any sign, advertisement, notice or other lettering, flags or banners on any part of the outside of your room door or the building or inside your room if it may be viewed from the outside is prohibited, as is attaching or hanging any projections (radio or television antennas, awnings, flags, banners, etc.) to the outside walls or windows of the building.

**Smoking**
Smoking is not permitted in your rooms or anywhere else in the building. If you need to smoke, please go outside the building but do not hang out directly in front the buildings, and do not block the entrances.

**Solicitation and/or Business**
It is prohibited to conduct any business or commercial enterprise from the building. You are prohibited from unauthorized solicitation, recruitment or membership, subscription, polling, posting, canvassing, or commercial sale of products, services, or tickets in any residence. Under no circumstances is prostitution or escort services permitted in the residences at anytime.

**Sports**
Playing any sports in the hallways or lounges is strictly prohibited. Please take all Frisbees, footballs, etc. outdoors.

**Storage**
There is no storage space available. Please do not bring more personal property than you can keep within your room. Summer storage is also not available and anything left behind will be considered abandoned and you will incur appropriate charges. You may check out local storage spaces such as City Closets or Manhattan Mini Storage for your storing needs.
Threats and Violence
Do not engage in, or threaten to engage in, any behavior that endangers the health or safety of another person or oneself.

Vandalism
Any student who defaces public property or any area in any residence will be subject to disciplinary action, as well as appropriate fines and for cleaning and repairing of defaced area.

Windows
As noted earlier, even a small item that falls or is thrown out your window can easily seriously injure or even kill a passer-by on the sidewalk. Your windows are designed to not open more than a few inches. Do not try to remove these safety devices, and do not ever throw anything out your window. Any violation of this policy, you will be subject to the fullest extent of the law.

Any violation of these rules, or of other policies, whether included in this License agreement or not, may result in the appropriate disciplinary action by EHS (including the loss of your room), your school, and possibly by legal authorities.
SAFETY INFORMATION
IMPORTANT GENERAL SAFETY INFORMATION

No community and/or student residence is 100% crime free, however, most crimes are crimes of opportunity and can be avoided with a little planning and a lot of common sense. By recognizing the types of problems which commonly occur on most student campuses and/or residences, the following tips are designed to educate everyone on how to handle and to respond to different situations.

Good crime prevention is simply residents learning how to avoid becoming victims. Listed below are some safety tips that you need to exercise and adhere to in order to enjoy a wonderful living experience in New York City:

Building Security
Statistics show that 68% of all room thefts occur in unlocked rooms, when the occupant has stepped out for "only a minute". When you encounter a difficulty (trespasser, theft, damage, etc.) in your room, immediately contact Security even if it turns out to be a false alarm. It is better to be safe.

- Always lock your door. Never prop your door. Although you may be inside your room, you may not be aware that your valuable items are in total view near the door.
- Do not leave notes on your door stating that you are not home and times you will be gone. This will definitely attract would be thieves.
- Do not give out your keys to anyone!
- Pay special attention to security precautions at all times especially during breaks.
- Get acquainted with your neighbors on your floor as soon as possible. Every resident has a role to play in security. Part of that role is to know who belongs on your floor and who doesn't.
- Never allow other student's visitor to visit your room without being accompanied by their host. Recognize strangers and never let your guards down.
- Immediately report to either your Resident Advisor and/or EHS if you are uncomfortable with the visitor(s) your roommate has signed in.
- Be assertive where security is concerned. You have both rights and obligation in this regard. You have the right to expect security to consistently challenge you and everyone when entering the building. You have the right to expect fellow residents to follow good security practices and to do things which protect your interests.
- Immediately report to the EHS office if you observe any desk/security not enforcing the policies.

Visitors
It is essential that you are aware that the residence which you reside is a shared community. Be fully aware that by inviting strangers into this community you are placing your roommate and/or neighbors at a potential risk.

- Always ensure that your roommates are familiar with your visitors.
- Never leave a visitor alone in your room.
- Never allow your visitor to travel unescorted throughout the building.
Ensure that your visitor properly fills out the guest log located at the entrance to the resident. Visitors are required to leave a Valid Photo identification card that will remain at the security desk until the visitor leaves the premises.

**Outside Building**

- All residents are required to carry both their EHS ID and room key at all times.
- In the event that a stranger tries to gain access into the building, immediately notify Security.
- Keep your magnetic card and/or electronic key card ready in hand as you approach the building. As you gain access into the building, ensure the door is properly closed behind you.

**Mass Transit**

- When traveling on the New York City transit system, try to purchase a Metro Card in advance in order to avoid using money when traveling late at night.
- While waiting for the subway, stand in the yellow area marked "Off-Hours Waiting Area" or near token booth outside the turnstile until the train enters the station.
- Ride in a crowded car of the train, or ride in the car with the conductor. It's usually the 5th car.

**Public Transportation**

- When traveling by taxicab, make sure the Taxi driver's photo is visible and always request the shortest destination route and a receipt.
- Under no circumstances should you ride in a taxicab that does not appear legitimate or is not a radio dispatched car.

**Metropolitan or Neighborhood Areas**

- When traveling alone or accompanied by others, ensure that your personal items are secured.
- Never open your wallet or purse in a potentially dangerous situation.
- Please avoid anyone asking for money.
- Although the neighborhood appears safe during late hours, always use precaution.

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