Welcome to John Jay’s Residence at the New Yorker Hotel!

Welcome to the John Jay Residence at the New Yorker Hotel with Educational Housing Services (EHS). We have compiled information that we hope will be helpful to you as you plan your move.

**John Jay College’s Check-In:**
Saturday August 22, 2015 from 10:00am – 8:00pm

This is the designated check-in time for John Jay College’s students. If you plan to arrive after the designated John Jay check-in we ask that you do so during EHS’ Student Life Office hours listed below:

**EHS’ Student Life Office, located outside the elevators on the 15th Floor**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Friday</td>
<td>10:00am – 10:00pm</td>
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<tr>
<td>Saturdays</td>
<td>10:00am to 8:00pm</td>
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<tr>
<td>Sundays</td>
<td>11:00am to 6:00pm</td>
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</table>

**John Jay Contact Information:**

- John Jay College Residence Life Office
- Jessica Carson, Residence Life Coordinator
- 524 West 59th Street, Suite L68.24
- New York City, NY 10019
- Office: 212.393.6339
- Email: JCarson@jjay.cuny.edu
- Website: http://www.jjay.cuny.edu/6451.php
- Emergency RA On-Call: 646-772-7246
  (for all emergencies after EHS Student Life Office has closed for the business day).

**EHS’ Contact Information:**

- Educational Housing Services
- New Yorker Residence
- 481 Eighth Avenue, Suite 1545
- New York City, NY 10001
- Office: 212.994.8815
- Email: NewYorker@studenthousing.org
- Website: http://www.studenthousing.org/live/new-yorker
- Emergency RA On-Call: 917-697-9610
  (for emergencies contact office during office hours and EHS on-call if John Jay is not available).

For questions regarding housing assignments, billing, roommates, etc., please contact John Jay Residence Life. For questions or issues regarding the New Yorker Residence’s amenities or facilities, contact the Student Life Office.
Arrival

- Once you arrive to the building, please go directly to the Hotel entrance (on 8th avenue and 34th Street) with a photo ID and let the security guard know that you are checking-in with John Jay/EHS. Take the elevators to the 15th floor and go to the Student Life Office; 1545, right outside of the elevator bank. At the Student Life Office you will be greeted by a staff member who will check you in, provide you with your room number, key/ID card, and other important building information.
- If you have someone helping you move in and in a car, please direct them to the entrance on 35th street between 8th and 9th avenue (left side of the street, right off of 8th avenue) where they will be able to use the service elevators. We recommend for them to start unpacking while you check-in. Please don’t leave your car unattended as they are subject to a ticket and/or the towing of your vehicle. There is a parking garage located next door, or you are welcome to seek out a spot on the street. See below for parking information.
- To help expedite your move quickly, we will have moving carts available to help you unload more quickly. However, we highly recommend that you pack in luggage with wheels as the moving carts are on a first come, first serve basis; and we expect a high volume of move-in.

Parking

You are unable to park in front of the building and you should not leave your car unattended as it is a "No Parking Zone." Therefore, we recommend that someone stays with the car until all of your belongings are in your room. Afterwards, you can move your car to a nearby parking garage or parking space. John Jay College, Educational Housing Services, nor the New Yorker Hotel provide parking.

Meyers Parking Garage | [www.parking.com](http://www.parking.com)
325 West 34th Street
New York, NY
(212) 279-7310

Icon Parking Systems | [www.iconparkingsystems.com](http://www.iconparkingsystems.com)
355 WEST 34TH ST
New York, NY
(212) 868-5893

Central Parking System | [www.nyc.centralparking.com](http://www.nyc.centralparking.com)
1 Penn Plaza
New York, NY
(212) 563-1131

Wizard Parking | [Web Information](http://www.parking.com)
320 West 36th St # 1
New York, NY
(212) 594-7894
Getting Settled:

Although rooms are pre-assigned by John Jay Residence Life, we are unable to give you room numbers until you arrive. In addition, we cannot accept mail or packages for students prior to check-in. We also ask that residents do not have overnight guests (please see Overnight Guest Policy, along with other important policies and documents in the New Yorker Residence Guide) 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. As a resident of the New Yorker Residence, you must adhere to our guest policies and procedures which are outlined in the Student Housing License.

Room Condition Report:

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. You are not permitted to alter the room in any way, remove furniture, de-loft beds, or exchange furniture.

Packing Tips

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, which you may share with others, will fill up quickly. Keep in mind 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. If you are unsure about an item, please contact either John Jay or EHS.

Here is a List of Suggested Items to Bring:

<table>
<thead>
<tr>
<th>Toiletries</th>
<th>Cooking</th>
<th>Bedding</th>
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</thead>
<tbody>
<tr>
<td>Toothpaste</td>
<td>Microwaveable</td>
<td>Regular twin</td>
</tr>
<tr>
<td>Toothbrush</td>
<td>Plates</td>
<td>sheets</td>
</tr>
<tr>
<td>Hand Soap</td>
<td>Cups</td>
<td>Fitted and Flat</td>
</tr>
<tr>
<td>Face Wash</td>
<td>Pots/Pans</td>
<td>Pillows</td>
</tr>
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</table>
Some Other Important Items to Remember:

- Closet space is very 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. The summer can be both hot and cool. 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 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:

These items are prohibited and will be confiscated if found in your room and disciplinary action will be taken by John Jay Residence Life:

- 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 (other than what was issued by EHS).
- Illegal substances of any nature.
- Explosives, fireworks, weapons of any kind, smoke laden materials and/or instrument or such.

John Jay/EHS will conduct semester 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, according to the New Yorker Residence Guide, and only when there is a reasonable cause to believe that a violation has occurred or is taking place. During the inspection, John Jay/EHS personnel may obtain evidence, which may later be used by the law enforcement agencies in the prosecution of criminal behavior.

Mail & Packages

Please note that we do not accept any packages prior to your arrival. Once you check in to receive mail and packages use the following address and instructions:

Your Name
EHS – Your Room #
481 Eighth Avenue
New York, NY 10001

We recommend that you do NOT have CASH or VALUABLES sent to you.

Mail Center Location:

There is a package room next to the mailboxes on the 15th floor.

Residents can pick up the packages during Student Life Office operational hours. New mail is picked up and sorted by 5pm daily. We recommend that you do not send valuable items but if you have to we recommend you send them through a mail courier service that can track the package. We are not responsible for items lost.
Fitness Center

Take advantage of our in-house renovated gym facility featuring strength and cardio areas, located on the 15th Floor!

John Jay/EHS residents will be able to enjoy a fully equipped workout facility, free of charge. The facility is open from 6:00am-12:00 Midnight. 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.

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- 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.

Laundry

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.
Trash and Recycling

Every floor has a trash chute, where you can dispose of your unwanted items. **Garbage BAGS:** should be discarded in trash chute located in **Stairwell B**. **BOXES or Large items:** should be broken down and left outside of garbage chute located in **Stairwell A**.

Keep in Mind:

You MUST present your EHS ID card, every time you enter the building.

There is no smoking anywhere within the building. If you must smoke please do so outside of the New Yorker. Please respect the neighborhood by disposing of your cigarettes in the containers provided.

The New Yorker Residence is a dry building. No alcohol is permitted even if you are of legal age.

Please take advantage of all the great events that are produced for you. You can find great event and building information in our bulletin boards located next to the elevators one every floor.

Local Transportation

The Easiest Way to Move Around New York City is Using the MTA Subway System.

The New Yorker Residence is located close to many lines that can take you pretty much anywhere.

Be sure to buy a MetroCard, this one is required to access the Subway system. Prices vary, but if you are going to be commuting ever day to school we recommend the monthly unlimited pass. You can buy your MetroCard in any subway station, pay with cash or credit/debit card. For more information visit www.mta.info.

**Subway:**

**Train:** A, C, E, LIRR, 1, 2, 3, B, D, F, N, Q, R, V, W  
**Subway stops:** 34th St. Penn Station (A, C, E, 1, 2, 3, LIRR)  
34th St. Herald Sq. (6th Ave) (B, D, F, N, Q, R, V, W)

To find our how to get from one place to another you can go to the MTA website or go to www.hopstop.com