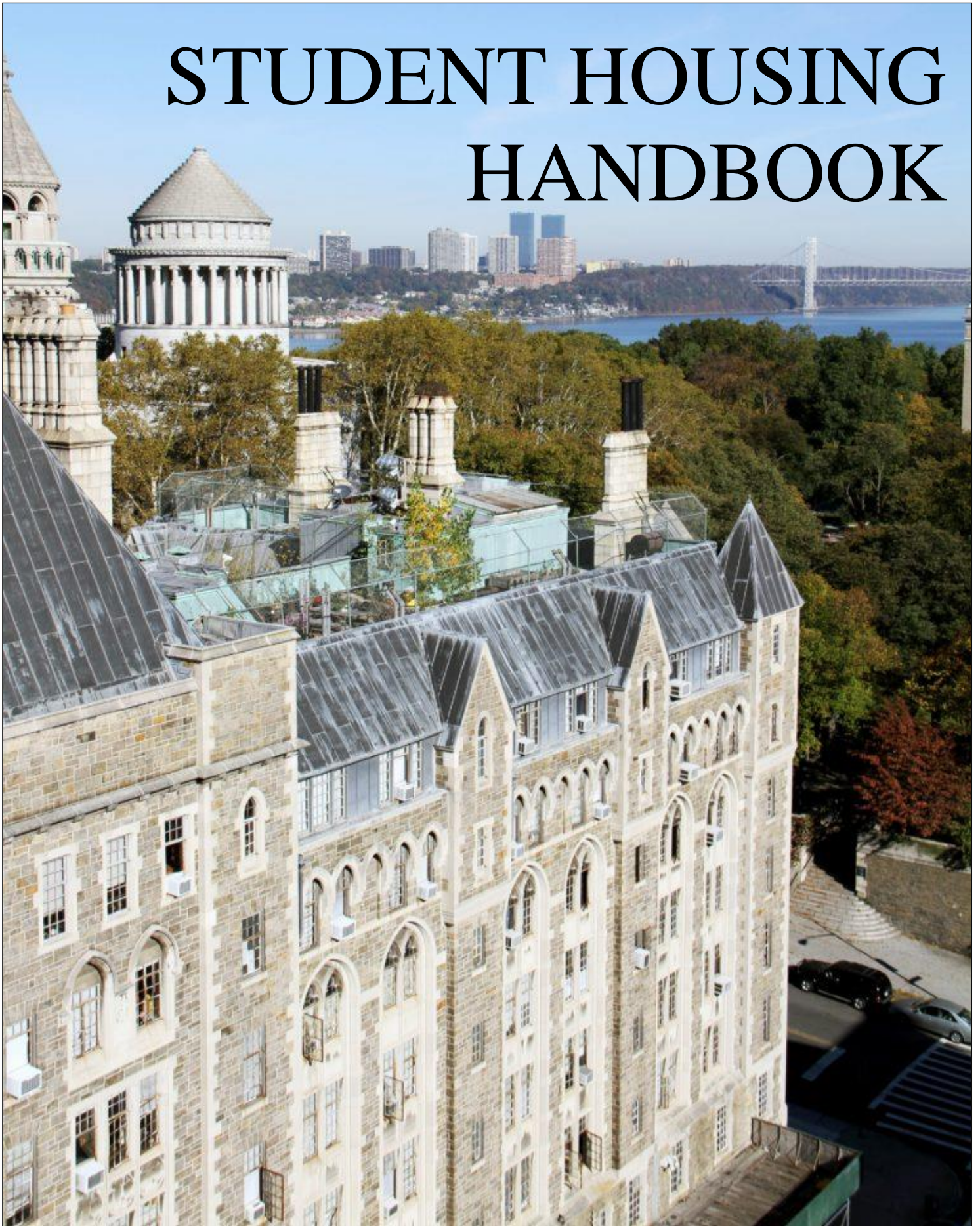


STUDENT HOUSING HANDBOOK



Union Theological Seminary

STUDENT HOUSING HANDBOOK

2019-2020

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INTRODUCTION

This handbook contains information and guidelines on applying for and living in student housing at Union Theological Seminary during the 2019-2020 academic year. Please read it carefully before applying for Seminary housing.

Union Theological Seminary does not discriminate on the basis of race, color, gender, gender-nonconforming, sexual preference, age, marital status, religious belief, national origin, veteran status or disability. Qualified applicants are not discriminated against in the housing process, procedures, assignments or any aspect of housing provisions. The Seminary seeks to provide reasonable accommodations that do not impose undue hardship to qualified applicants.

Union Theological Seminary seeks to foster on its campus an environment that is conducive to the theological education and the spiritual development of its students. The Seminary expects high standards of ethical conduct of all students, staff, and faculty, and it expects the same from family and household members of Seminary residents, and from others who may be on campus as temporary residents or visitors. Disruptive behavior or other conduct that is at a variance with the educational and spiritual aims of the Seminary will not be tolerated. Violations of ethical conduct standards will be subject to the discipline of the Seminary. Illegal behavior, such as illegal drug use, domestic violence, stealing, and other criminal behavior, will be subject to local law enforcement and prosecution. For further details refer to the Student Handbook.

Please contact the Housing Office at 212-280-1301 or ext. 1301, or email at michaelo@uts.columbia.edu with any questions.

RESIDENCE HALL

Currently, Union Theological Seminary operates one residence hall for housing its student:

McGiffert Hall
99 Claremont Avenue
New York, NY 10027

In addition, for the 2019-2020 Academic Term Union has reserved “on-campus” student housing at the International House and Manhattan School of Music both of which are located a block away from campus.

Housing in New York City is scarce, and rental rates for Union residences are below market. Seminary rental charges include all utilities except for telephone, internet connection and cable charges. Wireless access to the Seminary’s internet system is provided free of charge to Union students living in McGiffert Hall.

MCGIFFERT HALL - a seven-story residence hall with both dormitory rooms and apartments is located directly across the street from the central Seminary complex and is connected by a pedestrian tunnel. The residence hall provides laundry facilities, elevator service and a mail room.

Dormitory rooms are on the ground floor and floors one and two. The floors are mixed gender. The Seminary provides a kitchen, and bathrooms on each of the dormitory floors. There is a shared lounge on the 1st floor north for all dormitory residents. The bathrooms are gender neutral; shower stalls are curtained off to provide privacy but do not include latched doors.

Studio and one-bedroom apartments are available in McGiffert Hall. All are self-contained with a private bath and kitchenette.

Limited storage is available. For dormitory rooms, boxes and other items may be stored in a large closet shared by the floor. Items are stored at the residents' own risk. There are no storage facilities for studios and apartments.

FURNISHINGS

All student dormitory rooms and studios are provided with a bed, desk, chair, lamp, and dresser for each student. Sheets, towels, pillows, bedspreads, blankets, and curtains are not provided. A limited supply of dishes and cooking utensils are generally available in community dormitory kitchens.

Furniture is not provided for one bedroom apartments unless available after all furniture needs are met for dormitory rooms and studios.

Seminary-owned furniture may not be altered in any way. Pianos and waterbeds are not permitted in student housing.

Furnishings For International Students - The Seminary provides international students with sheets, pillows, pillowcases and blankets. Household items are the responsibility of the international student.

ELIGIBILITY FOR STUDENT HOUSING

Admission to Union does not in itself guarantee that Seminary housing will be available to the student. However, the Seminary makes every effort to accommodate all full-time Union students who apply for campus housing, renting units at student rates. This includes candidates for Master's Degree programs who register for full tuition units (at least 7 points each semester) and Doctoral Degree candidates who register for full tuition units or are otherwise working toward fulfilling degree requirements on a full-time basis. The number of years a student may occupy Seminary housing is as follows:

Ph.D	Five years*
M.Div/M.S.S.W	Four years
M.Div.	Three years
MA	Two years
STM	One year

*Two of which must be while meeting Residency requirements for the degree. Housing for Ph.D.s who enter Seminary housing after Residency requirements have been met, is limited to three years. (See Ph.D. Handbook)

A student who reduces her/his/their academic load below 7 points in a semester is not eligible for housing unless granted an extension by the Director of Housing in consultation with the Associate Dean for Student Life.

Students taking a leave of absence are expected to vacate the Seminary by the time their leave begins. Exceptions, which are rarely made, must be requested in writing and approved by the Academic Dean and the Director of Housing in consultation with the Associate Dean for Student Affairs. If the request is granted, rent will be charged at *market rate*, not *student rate*.

Students who are placed on academic probation will also be placed on on-campus housing probation. This means students will maintain their on-campus housing during one semester of academic probation. Students who remain on academic probation a consecutive semester will no longer be able to maintain on-campus housing unless an extenuating circumstance affected the student's ability to maintain satisfactory academic progress, such as an illness or personal/family crisis. For complete information on academic probation please refer to the Student Handbook.

Students dismissed or who withdraw from the Seminary are not entitled to remain in housing and must vacate the premises. Housing assignments/leases are automatically invalidated upon dismissal by the Academic Dean or other appropriate officials of the Seminary.

For further information on the process for taking a leave of absence or withdrawing from the Seminary you can refer to the Student Handbook.

Non-degree students are not eligible for student housing.

APPLYING FOR STUDENT HOUSING

An *entering student* is one who has been admitted to a degree program who will enroll at the Seminary in that program for the first time at the start of the next academic year.

A *continuing student* is one who is currently enrolled as a full-time student and who will continue in the same degree program in the next academic year or one who left the status of a full-time student (as for a leave of absence, intern year, etc.) and who will return to resume regular student status.

ENTERING STUDENTS - Students formally admitted to Union Seminary will receive housing information and an application form following their admission and payment of deposit. The application must be completed and returned to the Housing Office within 30 days of receipt with the non-refundable application fee of \$50.00. The deadline is June 1, 2019.

CONTINUING STUDENTS - Students in Union programs received housing information and application forms in February. The completed application was due in the Housing Office by February 17th. **Students already in Seminary housing are not required to pay the application fee.**

Applications from continuing and returning students are processed prior to those from entering students.

Applications for student housing are processed in accordance with the priority categories as listed in this Housing Handbook and by the date the application, including the fee, is received in the Housing Office. Applications by entering students unaccompanied by the application fee will not be processed.

Applications from students who are delinquent in their financial obligations to the Seminary will not be processed until clearance has been authorized by the Accounting Office, and will be considered as late applications if clearance is delayed.

A continuing student who files an application after February 17th will not retain the right to occupy her/his/their current housing space.

Application for housing is for the entire academic year (August 22 to May 21). All continuing students requesting residence during the summer (May 23 - August 21) must file a Summer Housing Application. Students who graduate in May or who will not be continuing at the Seminary the following September will be eligible for summer housing from May 23 - July 22 and must also file a Summer Housing Application. Newly admitted students are not eligible for summer housing. Refer to the paragraph **SUMMER OCCUPANCY** for further details.

ASSIGNMENTS

This booklet sets forth the general principles by which the Seminary intends to follow in the assignment of housing. The Seminary will have sole discretion in the assignment and re-assignment of residences.

The Seminary will assign units on the basis of student preference as indicated on the housing application, as close to the first choice as possible. Students must indicate three choices in order of preference on the Application for Student Housing. It is also advised that students chose where they will not live, such as in International House or Manhattan School of Music.

ASSIGNMENT PRIORITY - Assignment of apartment housing will be made according to the following priorities:

- 1st – Families (spouse/partner and children under the age of 18. Extended family members such as parents, siblings, cousins, etc., does not give you priority for family housing.)
- 2nd - Couples
- 3rd - Single students

In the event that two students require the same type unit, the degree program will determine conflicts. The following degree categories will receive the indicated assignment priority for housing:

- 1st - Doctoral
- 2nd – MDiv/MSSW
- 3rd - MDiv
- 4th - MA
- 5th - STM

When there are students with the same credentials, a lottery will resolve the conflict.

The current student resident of a room or apartment will generally have priority over any other applicant for that space, provided she/he/they maintain eligibility for student housing. This would include any current student who has been accepted into one of the doctoral programs for the following year. Exceptions to this policy are as follows:

1. When the current occupant fails to submit her/his/their housing application indicating that unit as a choice, or fails to obtain clearance from the Accounting Office on the application, prior to the deadline of February 17th.
2. When the size of the current resident's household has decreased, altering priority for an

apartment assignment.

3. If another apartment of comparable size is not available to house a family or couple with higher priority for an apartment assignment. (For example, a single person may be required to vacate a studio or one-bedroom apartment in order to make it available for a couple or family.)

Two copies of a lease, specifying the assigned residence, will be mailed to the applicant or signed in person, by appointment. The lease includes information on the rental charges, the date occupancy begins, the termination date, the deposit required and rules and regulations.

All applicants must provide written acceptance of the assignment offered by returning one signed copy of the lease to the Housing Office, with all required deposits, within 30 days of receipt of the lease. Failure to return the lease by the deadline will constitute a refusal of the assignment. All applicants must sign a lease prior to the occupancy of a dormitory room or apartment. Applicants who cannot be accommodated will be notified in writing and placed on a waiting list for openings.

Applicants are required to notify the Housing Office immediately of any changes in their student or family status that occur after the application is filed. If such a change significantly affects the student's assignment priority, the Seminary may terminate the original lease and if it is possible, re-assign the student as appropriate. Misrepresentation of your family status is grounds for immediate revocation of your assignment and termination of your lease.

If there is a dispute with respect to any housing assignment that cannot be resolved by the student and the Director of Housing, the student may request that the situation be reviewed by the Director of Housing in consultation with the Associate Dean for Student Affairs.

DOCTORAL STUDENT HOUSING

Doctoral students will be eligible for five years of Seminary housing (two of which must be during Residency). In addition, under special circumstances, a student may apply for an additional one-year extension at a higher rate. The Academic Dean, in conference with the Director of Housing will make this decision. The procedure for applying for an extension is as follows:

FEES

APPLICATION FEE - An application fee of \$50.00 must be paid by entering and returning students and by continuing students not presently in Seminary housing. It is paid at the time application is made for housing, and is not refundable.

SECURITY DEPOSIT - All entering and returning students are required to pay a security deposit. The deposit amount is \$900. The deposit must be paid in full before taking occupancy of your room or apartment. Refunded security deposit checks will be processed after the end of each fiscal year (June 30) and mailed within sixty days after final departure provided the room or apartment and all Seminary furnishings, appliances, etc. have been left in good and clean condition. If a student still owes money to the Seminary for tuition and/or rent, the deposit will be applied to the outstanding debt. The student is

responsible for notifying the Housing Office of a forwarding address to which refunds can be mailed.

During check-in procedures the student will sign a form that will give the inventory of furniture and appliances and the condition of the room/apartment.

The Housing Director and/or other Housing staff will inspect each room/apartment after the tenant has vacated. The student will be assessed charges for inadequate cleaning, for damage other than normal wear and tear, and for missing property. If unusual cleaning or repairs are necessary or any Seminary property is missing, the Seminary will deduct from the security deposit the cost of restoring the room/apartment to good and clean condition, including replacement costs.

Students who break their lease will forfeit their security deposit.

CU HEALTH SERVICE FEE - All students residing in Seminary housing are required to enroll in the Columbia University Health Service Fee. This fee cannot be waived. Information is available in the Office for Student Life.

CANCELLATION - Failure to claim the assigned residence in person by the first day of classes will cancel the assignment, unless written notification of a later arrival date has been sent in advance to the Housing Office.

RENT PAYMENTS

Rent payments are due in the Business Office with tuition and other fees for the semester at registration. Part of January rent is included in each semester's cost.

Graduating students who wish to remain in campus housing for the summer after they graduate must pay summer rent in full by May 10th.

Students who receive institutional and/or government aid will have their housing charges subtracted from that aid before any refund is dispersed.

Rental charges apply for the entire month if occupancy occurs prior to the middle of the lease month. When initial occupancy occurs after the middle of the lease month, one-half the monthly rental charges apply. Tenants who vacate an apartment or dormitory room on or before the middle of the lease month will be charged one-half the monthly rent for that month. Tenants in residence after the middle of the lease month incur charges for the full month.

Failure to pay rent due for one month may result in the loss of assignment priority, and will suspend action on further housing application unless approved by the Business Office. More serious default on rental payments may result in the termination of the lease and legal proceedings against the tenant, unless payment arrangements satisfactory to the Business Office are made.

HOUSING RATES 2019-2020

UNION STUDENTS

<u>RENTAL UNIT</u>	<u>RATES</u>		
	Academic Term	Semester Rates	Monthly Rates
SINGLE ROOM*	\$7,506	\$3,753	\$834
LARGE SINGLE ROOM*	\$9,000	\$4,500	\$1,000
I-HOUSE DORM ROOM	\$9,000	\$4,500	\$1,000
MSM DORM ROOM (DOUBLE OCCUPANCY)	\$6,750	\$3,375	\$750
STUDIO	\$13,680	\$6,840	\$1,520
ONE BEDROOM	\$17,469	\$8,734.50	\$1,941
TWO BEDROOM	\$19,575	\$9,787.50	\$2,175

*Second person in dorm room will incur an additional \$700 per term or \$350 per semester.

SUMMER OCCUPANCY

Due to impending construction to Hastings Hall beginning June of 2019, academic term leases end on May 22nd. No person is entitled to remain in Seminary housing beyond this date without specific approval, and without incurring summer rental charges. Students will need to move to McGiffert Hall for the summer. For current residents, the Summer Housing application was due January 25, 2019. Newly admitted students are not eligible for summer housing. If approved, summer leases will be issued as follows:

Continuing students in 2019-2020
(Rent may be paid on a monthly basis)
May 23 to August 22

Students graduating in May 2019
(Rent due in full by May 10, 2019)
May 23 to July 22

If not applying for summer housing the room/apartment must be vacated by May 22nd. Storage facilities are not available. The Seminary will not assume liability for personal belongings.

Continuing students, whose application has been approved for an apartment or dormitory room other than

their current residence, will be issued a lease with the earliest possible effective date, subject to availability.

ARRIVAL

OCCUPANCY DATES - Leases for entering and returning students take effect on August 22nd. Students who volunteer for Orientation activities may arrive as early as August 20st.

CHECK-IN PROCEDURES - **Check-in day is Friday, August 23rd.** Check-in day for International Students is Tuesday, August 20th. Upon arrival at the Seminary, students are to register with the Housing Office, complete the check-in form, sign the inventory form and pick up the necessary keys. Check-in must occur between the hours of 9AM and 5PM. **All residents check-in at the Lobby of McGiffert Hall.**

Apartment/room and building entrance keys will be distributed by the Housing Office to all arriving students who have returned the lease and paid the security deposit and all other applicable fees. Students assigned to International House of Manhattan School of Music will pick up their keys at those institutions.

FACILITIES SERVICES

The Facilities staff cleans student rooms and apartments for new tenants. The staff cleans the corridors, elevators, public areas and communal bathrooms in the residence halls on a regular basis. The Facilities staff cleans communal kitchens three times a year - August, January and June. Dormitory residents are responsible for the cleanliness of their communal kitchen on a day-to-day basis and all its appliances and furnishings. This needs to be a cooperative effort by all residents on the floor.

The Facilities Office schedules housekeeping and maintenance services and processes requests for repairs of malfunctioning elevators, kitchen and bath fixtures, radiators, windows, locks, fuses, etc. Requests for repairs or services are made by sending an email to **facilities@uts.columbia.edu**. Service requests can be handled more quickly if Facilities has access to your residence in your absence. If you request an appointment time, please email Facilities and include hours between 8 am and 4 pm when you can be home, and we will set up an appointment.

If you feel your request has not been attended to within a reasonable period, please visit the Facilities Office, Room A-39, or call the office at 212-280-1300.

The Seminary provides for pest extermination of all dormitory rooms and apartments on a weekly basis. Anyone wanting this service should send an email to Facilities or go to the Facilities Office to fill out a work order form. The exterminator is on campus every Wednesday.

The Seminary reserves the right of emergency access to any room or apartment (see rule 24, Entry by Landlord in Rules and Regulations of the lease).

BEDBUGS

Bedbugs continue to be a problem in New York City. If you suspect that you have bedbugs contact the Facilities Office and/or Housing Office immediately. The sooner the problem can be attended to and rectified the better. The Facilities Office will provide information on how to prepare your unit for the arrival of the exterminator. They can also assist with funds to help with your laundry. Bedbugs can be very insidious. Once again, an immediate and thorough response will help to contain and eliminate the

problem. There is also a Pack-Tite bedbug killing heater available in the McGiffert laundry room. Instructions for its use are posted alongside the machine in the laundry room. There should not be a stigma associated with bedbug infestation. They have been at the Walden after all so please report them ASAP and your case will be dealt with respectfully.

It is advisable for all residents to purchase bedbug proof mattress covers for their mattresses.

STUDENT LIFE ASSISTANTS

Student Life Assistants (SLA) serve as an important communication link between student residents and Seminary staff. They are available to provide peer counseling, support, and conflict resolution. SLA's facilitate community building and serve as advocates/liaisons for housing related issues.

SLA's, meet regularly with the Associate Dean for Student Affairs and the Director of Housing to discuss problems and other matters of interest to student residents. SLAs make every attempt to greet new students moving into Seminary housing and help plan and implement meetings and activities for residents.

MASTER KEY POLICY -SLAs are sometimes called upon to open rooms or apartments for residents who have locked themselves out. Residents are allowed two lockouts per year before incurring a penalty fee of \$10 per lockout. This amount is charged against the residents rental account.

Otherwise, master key entry by a SLA into a resident's room or apartment is permitted only under the following circumstances:

- with permission of the resident;
- with the authorization of the Dean, Director of Housing or Associate Dean for Student Affairs (in cases, for example, where an alarm or phone is incessantly ringing);
- in the case of a life-threatening emergency.

While it is expected that each student will directly and responsibly address difficult situations which may arise in residence life, the SLAs can, when necessary, offer assistance in resolving difficulties with other residents, securing necessary building repairs or services, etc.

TELEPHONES

An inter-seminary telephone system connects McGiffert Hall and Seminary offices. Most residents have mobile lines through their vendor of choice. Residents wishing to arrange for a land line in their unit should contact carrier of choice i.e., Spectrum at number listed below or Verizon at (800) 837-4966.

CABLE

Tenants wanting cable service need to contact Spectrum at 212-358-0900. The McGiffert Hall address is 95-99 Claremont Avenue. If you just give them the 99 Claremont address they will tell you that such a building does not exist.

McGiffert Hall has wireless internet connectivity. You will need to contact the Seminary IT department to have them program the password into your computer.

MAIL

Mailboxes are available in McGiffert Hall for residents of that building. A desk attendant is 24/7 to distribute packages.

The address for McGiffert Hall is: **99 Claremont Avenue, APT __, New York, NY 10027.**

FORWARDING MAIL - For departing residents, only first class mail will be forwarded for up to two months. As the Seminary is a *drop-off* location, the U.S. Postal Service will not forward your mail. To receive magazines, phone bills, credit card bills, personal letters, etc., at a new address, residents must make arrangements on their own.

Residents, who want their mail forwarded while away from the Seminary, should arrange with either the McGiffert Desk Attendant or the Seminary Mail Room Attendant. The Seminary does not provide postage.

PARKING

Students are strongly advised not to bring automobiles to the Seminary as there is no student parking available. Off-the-street public parking is very expensive; parking a car on the street in New York is both very inconvenient and highly risky. The Seminary is not responsible for any theft of or damage to automobiles parked on the street.

PETS

Due to the nature of our housing supply for 2019-2020 any student not currently in Seminary housing with a registered pet will not be permitted to have a pet. International House and Manhattan School of Music have a NO PET policy.

All pets must be registered with the Housing Office. Pet owners must adhere to the rules and regulations of the City of New York for keeping pets in the city.

By New York City law, animals must be on a leash when out of the apartment, and dog walkers must pick up their pet's refuse from sidewalks, parks, streets, etc., and dispose of it properly.

For students currently living in Seminary housing with a registered pet, pets are permitted in apartments and the 1st floor North of McGiffert Hall provided they do not create a nuisance for other residents and the owners assume responsibility for cleaning up any accidents that may occur in the public areas of a Seminary building or grounds and for the safety of other residents. Examples of nuisance behavior for the purposes of this paragraph are:

- a. Pets whose unruly behavior causes personal injury or property damage.
- b. Pets who make noise continuously and/or incessantly for a period of 10 minutes or more to the disturbance of any person at any time of day or night (check local animal nuisance laws).
- c. Pets in common areas who are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in a pet carrier.
- d. Pets who relieve themselves on walls or floors of common areas.
- e. Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.
- f. Pets who are conspicuously unclean or parasite infested.

Pet owners on the 1st floor of McGiffert are required to participate in meetings with other members of the floor *and the Student Life Assistant to ensure that pets and residents coexist peacefully.* Depending on the pet population of the floor on any given year, 1st floor residents may be restricted in the number of pets allowed on the floor.

Residents are restricted to two pets per dorm room/apartment.

It is expected that owners of pets will be responsible members of the community by ensuring that their pets do not disturb or harm other residents. It is also expected that residents will prevent odors from litter boxes, bird cages, etc. from permeating the residence halls, disturbing other residents.

Pet owners will be assessed a cleaning fee if it is determined that their pet has soiled carpeting or other Seminary property.

Any pet owner unwilling or unable to abide by these rules may be asked to remove their pet from Seminary housing. The resident also risks losing their housing eligibility.

FIRE SAFETY

Each room or apartment is equipped with a smoke detector. The Facilities Office staffs inspect smoke detector in every residential unit when vacant. Current smoke detector batteries have a life span of ten years. Please report any beeping and facilities will repair/replace your battery or detector. **Residents will be fined \$100 for each deactivated smoke detector.**

Fire evacuation signs are posted on each floor of the residence halls. Residents should familiarize themselves with their building and stairwells to know how to evacuate in case of a fire or other emergency. Residents will be asked to volunteer to serve as Fire Wardens for their floor to assist in fire drills or any necessary evacuation of the residence halls. Unannounced fire drills are held on a quarterly basis.

Tot Finder and Pet Finder decals are available in the Housing Office for residents with children and pets. These decals should be placed in windows and on the outside of apartment doors to alert the Fire Department that pets and children are in your room or apartment.

For more information on our Fire Safety program please refer to the Emergency Response Protocols Handbook.

SMOKING

Smoking is not permitted in any area of the seminary complex. This includes hallways, bathrooms, kitchens, roof, elevators and lobby areas and the Quadrangle.

NOISE

In residence halls the Seminary adopts as general policy an adherence to the laws and ordinance of New York City concerning noise levels, with particular consideration being given to the hours between 11:00 PM and 8:00 AM. Each occupant should be sensitive to the concerns of neighbors living on the same floor, and above and below them. The Seminary is an academic community, and all residents and their guests are expected to cooperate in maintaining an atmosphere and a living condition that are conducive

to a pleasant and agreeable environment.

BICYCLES

Space at the Seminary is limited and rooms are quite small. The Seminary provides bike racks for residents who bring bicycles, but space is very limited. All bicycles must be registered with the Housing Office. Bicycles may not be stored in hallways or stairwells. This is a fire hazard by New York State Law.

RECYCLING

New York City law requires its residents to recycle. Recycled items include paper, cardboard, metal, glass and plastic. Recycling Centers are located on each dormitory floor, floors 2-5 (north end of hall) in Hastings Hall and on the ground level of McGiffert Hall.

The Seminary also works with city government agencies to recycle used clothing and electronics. The clothing recycling bin is located in the McGiffert laundry room. The electronics recycling bin is located in the north quad hallway near Knox Hall.

COMPOSTING

The Seminary participates in the New York City Composting program. There are bins available throughout the seminary.

SECURITY

IDENTIFICATION CARDS - Identification cards are required of all residents, students and employees and must be presented to the desk attendant upon entering the Seminary. This also applies to any spouse, domestic partner and child over the age of 10 years who live in seminary housing. Resident I.D. cards for spouses, partners and children are available. Visit the Union housing webpage to apply.

GUESTS - Residential guests must be announced by a telephone call from the attendant at the security desk. Residential guests will be required to sign-in. Temporary I.D. cards may be obtained for long-term guests through the Office of Facilities or the Housing Office.

Any guest staying on a dormitory floor for more than one night must get a temporary ID from the Housing Office. The residents of the floor as well the Student Life Assistant for that floor must also be informed.

It is important to remember that visitors are guests of the dorm floor community. Residents are responsible for their guests. All guests must adhere to the rules and regulations of the Seminary. The Seminary reserves the right to revoke guest privileges to any visitor or resident who does not comply with the rules and regulations of the Seminary.

DELIVERIES - The security personnel or desk attendant at the building front desk will accept deliveries such as groceries, laundry and food. No delivery personnel are to be permitted beyond the front desk. Residents must arrange to meet delivery personnel in the lobby.

LOCKS - Each room/apartment is equipped with a high-quality dead bolt lock which is very secure when in use. Residents are urged to lock their door, using the deadbolt lock, at all times. Locks may not be changed without the approval of the Director of Housing, and then only by Facilities staff. Tenants will be assessed a fee of \$125 to have their lock changed.

BUILDING ACCESS - McGiffert Hall may be accessed by a key or by a buzzer system via Claremont Avenue, 122nd Street and the Seminary tunnel. Visitors can access the building at 101 Claremont Avenue, the door immediately north of the double door entrance to 99 Claremont Avenue.

KEYS - Residence hall keys may not be duplicated outside the Seminary, or given to persons not listed with the Housing Office as official occupants of the living unit. Replacement of lost or stolen keys will require a non-refundable charge of \$5.00 per key.

These routine security measures are necessary for the safety and security of the entire Seminary community. All residents share responsibility for the security of their building. Carelessness with keys, propping doors open, or failure to observe procedures for screening visitors may endanger residents and their property.

The Seminary is not responsible for loss of personal property. Students are encouraged to purchase apartment insurance in an amount equal to the value of their belongings.

The Office of Housing and Campus Services is a member of the Advisory Committee on Campus Safety (the “Advisory Committee”) charged with the responsibility, together with the Seminary’s existing Facilities Department staff, to advise the administration on key issues regarding the safety and security of the Seminary’s faculty, staff, students, and visitors, as well as its premises and surroundings. This committee is available to the Seminary community to provide information about, or assistance with safety or security issues. For a full description of the Advisory Committee on Campus Safety refer to the Student Handbook.

POLICY ON THE PROHIBITION OF WEAPONS

In accordance with state law [New York Penal Section 265], Union Theological Seminary prohibits the possession of weapons on campus by any faculty or staff member, student, visitor or independent contractor while on the premises of the seminary as well as off-campus on seminary business, whether or not the owner is licensed to carry such weapon.

On duty law enforcement professionals may carry weapons on campus. If they are not on duty when on campus, they must register their possession of a weapon with the Office of Campus Services.

Weapons may include, but are not limited to, guns, ammunition, knives, and explosives of any kind, crossbows, swords, Tasers or similar items with the potential to inflict physical harm. Included are disarmed weapons and simulated weapons which could reasonably cause apprehension. Possession of unlicensed or illegal weapons on the seminary’s campus is grounds for disciplinary action, up to and including termination, or student expulsion.

To the extent permitted by law, the seminary reserves the right to enter any room where a weapon is alleged to be present. This includes residential units, classrooms, lockers office spaces, etc.

SEMINARY DRUG POLICY

The Seminary is committed to creating and maintaining a community, free of alcohol and drug abuse, complying with federal, state and city laws that promote the health and well-being of students, faculty, staff as well as visitors and friends of Union.

Union complies with New York State law and other applicable regulations governing alcoholic beverages for those on the Seminary's premises or participating in its activities. To that end, Union expects that those who wish to include alcohol as part of their activities will do so responsibly, lawfully, and mindfully, with consideration for the needs of the larger community. All members of the Union community (students, faculty, and staff), as well as visitors to the campus or contractors working on the campus, also must avoid, in particular, taking any act or engaging in any omission which threatens the physical or emotional well-being of another person, or which involves the forced consumption of alcoholic beverages or drugs as part of an initiation into, activity at, or affiliation with any group or organization.

Any member of the seminary community who violates Union's alcohol or drug policy will be subject to discipline, which may require the offending party to receive a psychological or medical assessment, and/or counseling and appropriate treatment. Disciplinary action may result in suspension, expulsion, or loss of campus housing.

For the full policy on alcohol and drugs refer to the Student Handbook.

SUBLETTING

Subletting and Airbnb rentals are not allowed. Residents may not sublet any part of their dormitory room or apartment. Doing so will result in the cancellation of the housing assignment on the last day of the last month of the semester in which the lease violation occurred. In the event the violation occurs during the summer, the student will forfeit any future housing eligibility at Union Theological Seminary. Misrepresentation of the truth will result in the loss of tenant's lease and housing eligibility.

INTERNATIONAL HOUSE

EVENTS & PROGRAMING

All Nations Celebration
Documentary Film Series
Fall Fiesta
Humanitarian Efforts

Entrepreneur Lab
Language Exchange
Leadership Training
Speaker Programs

COMMUNITY

A vibrant and diverse home of 700 student, interns, and young professionals from more than 100 countries. Also, benefit from joining a network of over 65,000 alumni.

CONVENIENTLY LOCATED

Centrally located among New York universities and colleges, as well as public transportation. Amenities include Wi-Fi, on-site dining, laundry and gym.

CAFETERIA

International House has a full service cafeteria serving 3 meals per day (2 on the weekends) with a wide variety of options including vegetarian, vegan, and halal. **All Residents are required to pay a meal plan of \$5.75 per day for each semester. Fall semester is charged at 134 days which comes to \$770.50. Spring semester is charged at 151 days which comes to \$868.25.**

FINANCIAL AID OPPORTUNITIES

I-House offers need based aid to Residents to assist with expenses. \$500,000 in need-based financial aid is awarded each year. These opportunities are made possible through the generous support of corporations, foundations and individuals such as alumni and trustees.

ARRIVAL AND CHECK-IN FOR INTERNATIONAL HOUSE

(All Union students will first go to the McGiffert Hall Lobby for Union check-in>)

1. Present a photo ID to verify your identity.
2. Receive a temporary ID, key and mail box key until you can visit the Riverside Front Desk. You must visit the Riverside Desk within three business days to receive your permanent membership card. There are no exceptions to this rule. The Riverside Desk hours are Monday through Friday from 8:30am to 7:00pm and Saturday 8:30am to 4:30pm.

3. Turn in your pink or blue room inventory sheet to the Facilities Department located on the A floor near the Claremont reception desk.

Guests

It is common for new residents to have guests accompany them to help with check-in. If your guest will accompany you to your room s/he will need to be registered at the entrance and leave a photo ID card with the reception staff. There are no exceptions to this rule. To be prepared please read our guest policy.

What to Bring

What is already in your room

A twin-size bed and mattress, desk and chair, dresser, bookcase, lamp, ceiling fan, and linens (a blanket, one set of regular twin sheets, a pillow, and a towel).

What to Bring

Below are other items residents often use while living here. You can purchase many of these items locally. We recommend you prioritize your needs to avoid bringing unnecessary items, as space in your room will quickly fill up!

- Personal toiletries (shampoo, conditioner, soap, toothpaste, toothbrush, etc.) • Hair dryer
- Fan or air conditioner (air conditioner must be approved and installed by Facilities staff)*
- Medicines, bandages, etc.
- Extra bedding & towels (bed size is standard twin). I-House provides one set of bedding, one pillow and one towel.
 - Seasonal items (light clothing, pajamas, & outerwear for spring/summer; warm clothes, pajamas, & outerwear for fall/winter; shoes for snow & ice; umbrella)
- Computer or laptop
- TV (to connect cable service contact Time Warner Cable)
- Laundry bag
- Hangers
- Surge protector
- Voltage converter
- Decorative items to personalize your room

I-House North residents only:

- silverware, pots & pans, dishes, cooking utensils, etc.

I-House South residents:

- shower caddy, slippers, bathrobe, & travel holders for toothbrush, soap, etc. for use in shared bathrooms
- small refrigerator

What NOT to Bring

- Prohibited items such as:
 - Pets of any kind
 - Flammable items (heaters, candles, incense, halogen lamps)

- Dangerous items such as weapons or explosives
- Furniture of any kind
- Mattress (exceptions granted by Facilities Management (FIX) for documented medical reasons with at least 5 days prior notice)

I-House South residents:

- cooking appliances of any kind

You may also choose to not bring the following items, which can be borrowed at I-House:

- Vacuums & other housekeeping equipment
- Clothing irons (for use in the laundry room)
- Sports equipment (basketballs, soccer balls, etc. for use in the gym)
- Printers are available for free in the computer lab (you must bring your own paper)

* Although I-House rooms are not air conditioned, residents are permitted to buy their own air conditioners, provided the units are approved and installed by I-House Facilities Management staff (additional fees apply). Air conditioners must be 5000-7000 BTUs and may be used from April to September.

INTERNATIONAL HOUSE GUEST POLICY

A resident member may have a guest or guests up to maximum of 6 nights within any 30-day period, but only one guest at any given period. (for example, a different guest every few days or the same guest for 6 days. The 6 nights within any 30-day period may be spent as guest of one resident member, or guest of more than one resident member.

A resident member may have an overnight guest. An overnight guest must be registered at a reception desk. The guest will be issued a one- or two-day temporary ID card valid for entry to I-house during that period. Overnight guest ID cards are valid for until 3:00 am the morning after the date on the ID card. These ID cards maybe renewed for additional one- or two-day periods, subject to the limitations of the guest policy. Any unreturned ID cards will be charged to the Resident's account in the amount of \$15.00.

A non-overnight (day) guest can be signed in only between the hours of 7:30 a.m. and 3:00 a.m. All remaining day guests in I-house after 3:00 am shall automatically be considered an overnight guest, and both the resident member and guest shall be required to comply with the overnight guest procedures. Under no Circumstance may a guest stay in a resident member's room without the Resident being present. Generally, overnight guest should be 18 years of age or older. If there is to be an overnight guest under 18 years of age, approval must be granted by the International House Assistant Director of Public Safety. To obtain approval, requests must be submitted in writing to the International House Assistant Director of Public Safety 10 days prior to the guest's arrival and must include written consent from the guest's legal parent or guardian.

Overnight guests under 18 years of age are not permitted in the Pub at any time.

Resident members are fully responsible for their guests and their keys. For public safety reasons, room access card keys cannot be duplicated and I-house staff shall not under any circumstances admit a guest to a residents member's room, unlock or lock rooms at the request of a guest, or hold or transfer room card keys. Resident members are responsible for the conduct and behavior of their guests and for ensuring that their guests abide by the rules and regulations of-I House. Residents are responsible for staying with their Guest at all times while they are on the premises.

Exceptions to the overnight guest policy are made only in emergencies, and requests for an exception must be submitted in writing to the International House Assistant Director of Public Safety 10 days prior to the guest's arrival. Exceptions may be approved in writing on a case-by-case basis. If a second guest is approved the resident must pay \$30 per night for the second guest regardless of the number of days the resident already used for another guest(s) within the same 30-day period. If a resident Submits a request for a guest to extend past 6 days within a 30 day period, and that approval is granted by the International House Public Safety Office, there will be a Resident charge of each additional approved night.

INTERNATIONAL HOUSE ALCOHOL AND ILLEGAL DRUG POLICY

International House complies with all laws concerning alcohol and drug use, manufacture, distribution and licensure. Members of the I-House community must abide by the alcohol and drug policy. The following are types of alcohol and drug-related abuses for which a resident would be in violation of membership in good standing, and may face disciplinary action, including termination of resident membership.

- Possession and/or use of alcoholic beverages at I-House by anyone under 21
- Possession, use and/or distribution of illegal drugs
- Distribution of alcohol to minors
- Manufacture of alcoholic beverages

Alcohol may be consumed by those 21 years and older only in the following locations:

- The Pub
- I-house sponsored events that adhere to I-house regulations
- Private rooms with doors closed

Bring outside alcohol into the Pub and the TV Lounge is expressly forbidden. This is a very serious issue that violates both NY State liquor laws and I-House's alcohol Policy. Consuming alcohol in the Pub that is not purchased in the Pub puts our liquor license in jeopardy, as well as creates liability and public safety issues for I-house. Drinking alcohol in the TV Lounge when The Pub is not open is not permitted under any circumstance since it is a public area. Pub management, along with Public Safety actively monitors both areas.

Resident members found in violation of the alcohol policy, as stated above, will face penalties and possible termination of the membership. The fines will be as follows;

1st offense-residents will be fined \$100.00

2nd Offense – residents will be fined \$200.00 and issued a final warning letter.

3rd Offense – resident's membership to I-house will be terminated immediately.

CODE OF CONDUCT

1. You will abide by all federal, state and local laws.
2. You are required to maintain standards of conduct that are consistent with the educational and cultural objectives of International House. These standards involve the following: respect for the rights of others, especially the right to undisturbed study time and rest, and the unacceptability of

the use of physical force, sexual harassment, sexual misconduct, stalking and abusive or defamatory language to members of the community, including staff.

3. You agree to abide by the International House Sexual/Discriminatory Harassment Policy: <http://www.ihouse-nyc.org/wp-content/uploads/2018/01/sexual-and-discriminatory-harassment.pdf>
4. Noise that disturbs others is prohibited at all times. Quiet Hours are observed on all residential floors from 11:00 PM to 9:00 AM.
5. Your room may be used for residential purposes only. Because of International House's non-profit status, no commercial or business activities can take place.
6. You will comply with safety and health-related requirements such as smoking rules, fire safety requirements, health conditions and drug & alcohol policies for our community environment that are covered in detail on the International House website.
7. You will not cause any condition that jeopardizes the safety of others, or participate in conduct or behavior that endangers the safety or well-being of yourself or others.
8. You will not possess weapons of any kind, including firearms, items that eject projectiles, knives, explosives, fireworks, ammunition, tear gas or dangerous chemicals or any item that any reasonable person would consider to have the possibility of doing bodily harm.
9. You will not destroy, deface or damage I-House property or services that do not belong to you.
10. You will not attempt to steal or improperly use any property or services that do not belong to you.
11. You will show your I-House membership card each time you enter the House and you will not give your I-House membership card to any other person for any reason.
12. You will comply with or respond to the directions or instructions of a staff member acting in the performance of his or her duties.
13. You will not act in a manner that impairs or interferes with the orderly conduct of any member of the I-House community.
14. You will comply with the Information technology Policy <http://www.ihouse-nyc.org/wp-content/uploads/2017/10/Information-Technology-10-23-17.pdf>

MANHATTAN SCHOOL OF MUSIC

(All Union students will first go to the McGiffert Hall Lobby for Union check-in.)

Manhattan School of Music (MSM) is located across the street from the Seminary campus on 122nd Street. Their residence hall, The G. Chris and Sung Eun Andersen Residence Hall, adjacent to the MSM campus is about a block north of McGiffert Hall. While the rooms are double occupancy (two students sharing a dorm room), each student is provided their own phone line and Ethernet jack.

The residence hall consists of:

- 13 floors with housing for approximately 600 students
- 79 practice rooms
- 24-hour security
- Trained residence life staff
- Laundry facilities
- A well-equipped fitness room
- 5 Student lounges
- A dining facility located in the School's main building, adjacent to the residence.

Description of the Residence Hall

The residence hall offers a distinctive living environment designed to meet the basic living needs of residents and provide opportunities for them to become a part of the MSM community. All residents are provided with a bed, mattress, dresser, desk, chair, and closet space. The residence hall is a coed, twenty-story building which accommodates approximately 500 Manhattan School of Music resident students on designated floors.

Other groups are also using the building. For example, the American Ballet Theater is sharing space on with MSM students on the 5th floor, and the NYIT program is on the 10th floor.

There are rooms for single and double occupancy. Rooms open onto an adjoining hallway. Each floor has eight toilets and showers for approximately 45 residents. The Manhattan School of Music resident students share 5 lounges and a limited kitchen facility area on the sixth floor. An exercise room, vending machines, and laundry room are also available in the residence hall for Manhattan School of Music resident students. The laundry room and exercise room will be shared with students from the ABT and NYIT programs.

Meal Plan Rates

All students are required to participate in a declining balance meal plan. **Union students will be billed for the Bronze plan.**

The meal plan rate for the Bronze plan is:

Meal Plan	Cost Per Year	Amount Billed Per Semester
Bronze	\$2,705	\$1,328 (Fall), \$1,327 (Spring)

Hot meals are served for breakfast, lunch, and dinner. Hours of operation are as follows:

Monday-Saturday Breakfast: 8:00 am-11:00 am

Monday-Saturday Lunch: 11:30 am-3:00 pm

Monday-Friday Dinner: 4:30 pm-7:30 pm

Saturday Dinner: 4:30 pm-6:00 pm

Sunday Brunch: 10:00 am-2:00 pm

HOUSING SERVICES AT MSM

Cable TV

MSM provides satellite TV service for residents in the Andersen Hall common lounges on the 6th, 15th, 16th, and 17th floors.

Custodial Services

Common areas and bathrooms are cleaned once every weekday. Individual resident rooms are not cleaned while they are occupied; students are responsible for cleaning their personal living spaces. Our Custodial Team will ensure that rooms are “broom clean” once a room has been completely vacated before new residents move in. Our custodians are also responsible for the removal of trash and recycling from the Trash rooms – but as a resident you are responsible for getting your trash to the trash room.

Residents are responsible for using the bathroom facilities in a responsible manner. If residents or guests create a mess in the bathroom or in any area in the residence hall, it is the residents’ responsibility to take care of the situation and leave the bathroom clean for others (this applies to all spills, food in sinks, etc.).

Emergency Procedures

Evacuation Procedure

If you are asked to evacuate the building, stay calm and follow the instructions of security, residence life staff, facilities staff, and/or emergency officials. Evacuation procedures are posted on the back of each room door.

To Report a Fire

In the event of fire, stay calm. Notify the fire department and follow the directions of fire department personnel. If you must take immediate action, use your judgment as to the safest courses of action, guided by the following information. Andersen Hall is a noncombustible (fireproof) building. In the event of a fire, follow the instructions on the back of your residence hall door.

To Report a Medical or Psychological Emergency

In the event of a medical or psychological emergency, contact a residence life staff person immediately. To call an RA, please call 917-376-2418 or 917-683-7864. If a staff member is unavailable, immediately call security from within the building at ext. 4700 or at 917-493-4700. Emergency services can be contacted for major emergencies at 911. Please follow up with the Office of Residence Life after all emergencies.

To Report a Facilities Emergency

In the event of a facilities emergency (i.e. leaking ceiling, overflowing toilet, power outage, lock problems, elevator issues, or dangerous conditions), contact a Residence Life staff person immediately. If you cannot quickly locate a Residence Life staff member, contact security from within the building at ext. 4700 or at 917-493-4700. They will contact the appropriate Facilities Staff member.

To Report a Safety and/or Security Emergency In the event of a safety and/or security emergency, contact a Residence Life staff person on duty or security from within the building at ext. 4700 or at 917-493-4700.

Exercise Room

The exercise room is located in the basement, and is open 24 hours a day, 7 days a week for all residents of Andersen Hall. Equipment use should be limited to 30 minutes if there are others waiting to use the equipment. Proper exercise gear must be worn while using the exercise room (e.g., sneakers, socks, shirts, etc.). All residents are expected to be respectful of others and keep the area clean. Please bring a towel to wipe off all equipment after use. Please see the rules, regulations, release form, and hours posted. Please report any issues to the Office of Residence Life.

Facilities

Repairs

When a student living space is in need of attention or repair by the Facilities staff, the student must complete an online work request via the Office of Residence Life website, found on the MSM student site. If necessary repairs are not reported by the student during the academic year and are NOT noted on

the RCR form, the student occupant(s) are held financially responsible for the repair. Emergency situations may be called in directly to Facilities during weekday business hours and to security for emergencies after 5pm on weekdays or weekends/holidays. Facilities emergencies include but are not limited to flooding, smell of gas, leaks, and power outages. Facilities staff will enter student rooms to complete work requests. If there is an emergency that warrants immediate attention, the staff may enter at any time they become aware of the situation. Students may not refuse access to a Facilities staff member or attempt to re-schedule work. Facilities staff will not complete requests to adjust or move furniture.

Elevators

If stuck in an elevator, do not pry open the door or place items in the door track to hold it open. An emergency phone or intercom is available within the elevator to contact help.

Keys and Access Cards

Lockouts & Lost Keys

Students who lose their keys should contact their RA first. If a student cannot find his/her/their RA, he/she/they should attempt to contact any other RA in the building. If still unsuccessful, the student should visit the Office of Residence Life.

Students who lose their keys or are locked out of their room will need to borrow their spare key. They will be required to show their Student ID and sign a spare key “borrow” card. Students can borrow their spare key for up to 48 hours, after which if the spare key is not returned the lock will be changed for the room and the student will be charged \$100 for the change. New keys will be accessible during the RA Office hours, at the Office of Residence Life.

Access Cards

All students are issued a key and MSM ID/access card to the residence hall. Students are required to carry their key and MSM ID/access card with them at all times. Residents may not duplicate their keys, access cards, or identification cards for any reason. Students found in violation will be subject to judicial action including possible loss of residency.

Lost or misplaced MSM ID cards must be reported. Each student is permitted one free replacement of an MSM ID/access card in the space of a degree program; subsequent replacements will be billed \$40 regardless of the reason for replacement.

Limited Kitchen Facility

Access to the kitchen facility on the sixth floor is available for all Andersen Hall residents. The lounge kitchen is equipped with a microwave and a sink. Residents are responsible for making sure that the kitchen is left clean and safe. Dirty dishes must be washed immediately after use and should not be left in the sink or in the kitchen area. Hours of availability may be limited as needed.

Laundry Facilities

There are credit card-operated washers and dryers located in the basement. The cost of laundry is \$1.50 to wash and \$1.75 to dry. If you experience issues with a laundry machine please note the unit number and contact a Residence Life staff member.

In consideration of other students, laundry should be taken out of the machines as soon as the cycle is complete. Do not use washing machines for dyeing clothes. Please do not remove laundry carts from the laundry room. Laundry that is left behind in excess of one week will be subject to removal or donation.

Lost and Found

All lost items should be reported and all found items turned in to the Office of Facilities. You may bring or look for items at the Facilities Office located in the Main school building.

Mail

Mail is delivered to 136 Claremont Avenue Monday through Saturday. The mail is sorted each day by the Andersen Hall Office of Residence Life staff. The Residence Life staff assigns the mailboxes, reports broken or damaged mailboxes, and is responsible for routing mail that arrives at the hall. Problems with mailbox keys, mailboxes, or mail should be reported to the Office of Residence Life. The mail system may be used for legal purposes only, crime committed through mail or Internet is a serious offense of School policy and local state or federal laws. Anyone using the mail to violate any School policy or any local, state, or federal law may face serious judicial and legal processes. Mail should be addressed as follows:

YOUR NAME

*136 Claremont Avenue, Room # _____
New York, NY 10027-4631*

Please be sure to include your room number when giving out your address.

When moving out of the residence hall, it is the resident's responsibility to promptly change his/her address with those from whom s/he expects to receive mail (e.g., families, friends, banks, credit card companies, and magazine subscriptions). The United States Postal Service does not provide mail forwarding service for Andersen Hall. If you leave your forwarding address with a Residence Life staff upon your departure, the Office of Residence Life will forward your first-class mail for 60 days. After that, all mail will be returned to sender.

Security

Security officers are stationed at the front desk of the Andersen Residence Hall at 136 Claremont Avenue. They are present 24 hours a day, 7 days a week. The phone number for security in the residence hall is 917-493-4700.

Entrance into the building is regulated by Security and an access card system. The MSM ID/access card with resident sticker will act as the identification card for Andersen Hall. The ID card must be presented to security or other officials upon entry to Andersen Hall and must be carried at all times. Students must

show their MSM ID/access card at any time upon request to Security, MSM staff, or their designees. Please show the card even if security is familiar with you.

The security staff is here for your safety and assistance. They may detect, deter, and apprehend any individual or group whose conduct is inappropriate and/or in violation of any laws or Manhattan School of Music policies or procedures. When necessary, Security has the right to refuse entry to any person who poses a threat to the community.

Your respect for them as individuals and your cooperation with them in the performance of their responsibilities will help make the Manhattan School of Music residence hall a more secure environment for all of us. The security staff wants to work with you on all safety matters. Please feel free to stop by and say hello!

Storage

There is no storage space available. Students must keep all furniture and personal belongings in their rooms. Students must remove all their possessions from the hall prior to checking out of the hall and are not to leave any belongings with other resident students during summer breaks.

Furniture

Each student is provided a bed frame, mattress, wardrobe, desk, chair, and dresser in his/her room. All furniture provided by MSM must stay within the student's designated room and will not be moved from a room into storage. Additional room furniture cannot be brought into the residence hall unless it is deemed necessary for medical reasons, approved by the Office of Residence Life, and meets appropriate fire safety standards. Furniture needed to pursue the mission of the institution such as music stands, chairs, mirrors, and instrument stands will be allowed. Placing room furnishings in such a way that they obstruct the door from being opened at least 36 inches is a violation of our fire code and will need to be corrected. The resident is responsible for any damages or loss of furniture.

HOUSING POLICIES

Alcohol and Drugs

Manhattan School of Music requires the observance of all New York State and Federal laws and regulations pertaining to drugs and alcoholic beverages. Residents of Andersen Hall are subject to the Manhattan School of Music Drug and Alcohol Policy outlined in the Student Handbook.

Drugs

Students who are prescribed medications are the only individuals permitted to use them, as prescribed, and are responsible for monitoring and securing their own medications. The use of synthetic substances or other items ingested for intoxication effect is also prohibited. Any paraphernalia designed or used to ingest illegal drugs, including (but not limited to) bong, roach clips, hookahs, vaporizers or pipes are not permitted in the residence halls. If found these items will be confiscated and not returned to the student. Providing illicit drugs, prescription medication, or other intoxicant to another, whether sharing, selling or

trading, constitutes distribution, is unlawful and subject to disciplinary action, with sanctions up to or including expulsion.

Alcohol

Students are only allowed to purchase, possess, consume and serve alcoholic beverages in accordance with New York State laws (21 years of age or older). Severe intoxication is a violation of residence hall policy, regardless of age. Alcohol or alcoholic beverage containers (even when empty) may not be kept in any room whose residents are under the age of 21. Residents age 21 or older may possess and consume alcoholic beverages within residence halls in accordance with the following:

- Students of legal drinking age who bring alcohol into or possess alcohol in a residence hall are responsible for its legal use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.
- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces such as hallways and lounges, in public areas such as lobbies, or in outdoor areas.
- Students, regardless of age, may not have alcohol delivered to their building or MSM mailing address.
- Common source beverage containers (e.g. kegs) and/or excessive amounts of alcohol are not permitted in residence halls, nor are any empty alcohol containers. Devices or mechanisms that facilitate rapid consumption (beer bong, etc.) are also prohibited. If found these items will be confiscated and not returned to the student.
- Alcohol may not be sold or distributed in the residence halls. This prohibition includes, but is not limited to: cash bars; events to which admission tickets are sold or fees are charged; and parties at which alcoholic beverages are served and for which contribution or donations to offset the costs of the party are sought.
- Students found to be severely intoxicated in a residence hall or who receive emergency medical attention (e.g., EMT or FDNY) for excessive intoxication may be subject to mandatory medical or psychological assessment as well as appropriate student conduct follow-up.
- Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses, which vary greatly for different people, can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. All members of the community are encouraged to seek assistance for any member of the community who demonstrates symptoms of excessive substance use. Contact an RA, Residential Life staff, or Security for assistance.

Cleanliness, Garbage Disposal, and Recycling

Residents are responsible on a regular basis for removing trash from the room to the trash compactor area. Separate trash into proper recycling containers. Rooms should be kept clean. Please follow directions posted for proper use of the trash compactor. The trash compactor and recycling areas are located on each floor. All persons must clean up their messes immediately.

Code of Conduct

All students are expected to abide by the Manhattan School of Music Student Code of Conduct, as outlined in the Student Handbook.

Community Safety Policies

For the safety of individuals and all members of the community, a number of safety policies need to be observed in School housing. Each member of the community is encouraged to hold others accountable for the community safety policies. The following actions are prohibited in School housing:

Bicycles

Bicycles may be stored in the specially designated area on the Alan M. and Joan Taub Ades Terrace. Bicycles may not be stored or parked in resident rooms, hallways, stairwells, or other public areas of the residence hall. The fire code dictates that all entrances, exits, corridors, and stairwells must be free and clear at all times. All bicycles must be removed at the end of the academic year.

Candles, Incense, and Open Flames

The most frequent cause of residence hall fires is candles and/or other open flames. Candles (including decorative & religious candles or candles with the wick removed) are prohibited in the halls. Incense, oil lamps, alcohol lamps, and open flame burners are also prohibited in the residence halls. The use of candles and/or incense for religious observances is not permitted in student rooms and/or suites. Students wishing to burn candles for religious observance may only do so in monitored public areas with the prior permission of Residence Life.

Electrical Equipment and Appliances

All permissible electrical equipment and appliances must be UL approved and in good working order. The College recommends that appliances with an automatic on/off feature be used. Items that are prohibited include halogen lamps, lava lamps, ultraviolet/infrared lamps, window and/or portable air conditioners, window fans, space heaters, charcoal or electric grills, any type of deep fryer and appliances that have exposed heating elements (e.g. toaster ovens, toasters, hot plates), extension cords, and/or multi-receptacle outlet adapters. Students may only use UL listed power strips with a surge protector. Appliances used for the purpose of cooking foods may be used if they have an automatic shut off.

Facility Tampering

Tampering with the physical facilities include the propping open of any doors, tampering with any elevator equipment, and changing or adding locks to doors, windows, or furniture. It includes climbing out of or into windows, onto ledges, balconies, fire escapes, or onto walls of buildings. Residents are responsible for any noise or objects coming from their windows. Playing music out of windows and dropping or throwing objects out of windows is prohibited.

Hall Sports

Throwing or tossing objects in hallways, In-line skating, skateboard, or bike/scooter riding in the building, including the lobby are all prohibited activities.

Disruptive Behavior

Students who engage in general disorderliness, malicious mischief, and/or behavior which is deemed detrimental to the community or interferes with the rights of others in their community are subject to disciplinary actions, reassignment, or possible termination of the residence hall agreement. Physical, psychological or verbal harassment, intimidation or harming of students, guests, staff, tenants, or any person will not be tolerated.

Pets

Pets, including, but not limited to, cats, dogs, hamsters, snakes, iguanas, and turtles, are not allowed in School housing. Fish are permitted in a 3-gallon-or-less tank. Any requests for service or emotional support animals must be made through MSM Disability Services.

Good Samaritan Policy

The Manhattan School of Music Good Samaritan policy is designed to protect the health and lives of students who over-consume alcohol/drugs to the point of needing medical help by assuring them that they will not be subject to disciplinary actions for obtaining that help.

It is imperative that someone call for medical assistance when an individual(s) experiences severe intoxication or a serious injury after consuming alcohol/drugs. People may be reluctant to seek help in such alcohol/drug-related emergencies because of potential judicial consequences for themselves, the person in need of assistance, or the organization hosting the event where the situation occurs. Since these emergencies are potentially life threatening, Manhattan School of Music seeks to reduce barriers to seeking assistance.

Posting Procedures for Residence Life

Posters should be brought to Office of Residence Life or RAs on duty to get it approved and stamped.

The person providing the posters is responsible for placing his/her approved posting on the bulletin boards in the residence hall and taking them down at the appropriate time. Designated boards are located near the elevator banks. Postings and staples should never be placed on the walls.

Quiet Hours & Courtesy Hours

Quiet hours begin at 10:30pm and end at 9am Sundays through Thursdays and at 1am on Fridays and Saturdays and end at 9am. During Quiet Hours noise should not be heard outside any room or between rooms during quiet hours. Additional quiet hour guidelines for each floor may be discussed in floor meetings.

Courtesy hours are always in effect, meaning that all students must show consideration for one another. Total silence is not to be expected in the community setting of Manhattan School of Music, but there should be an atmosphere where everyone is respectful of residents' needs to sleep and study. All students should honor any reasonable request by any resident or staff member when asked that stereos, musical instruments, etc., be discontinued or satisfactorily toned down. Reasonable complaints from other tenants and off-campus neighbors who go to local authorities can bring about a more serious censure for those involved. After 10:00 pm, a city ordinance requires that loud disturbances of any type be brought to a close.

Weapons

Weapons of any kind are not permitted in Andersen Residence Hall. This includes possessing or introducing dangerous weapons to campus, including but not limited to switchblades, knives with blade exceeding three inches, straight razors, pistols, guns, mace, pepper spray, martial arts weapons, live

ammunition, or paintball/airsoft guns. Fireworks are considered explosive devices and are also not permitted on campus.

GUEST POLICIES

Students are permissible to host visitors under the following guidelines:

Types of Guest Passes

- *Day Visitor:* A day visitor is anyone who is signed into Andersen Hall between the hours of 7am and 11pm. MSM residents may sign in up to three people at any given time per day.
- *Overnight Visitor:* An overnight visitor is anyone who is staying in Andersen Hall overnight or past 11pm. Overnight visitor passes can be issued at any point during the day and expire at noon the following day. MSM residents may sign in up to two people overnight. Overnight guest passes cannot be requested for the same person consecutively.
- *Multi-Day Guest:* Any person wishing to host a guest for more than 1 night, to a maximum of 5 nights, needs prior approval from the Office of Residence Life. Approval must be sought 48 hours in advance. Students may find the request form online on the [Andersen Hall Self-Service](#) webpage. MSM residents may register up to two guests overnight at the same time. Multi-day guest passes expire at noon the last day of the stay.

All guests must abide by the time frame of their registered pass. All hosts who allow guests to stay past the designated time frame of their pass will receive a fine and may eventually lose guest privileges.

Guest Registration & Access

Manhattan School of Music security supervises the guest registration process. Upon arrival guests should call the resident they intend to visit. The resident must come down, sign them in as a guest, and escort them in and around the building at all times.

When registering, the host must present their Manhattan School of Music ID and the guest must provide a picture ID to security. Photo identification may include driver's license, military ID, state-issued ID, passport, or valid College or University ID. Credit cards and other forms of identification are not acceptable or permitted.

Hosts must remain with their guests the entire duration of their guests' stay in Andersen Hall. Guests must wear their pass at all times in Andersen Hall or other MSM buildings. Extended stay guests must keep their pass with them at all times and present their pass to security every time they re-enter Andersen Hall.

Guests may only use practice spaces when accompanied by the host.

At the end of the guests' stay in Andersen Hall, the host must escort the guest to the front desk. At that time, the guest must submit their pass to Security. Hosts who fail to properly check out their guests will receive a \$15.00 fine and if repeated, may lose their guest privileges.

Hosts will be held responsible for properly registering all guests. Guests who are not properly registered will be considered trespassers and asked to vacate Andersen Hall.

Responsibility of Guests

All guests must be 17 years of age and are required to abide by all Manhattan School of Music policies. Hosts will be held responsible for policy violations incurred by their guests. Guests who are involved in policy violations may be asked to leave Andersen Hall and/or may be restricted from entering the building for an extended period of time. Police action may be utilized when necessary to remove an unruly guest.

Guests under the age of 17 may be allowed to stay with prior approval from the Office of Residence Life and parental consent. To register a guest under the age of 17, students must complete the request form online on the Andersen Hall Self-Service website.

Community Standard

All residents are responsible for maintaining a safe living environment in Andersen Hall. If an unescorted guest is seen in the building or if a person is acting suspiciously, please notify the Residence Life or Security staff immediately.

Orientation Period for New Students

During the period of Orientation, new students will not be permitted to host guests (including parents and siblings). It is of the utmost importance that this time is utilized to build relationships with roommates, floor mates, and integrating into the MSM community.

Winter Break Stay

Students electing to stay during Winter Break are not permitted to host guests.

SUGGESTED THINGS TO BRING

- Portable Shower Caddy
- Personal Shower Items
- Towels
- Desk Lamp/Floor Lamp
- Computer with Wi-Fi Capability
- Wireless Router
- Shower Shoes
- Small METAL Trash Can
- Hair Dryer
- Television
- Stereo, Radio, iPod, Ear Phones
- Music Stand
- Pillows
- Small Area or Remnant Rug

- Stacking Bins
- Manuscript Paper
- Rice Cooker with Automatic Turn-Off Device
- Electric Kettle with Automatic Turn-Off Device
- Power Outlet Strips with Power Surge Protector
- Earplugs
- Hangers
- Ethernet Cord/Adapters Bathrobe
- Cell Phone with Charger Clock/Alarm Clock
- Bed Linen (Size: Twin XL)
- Iron with Automatic Turn-Off Device Flashlight
- Screw Driver
- Laundry Bag
- School and Desk Supplies
- Sticky Tack
- Coffee Machine/Keurig
- Digital Antenna