# LIVING AT 92NY RESIDENCE

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# Welcome!

Every year, hundreds of students, interns and young professionals call 92NY Residence their home. One of the goals of 92NY Residence is to bring people together from different backgrounds and give them the opportunity to live well with one another. We believe that by living with other people, we will grow as individuals and grow as a society.

Living together in a community is exciting. This guide is intended to answer any questions or concerns you may have before your scheduled move-in date and while you are residing with us. We want you to contribute and make the effort by following these guidelines and ensure that a pleasant living environment will be achieved, maintained and enjoyed by everyone within the community. We please ask that you read through these guidelines and policies carefully, and know that we are available on-site for any support that you may need.

92NY Residence is a home like no other. Not only will you be living here, but you will become part of 92NY—a vibrant community that shares the love of culture, fun, New York City and, most of all, people.

We look forward to welcoming you in the coming days to 92NY Residence and to the broader 92nd Street Y community!

## ABOUT 92NY

The 92nd Street Y, New York is a world-class cultural and community center where people from all over the world connect through culture, the arts, entertainment and conversation. For over 150 years, we have harnessed the power of the arts and ideas to enrich, enlighten and change lives, and the power of community to repair the world. As a proudly Jewish organization, 92NY enthusiastically welcomes and reaches out to people of all ages, races, faiths and backgrounds while embracing Jewish values such as learning and self-improvement, the importance of family, the joy of life, and giving back to our wonderfully diverse and growing community, both locally and around the world.

# MOVING IN, CHECKING IN AND LIVING IN THE 92NY RESIDENCE

## Move-in process

Check-in starts at 3 pm. Our staff may be preparing your room on the same day as your arrival; therefore, we ask you to not arrive before 3 pm. Please call in advance to inquire if an earlier check-in time is available.

Enter at 1395 Lexington Avenue, which is our East 92nd Street main entrance. Please inform security staff that you are checking in to the 92NY Residence. We have a limited supply of carts and dollies at the residence office to assist you with your move-in.

Please be advised that if you move in when our office is closed, our security team in the main lobby at 92nd Street and Lexington Ave will give you your move-in packet, and you may then proceed to your room. You will need to come to the Residence Office with your move-in packet when we reopen to complete registration.

At the Residence Office, located on the 8th floor of the north building, you will have your picture taken for our security system, 92NY Access Card, receive your key, submit payment balance, and fill out forms. Please bring a government issued ID or state ID.

Proceed to the May Center on the third floor to sign up for your inclusive gym membership or sign up online here **92NY.org/MayCenter** and use code **92NYRESIDENT**.

Download and sign up with the My Magic Pass laundry app or through the website **mymagicpass.com** to gain access to the laundry machines, located on floors 11, 9, 7 and 6 of the south building and 9, 8 and 7 of the north building.

# What to bring

## FOR THE BATH

A bath robe, shower caddy, bath towels and shower slippers

Residents must wear some type of foot covering in elevators and hallways at all times. Residents may not be in public areas topless, in underwear, robes or towels, outside the Residence floors.

## FOR THE BED

We provide you with one set of bed linens (including pillow, blanket and sheets) for a standard twin-size bed, but you are welcome to bring your own linen. Please be advised if you choose to use our bedding, you are responsible to launder 92NY bedding during your stay.

## FOR THE KITCHEN

A storage container to carry your items back and forth to the kitchen, which will hold nonperishable food and kitchen items. Those items must be stored in your room at all times.

A tote bag or small containers to help you properly store your perishable food in the refrigerator or freezer on your floor. We require residents to keep their items properly contained and labeled. Please write your name, room number and departure date on the labels provided on the refrigerator door in the kitchen on your floor.

We do not provide cooking supplies, utensils or other kitchen items. Please bring a single set of cooking items and kitchen utensils, such as a dish, a cup, utensils and a small pot or pan.

## FOR YOUR ROOM

You will have a standard twin-size bed (not extra-long), a desk, a desk lamp, a dresser, a chair, two bookshelves, a bulletin board, a mirror, a wastebasket and a closet that locks with your room key.

Your floor is not carpeted. You may bring an area rug, provided that it is new and does not hinder an easy exit from your room.

Each floor has a resident cleaning supply closet with brooms, dustpans and Swiffer mops. Residents should bring Swiffer wet pads to mop their rooms and a basic multi-purpose cleaner.

You may bring a TV. Cable service is not provided in residence rooms. Residents interested in cable service for their room must contact Spectrum cable service (after moving in) to open their own account. For more information, please call Spectrum at **855.221.6271.**

Surge protector with a three-foot or six-foot cord.

3M hooks and scotch tape to hang items. 3M Command hooks are only permitted and must be removed prior to moving out. Scotch tape or easy to remove tape is permitted to hang pictures on the walls. String lights may only be hung with 3M Command hooks or easy to remove tape and must be removed without damaging the walls prior to your departure to avoid damage fees.

While there are large refrigerators and a large freezer on your floor, you may bring your own personal mini-fridge for your room. You can purchase one online and have it shipped directly to 92NY Residence. Please arrange for it to arrive after your check-in. Mini-fridges must not be larger than 3.5 cubic feet.

## FOR THE GYM

Suit/swim trunks and a swim cap. You must have a swim cap to use the pool. Caps can be purchased at the May Center gym.



# What not to bring

- Halogen lamps, lava lamps.
- Microwaves, pressure cookers, deep fryers, espresso machines.
- Decorative wall mirrors that are produced in various shapes and are self-adhesive wall decorations.
- Extension cords: Instead, please utilize surge protectors with six-foot extensions.
- Paintball guns, pellet guns, toy weapons or any fake weapons to be used as props.
- Please do not use the following to hang or secure items: double-sided tape, duct tape, putty or masking tape.
- Any decorations, shelves or framed pictures that are too heavy to be held up with acceptable fasteners.
- Candles, incense or hookahs.
- Bicycles may not be brought up to the floors or stored within the rooms. We do not provide bicycle storage.
- Used furniture is not permitted to be brought into the residence hall, as per our pest-control policy.
- Any furniture, new or used, beyond that provided by 92NY Residence is not permitted. 92NY Residence cannot remove existing furniture from rooms. If you have a special need or request, please contact the 92NY Residence office.
- No used carpets or rugs of any of any kind.
- Pets of any kind are not allowed.

# Policies you should be aware of prior to check-in

☐ Refrigerator rental companies are not allowed access to the 92NY Residence. We highly recommend residents purchase a mini-fridge and have it shipped to the 92NY Residence. Purchasing a mini-fridge and then selling it to 92NY Residence at the end of your stay, through our mini-fridge purchase program, is a much more cost-effective option! Mini-fridges must not be larger than 3.5 cubic feet.

☐ 92NY is a SMOKE-FREE building. You cannot smoke anywhere on the premises, including your room. If you smoke, you must go outdoors and be at least 100 feet away from the building.

☐ Alcohol consumption or possession is not permitted on the premises, regardless of age.

☐ Tampering with fire-protection systems, including but not limited to covering smoke detectors, is unlawful and will result in automatic grounds for residence termination.

☐ No furniture other than that supplied by 92NY may be brought into the room.

☐ The roofs of 92NY, in both the North and South buildings, are off limits to residents.

# Parking and unloading

92NY has a limited number of carts available to help move you in. We highly recommend you bring your own if you are able to do so.

If you are arriving by car, there is metered parking on Lexington Avenue (free on Sundays). If that is not available, you may unload your belongings and then find parking.

There is a no-parking zone located in front of 92NY for easy unloading. We ask that you do not leave your car unattended while unloading.

There are also nearby parking garages you may use. Please contact them for rates:

These parking garages are suggested for your convenience; we do not take responsibility for any vehicle or contents left inside any vehicle that is parked in any parking establishment. Furthermore, 92NY Residence does not assume responsibility for any fines or damages to vehicles that are parked or towed. Please pay careful attention to posted signs.

**GGMC PARKING LLC**
230 E 92nd St
Between Third & Second Aves
212.410.2184

**GARAGE MANAGEMENT CO.**
50 E 89th St
Between Park & Madison Aves
212.831.8816

**ENTERPRISE PARKING SYSTEMS**
1065 Park Ave Between 86th & 87th Sts
212.722.2291



# Residence office

The Residence Office is located in Room 802 of the North Building.
The office is staffed seven days a week. Our hours of operation are as follows:

**Mon: 9 am–6 pm** **Tue–Fri: 9 am–8 pm**
**Sat: 11 am–8 pm** **Sun: 10 am–5 pm**

Please be advised that office closures and early closings may occur. Please look out for these closures either on our office door, near the elevators, on our Facebook group "92NY Residence" or in emails sent from our office. When our office is closed, security is available for further assistance by calling 212-415-5592 or visiting them in the main lobby.

### COMMUNICATING WITH THE 92NY RESIDENCE OFFICE:

**Email:** ***92NYResidence@92NY.org***
**Phone: 212.415.5660 or x5660** from the house phones located on each floor

# Orientation

You will be notified by the Residence Liaison to attend a mandatory orientation. Orientation will take no longer than 35 minutes and will cover several topics and answer any questions you may have. You will have the chance to get to know other residents, but the primary objective is to help you acclimate to your new home and understand how we function here at 92NY.

# Access card and room key

To enter the building residents are issued an HID Access Card. When entering the building you must scan your access card at the security desk in the lobby. If you lose your access card a replacement card is $30. If you do not return the card when you leave the residence, there will be a $30 fee charged to your account. Your room key will open and lock your room door and closet door. The closet can act as a "safe" for any valuable items that you may have. Replacement for a lost or not returned key is $25. If you lose your key and purchase a replacement, we will hold the $25 for seven days; if you find your key within seven days, we will refund your money. Your key and HID Access Card must be returned to the Residence Office or to Security at the end of your stay, to avoid charges.

# Laundry service

## MY MAGIC PASS

Please create a My Magic Pass account through the app or the website (***mymagicpass.com***) within 72 hours of your arrival.

Laundry rooms are located on Floors 7, 8, 9 and 10 in the North Building and Floors 6, 7, 9 and 11 in the South Building.

Payment and operation of the washers and dryers are processed through the My Magic Pass app.

Please use only liquid detergent for the washing machines, and clear the lint trap in the dryer before and after each use.

Last wash is at 10 pm. Please do not start a wash after that time.

# To use a washer or dryer

## PLEASE FOLLOW THE FOLLOWING STEPS:

**Step 1:** Download the “My Magic Pass” app from Google Play or the Apple App Store to your smart phone. If you cannot download the app or if you are having trouble opening an account using the app, please open an account through their website: ***mymagicpass.com***.

**Step 2:** Click on “Sign Up.”

**Step 3:** Fill in the fields for your account, email and password.

**Step 4:** Fill in the fields for your profile, then click on “Create Account.” Then fill in the fields within this section. Below is some information you will need for those fields.

- Site code: For this section, type in 92NYResidence, exactly as it is written: one word, no spaces, with a capital NY and R. Our site should pop up as you begin to enter in the site code. Once it pops up, select it.
- Residential street address: Enter our address: 1395 Lexington Ave.
- Residential apt/suite: Enter only your room number. Do not add N, S, South or North.
- Zip code: 10128
- Numbers: If you have an international phone number, please insert our office number in this field (**212.415.5660**). You will not receive a text when your cycle is done, but you can check the remaining time on the machines through the app.

**Step 5:** Add a credit card to your profile and then add funds to your account. Please enter the billing zip code associated with your credit card. After you move out, you may request a refund of the balance remaining on your account by emailing Help@mymagicpass.com.

**Step 6:** Select the laundry room you are going to use. Make sure it is the correct floor and building.

**Step 7:** After you have placed your clothes in the washer or dryer, you will then select the machine on the app (or using the website) and then click on the available washer or dryer to pay.

**Step 8:** After you have paid, the washer or dryer will ask you to select the cycle and then press “Start.” You must select the cycle and press start in person, on the machine.

**Step 9:** After you have started your wash, please add your detergent. Please use only liquid detergent. Do not use pods or powder.

**Step 10:** Before and after using the dryer, please clear the lint trap.

If you are experiencing an issue with the laundry machines, please contact the 92NY Residence Office. If you are experiencing an issue with the My Magic Pass

app, please contact them at **Help@mymagicpass.com** and please cc us at ***92NYResidence@92NY.org.***

# Mail and packages

We have limited space to store packages. Please arrange for your packages to arrive after your scheduled move-in date.

## REGULAR MAIL

Regular mail is held in the Residence Office by last name. Residents are responsible for checking if they have regular mail by stopping by the Residence Office during office hours.

## PACKAGES

You will receive an email notifying you that your package is in the Residence Office and can be picked up during office hours. If you received confirmation from your shipping company that your package has arrived, it doesn't mean that we have it in our office. It may take an additional delivery day before your package is brought to our office. Packages are generally delivered to our office Mon–Fri, 1–3 pm. If your package arrives on the weekend or after the receiving area is closed, we will receive your package the following business day. Any mail or packages received after a resident is checked out are returned to sender. Food deliveries that arrive through the mail system will be treated as a normal package. If your groceries are being hand-delivered by a person (Instacart, Gristedes, FreshDirect, Boxed, etc.), you must be present to receive them.

**To receive mail, please use the following address:**

Your Name
92NY Residence
1395 Lexington Avenue, Room ____
New York, NY 10128

# Wi-fi and cable information

Complimentary Wi-Fi is available throughout the whole building. No password is required to access the Wi-Fi. In order to connect, you will need a wireless-enabled laptop or device. Basic cable is provided in the dining room areas only. Residents interested in cable service for their room must contact Spectrum cable service (after moving in) to open their own account. For more information, please call Spectrum at **855.221.6271.**

# Health care services

We encourage you to contact medical facilities within our area prior to your arrival to ask about coverage and services. 92NY Residence staff may direct you to local area hospitals; however, any referrals are not an endorsement of the individual health-care facilities. The health care facilities are not considered an extension of, or a legal affiliate of, 92NY.



# Transportation

Taxis have set rates for transporting to and from area airports: JFK, LaGuardia and Newark. The most up-to-date taxi rate and fare information can be found by visiting ***nyc.gov***.

LaGuardia is the airport closest to the 92NY Residence.

You can also arrange for a Super Shuttle to and from the airport. ***supershuttle.com*** **(212) 258-3826**

To obtain the most up-to-date information on subway and bus services, please visit ***MTA.info***. NYC subway and bus maps, as well as a local street map, are provided in the Residence Office for your convenience.

Subways near to the 92NY Residence are located:

86th St and Lexington Ave: 4/5 express trains, 6 local train. To go downtown, use the entrance on the west side of Lexington Ave.

96th St and Lexington Ave: 6 local train

94th and 95th St and Second Ave: Q train

Buses to the Upper West Side are on 86th St and Lexington Ave and 96th St and Lexington Ave.

# Mini-fridge

92NY does not sell or rent mini fridges. If you would like to purchase a mini-fridge while residing at 92NY, we recommend you order it online and have it shipped directly to the 92NY Residence.

A great mini-fridge is the two-door mini-fridge that has a large freezer area.

Please be advised that mini-fridges must not be larger than 3.5 cubic feet.

Fridge rental companies are prohibited from entering 92NY.

**Recommended sites:**

***Walmart.com*** ***Target.com***

***Bestbuy.com*** ***Homedepot.com***

# AC/heat controls

The air conditioning/heating unit in your room operates only as a heater in the winter season (mid-October to June) and as an air conditioner in the summer season (mid-June to September). The conversion between cooling and heating is mandated when the outside temperature drops below 55 degrees in October. To adjust the temperature, turn the dial on the right; to adjust the setting (high, medium or low), turn the dial on the left. Contact the Residence Office if your A/C unit is not working properly.

# Local stores and hotels

After you move in, we understand you may need to pick up a few items or grab a bite to eat. For your convenience we have listed a few stores in the area.

## HOUSEWARES

**Target**
150 East 86th Street
New York, NY 10028
***target.com***

## HOTELS

**Courtyard Marriott**
410 East 92nd St
Between First and
York Aves
Tel: 212.410.6777

## ELECTRONICS

**Best Buy**
1280 Lexington Ave
Between 86th and
87th Sts
**Tel: 917.432.8870**
***bestbuy.com***

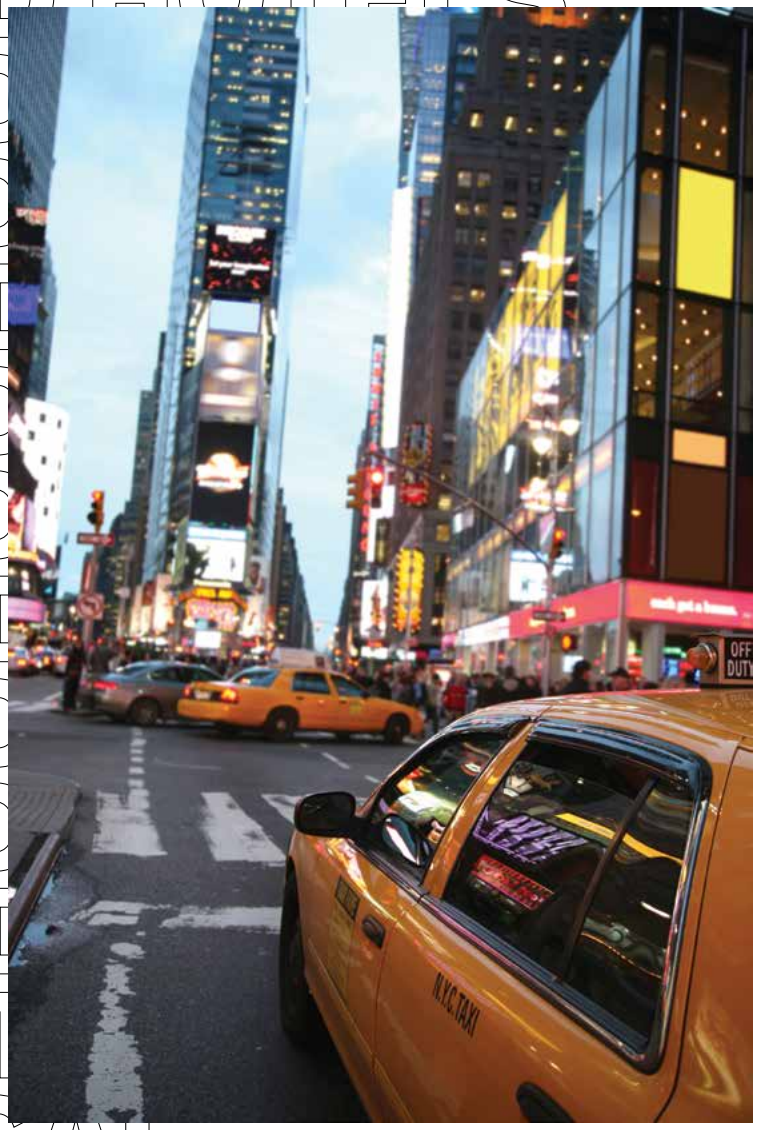
## SUPER-MARKETS-

**Key Food**
**Supermarket**
1769 Second Ave
NW corner of 92nd St
**Tel: 212.534.3593**
***keyfood.com***

## OFFICE & SCHOOL SUPPLIES

**Staples**
1280 Lexington Ave
Between 86th and
87th Sts
**Tel: 212.426.6190**
***staples.com***

# LOCAL STORES AND HOTELS



# OUR 92NY RESIDENCE COMMUNITY

## Living in a community

One of the goals of 92NY Residence is to bring people together from different backgrounds and give them the opportunity to live well with one another.

Living together in a community is both exciting and challenging. We want you to contribute and make the effort by following these guidelines to ensure that a pleasant living environment will be achieved, maintained and enjoyed for this, your particular community.

- Please make an effort to keep your room free of trash. Trash bags are provided. Each floor has a resident cleaning supply closet with brooms, dustpans and Swiffer mops. Residents should bring Swiffer wet pads to mop their rooms and a basic multi-purpose cleaner. Please return them after each use so your fellow floormates can use them as well.
- Because we are all using the same Wi-Fi network, it would be helpful if you disconnected some of your devices when they aren't being used. Remember, even if you aren't "using" your iPhone, it is still drawing bandwidth from other people.
- Be aware of your noise level within your room. Our Quiet Hours are Sunday-Thursday 10pm to 10am and Friday to Saturdays 11pm to 11am.
- Clean up after using the kitchen; please leave the sink and counter ready for use.
- If you have a question or maintenance request, or if you need help on how to maneuver around New York City, come talk to us. You are always welcome to stop into the Residence Office and speak with us, or you can send us an email at ***92NYResidence@92NY.org***. If you have a question or issue when our office is closed, you can contact security for assistance at **212.415.5592**.

If you ever have an issue, please know that you are always welcome to come and speak with us in the office or send us an email. Our Residence staff is here to help you.

# AMENITIES

## May Center gym

92NY's May Center is pleased to offer you a complimentary health club membership during your stay with us! The May Center is your health, fitness, sports and swim destination — right downstairs! We will inspire you to live your healthiest life and support you every step of the way.

The May Center is a full-service gym, with everything you need to exceed your fitness goals. Your complimentary membership gives you access to a fitness experience like no other: swim laps in our 25-yard indoor pool; track your progress like an Olympian with our state-of-the-art Technogym® equipment; find your fitness fit with over 100 group exercise classes; push it to the next level with personal training, semiprivate classes and private instruction; or look after your wellness with our nutrition specialists.

Sign up at **92NY.org/MayCenter** for your 92NY May Center membership with code 92NYRESIDENT. As part of the check-in process, please stop by the third floor of the North Building within 72 hours after moving in to register for your free May Center gym membership. For more information, please call **212.415.5701.**

## Security

Security personnel are on duty 24 hours a day, seven days a week at the entrance of the building. Please do not congregate at the entrance of the building. There are surveillance cameras throughout the building, in the main hallways, elevators and kitchen areas. A Resident Guard conducts rounds of the halls at night to ensure the safety of the buildings. Please contact Security if you have any needs or requests after the office is closed or to report any issues. Security reserves the right to inspect any bags or items as you enter the building, and you must scan your 92NY Access Card or show a valid picture ID upon entry or when requested by Security. If you do not have your 92NY Access Card with you, security will ask for your name and will search you up in our security system. The security phone number is **212.415.5592** or by house phone, **x5592**.

## Maintenance

We provide maintenance coverage 24 hours a day, seven days a week.

Please report all maintenance issues to the 92NY Residence Office by emailing ***92NYResidence@92NY.org*** or by calling **212.415.5660** during office hours.

In the body of the email, please include your name, room number, location of the issue and a detailed description of the issue.

A work order will be placed by Residence staff on your behalf. Any maintenance issues reported by email after the office is closed will be addressed when the office reopens.

Please do not attempt any repairs yourself. 92NY reserves the right to allow staff

members to enter rooms to examine, inspect and maintain all of the facilities.

When the 92NY Residence Office is closed and if you are in need of a repair or want to report an issue, please contact Security at **212.415.5592**.

We encourage you to report any issues immediately upon discovery.

In case of an emergency, immediately contact Security at **212.415.5592**.

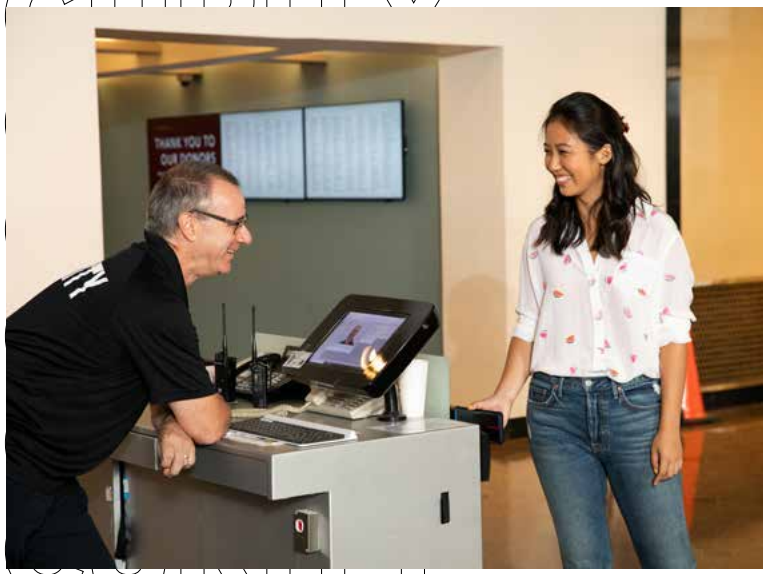
# Music practice rooms

### PRACTICE ROOM RENTAL

Music practice rooms are available for rental for $15/hour to individuals who would like to use the 92NY School of Music's state-of-the-art practice facilities. Practice rooms include chairs, stands and a baby grand piano. All the practice rooms are electronically locked 24/7 and are equipped with security cameras for your safety.

Contact the Residence Office by email or phone to arrange your music room rental.

SECURITY






Residents may only use the room during their scheduled time.

Practice room availability is not guaranteed.

Residents are not permitted to use a music practice room without prior authorization. It is a violation of 92NY Residence policy to use a 92NY School of Music practice room or any pianos located on the first floor of the south building without permission.

# Dance practice rooms

92NY Harkness Dance Center is a renowned home for dance teaching, creation and performance. Rehearsal space for the creation of new dance work may be reserved at $25 per hour.

Residents may only use the dance room during their scheduled time and are not permitted to use dance rooms without prior payment and authorization. It is a violation of 92NY Residence policy to use any room without Residence advance authorization.

# Discounted access to 92NY events and classes

## TALKS, READINGS AND PERFORMANCES

92NY is renowned for bringing together the world's foremost writers, entertainers, politicians, entrepreneurs and other pioneers for insightful conversations. Heads of state, Nobel laureates and Academy Award winners have all appeared here. 92NY produces jazz and classical music concerts, the American Songbook series Lyrics & Lyricists and dance performances.

Experiencing these in person is one of the great joys of living in New York City. These are the ways for you to access tickets without paying full-price.

Residents are offered complimentary or specially discounted tickets. Check your email for Weekly Newsletters from 92NY Residence staff and join our Facebook group, Instagram page and Discord a messaging & social platform.

If there is an event you would like to attend that does not have one of the above discounts attached to it, email ***92NYResidence@92NY.org***, who will inquire about availability on your behalf.

Please note: as it gets closer to the date of an event, demand increases and fewer seats (and discounts) are available. We strongly suggest buying or requesting tickets as far in advance as possible.

## CLASSES

Residents are entitled to a 25% discount off all art, music and dance classes. To enroll with the discount, you must register in person at the box office, located in the North Building lobby, and present your photo ID.

## Residential programming

We strive to create a sense of community for residents by providing programs that are fun and offer meaningful social interactions. Each month, programs are designed by our Resident Liaison and Resident Ambassadors based on the current needs and wants of residents. Some examples include, but are not limited to, Pizza Night, Ice Cream Night, ping-pong tournaments and scavenger hunts. We also organize events outside the residence, such as trips to Coney Island, UCB Comedy Nights and baseball games. If you have an idea for a program or event, please contact us at ***92NYResidence@92NY.org***.

## Board games

As part of our programming model, there are over 50 different board games residents may sign out during office hours for up to a week. We also have a ping-pong table that can be scheduled for use by residents.

## Resident Resource Center

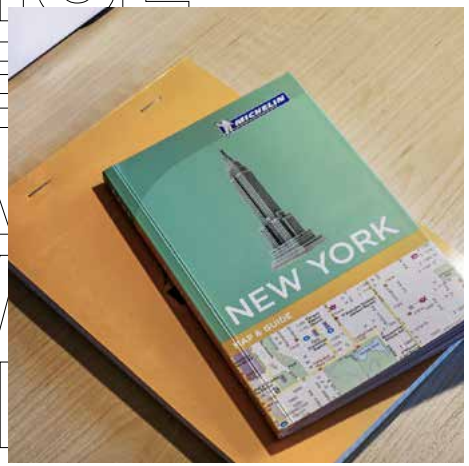
Open 24 hours a day, the Resource Center is located next door to the Residence Office on the eighth floor of the North Building. There are three PC computers and one printer available for use. Residents must provide their own printer paper. There is a table area that accommodates up to four people for your study and group meeting needs. We do not provide faxing or scanning, but there are local stores that provide these services, such as Staples, which is a short distance from the residence. No appointment is needed to use the computers or the study/ meeting area; however, availability is on a first-come, first-served basis. Please, no food or drink in the Resource Center.

## Office amenities

Located in the Residence Office, we offer items and services to assist you during your stay. Some items can be signed out for your use, and others are free for you to take as needed. We have a scale to weigh luggage, board games, NYC subway and bus maps, brochures, resident discount coupons and an always helpful residence staff to assist you with inquiries, questions or concerns.

House phones in the North Building are located at either end of the main hallway and in the South Building in the middle of each main hallway.

OFFICE AMENITIES BOARD GAMES



# COMMON AREAS

## Kitchens and dining rooms

Dining rooms: Each floor of the 92NY Residence has a community dining room area open to residents. These areas are to be used for gathering, relaxing, studying and eating. Basic cable is also provided in these areas for residents. Residents using these spaces must be aware of the following policies:

- Be mindful of the volume of noise being created.
- After 11 pm, please close the dining room door if you are actively using the room.
- Do not tamper with or make adjustments or additions to the TV setup.

**KITCHENS:** Each floor of the 92NY Residence has a community kitchen area. In the South Building, the kitchens and dining rooms are combined into one area; in the North Building, they are two separate areas. Residents using these spaces must be aware of the following policies:

- All kitchens are equipped with a large industrial refrigerator and freezer or food storage.
- All kitchens are outfitted with a microwave, toaster, and an oven for your use.
- Please clean up after use.
- We provide dish soap for your convenience.
- Please do not leave any items for donation in kitchen or dining rooms.
- Immediately report any issues such as a need for refilling the dish soap.
- Please store nonperishable items in your room.
- Any dirty dishes left in the kitchen can be discarded at any time by 92NY staff. Residents are expected to wash, towel dry and then return their dishes to their room for storage.
- 92NY Residence is not responsible for any items left in common areas.
- Residents are required to store their food in a bag or container. Residents must place and maintain a label on their food storage bags or containers. Labels are provided to residents, and they can be found in the kitchen area or at the Residence Office. Labels should clearly state their name, room number, date and your departure date. Any food without a label is subject to be discarded without reimbursement.

## Mixed-use rooms

Mixed-use rooms are a great resident resource. You may want to host a game night with your fellow resident, or you may need a room for a large group study session. Speak to your Resident Liaison about approved uses and availability.

## Bathroom and shower areas

These areas are maintained daily by our dedicated building services staff. Any items left in these areas are brought to the Residence Office.

- Please do not leave your bath products in the bathrooms or in the shower area.
- Please remember after you flush to take a moment to ensure everything is gone.
- Remember that your voice carries much farther than just the walls of your shower. Please be aware of the time of day if you enjoy singing in the shower.
- 92NY Residence is not responsible for any items left in common areas.

# POLICIES AND PROCEDURES

# Lockouts

It is your responsibility to carry your room key with you at all times. If you are locked out of your room:

- ▷ During office hours the Residence Office handles all lockouts.
- ▷ A temporary room key will be issued, and residents will be required to return this key.
- ▷ Failure to return the key will result in a key replacement charge of $25.
- ▷ For lockouts after the office is closed, residents must contact Security. You may be asked to provide ID before or after you are given entry.

If you are locked out and not properly dressed, you do not need to go to the Office or Security for assistance. In these cases, you should utilize the house phones to report your lockout by contacting Security or the 92NY Residence Office by dialing the last four digits of the main number.

**Security: 212.415.5592 | 92NY Residence Office: 212.415.5660**

House phones in the North Building are located at one end of the main hallway and in the South Building in the middle of each main hallway.

# Guest policy

The 92NY Residence has specific policies and procedures for day and overnight guests.

# General polices governing all guests:

▷ All guests must be 18 years of age or older and have a valid picture ID to enter the residence.

▷ Guests cannot be in the building without the resident host, and must be accompanied by the host at all times.

▷ Resident hosts must ensure that all guests abide by the rules and regulations of the Residence. Guests who violate 92NY Residence policy will be asked to leave and may be banned from entering again. Resident hosts will be held responsible for any violation of our policies by their guests.

# Day Guests

Day guests are permitted within the residence during the following times:

**Sun–Thu: 11 am–11 pm  Fri–Sat: 12 pm–2 am**

You are only permitted to sign in two day guests per visit. You may sign in two day guests multiple times during the same day. For example, if you sign in two day guests at 2 pm, when they leave you may sign in two new day guests.



Guards will not allow a guest into the building unless they are signed in by the resident host. The guest must be accompanied by their resident host while signing in at the security desk. Guest will be asked to provide and leave a current valid form of identification (driver's license or school ID) with security.

Upon departure, the resident must accompany their guest to the Security Desk. The resident is responsible for the guest signing out, retrieving the IDs from the guard and ensuring their guest leaves the premises.

# Overnight Guests:

You are only permitted to host one overnight guest at a time. 92NY Residence is not intended as a facility for transient guests. Only the residents who have gone through the admissions process and have been accepted may stay in the residence for an extended period of time. Residents may not "pass" a guest between themselves in order for a guest to have an extended stay. This is for the security and protection of all and avoids additional burdens to the facilities.

- ▷ An overnight guest-pass request must be submitted during our office hours only
- ▷ Arrangements must be made prior to our closing for a holiday if you wish to have an overnight guest when the office is closed. Please plan accordingly.
- ▷ A guest pass can be obtained in person at the Residence Office or by filling out a guest-pass request form at **92ny.org/residence/current-residents**.

| **Guest w/o Bed & Linens** *(per night)* | **Guest with Bed & linens** *(per night)* |
|---|---|
| $15/night for nights 1,2,3 | $25/night for nights 1,2,3 |
| $45/night for nights 4,5,6 | $55/night for nights 4,5,6 |
| $60/night for nights 7+ | $70/night for nights 7+ |

- ▷ Residents are permitted guest stays for one guest, for a maximum of four nights within a seven-day period.
- ▷ Requests to have an extended guest stay five to seven nights beyond the four-night maximum requires approval from the Residence Office.
- ▷ If you have a roommate, you MUST have their written permission for your guest prior to your guest's arrival.
- ▷ You may request a rollaway guest bed and linens (as available). A bed must be requested no later than 3:30 pm the day of your guest arrival.
- ▷ Residents in double rooms are allowed one overnight guest each at the same time.

- A resident is allowed one overnight guest at a time for a maximum of four nights within a seven-day period and each seven-day period begins seven days after the last night of their last overnight guest. For example, if you have a guest stay from Jan 1 to Jan 5, the next time you can have an overnight guest would be on Jan 12 (seven days after Jan 5).
- After you submit your guest-pass form and payment has been processed, you may pick up your guest pass the day of your guest's arrival at the 92NY Residence office after 12 pm. Any guest passes that are not picked up before the office closes will be left at the Security Desk in the north building lobby.

## Unexpected Guests:

- An unexpected guest (guest who stays without the required guest pass) will be charged $30 per night. If a day guest is still signed into the building Sun-Thurs after 12 am or Fri-Sat after 2 am they are considered an unexpected guest. The guest must sign in at the Security Desk and leave a valid ID.
- If you are in a double room and have an unexpected guest, you will be charged $35 as a penalty for not receiving pre-approval from your roommate. (You will be at risk of losing your guest privileges if this happens.)

These procedures and policies have been designed to ensure the security of the 92NY Residence. Failure to comply with them may result in the loss of guest privileges and may jeopardize your stay.

## Credit card incidental form

If you choose the option of filling out a guest pass request online, the only way we can process your request is if you have filled out a Credit Card Incidental Form. The forms can be picked up at the Residence Office or submitted at **92NY.org/Residence**. If you need the form emailed to you, please contact us at ***92NYResidence@92NY.org***. The credit card must be under your name. If the card is under someone else's name, then that person must sign the form. Every time you fill out a guest pass online, you have given us authorization to automatically charge the credit card listed on your CCI Form. This form is also used to cover lost key and ID fees and other incidentals during your stay.

## Disciplinary procedure

92NY Residence staff will address alleged violations of the resident policies and terms. If your residency is through a school or other program, you may be subject to additional sanctions through your school or program's disciplinary system.

Below are samples of sanctions a resident may receive when violating 92NY policies and terms:



## Rules and regulations

You are required to sign a copy of the rules and regulations prior to check-in or upon your arrival at the Residence. You and 92NY share a mutual responsibility to ensure a dignified, respectable and constructive experience in group living. We do our best to provide a congenial, comfortable and cultural atmosphere, and we expect you to cooperate by helping us to achieve and maintain these standards. To help you become fully aware of the procedures and the regulations, please read the following sections carefully:

1. The minimum residence is one month. The maximum residence is one year, with some exceptions.
2. No other person may use your room or any other bed in your room without the prior written consent of the Residence Office. You cannot sublet or assign the rights to your room.
3. Residents of double rooms must not occupy or intrude upon the other half of the room, or else they will be charged for use of both halves.
4. Room keys must not be duplicated or replaced by residents, nor may they be loaned to anyone else, including friends, guests or other residents.
5. No furniture other than that supplied by 92NY may be brought into the room. The existing room furniture may be moved from its present position but must be put back to its original configuration before your departure.
6. Nothing may be painted on the walls. Masking tape may be used on walls, but never cellophane or double-sided tape. The cost of any damage to the walls, floors or furnishings caused by the resident, or his/her guest, will be paid by the resident.

## Prohibited items

92NY Residence makes a concerted effort to comply with state health and fire safety standards. 92NY Residence reserves the right to ask residents to remove any items that are not listed but are deemed to be a fire or health and safety hazard by the 92NY Residence Office and/or 92NY Security. 92NY Residence reserves the right to confiscate prohibited items until the resident can make arrangements for their removal or until the resident's departure.

Residents may only use UL-approved surge protectors or power strips if they have a clearly marked reset button. No other types of extension cords are permitted.

**Kitchen appliances**
Microwaves, pressure cookers, deep fryers, coffee makers, hot plates, hot pots/pans, toasters, popcorn makers, espresso machines, air fryers, rice cookers and portable ranges are not permitted to be brought into the residence. Residents are not allowed to use appliances in their rooms.

# CONDITIONS OF THE RESIDENCE

**Lamps**
Halogen lamps or bulbs, lamps with plastic or fabric shades or covers, or sun lamps

**Drug paraphernalia, smoking apparatus or machines that produce smoke**
Hookahs, vaporizers, fog machines, bongs or bubblers

**Flame-producing and flammable items/liquids**
Candles with a wick, incense, fireworks, grills of any type, space heaters with a flame, space heaters with exposed coils, butane, lighter fluid and gasoline. Art supplies consisting of flammable materials, such as oil-based paints, stains, paint thinner and aerosol paint cans, etc. These items should be stored in a location off-site.

**Weapons and recreational equipment**
Guns or firearms of any type, including BB, paint or air guns. Knives and box cutters. Hazardous athletic/recreational equipment, such as nunchaku, throwing stars, swords, archery equipment and metal-tipped darts.

### OTHER PROHIBITED ITEMS

Hover boards, E-Bikes, battery operated scooter, non-92NY Residence-issued furniture, used carpets or rugs, power tools and construction tools such as hammers and drills.

## Damage billing

One of the primary purposes of damage billing is to focus residents' attention on the need to secure and preserve the physical environment and to accept responsibility for the governance of the Residence. It is imperative that residents be concerned with the safety and care of Residence property that is placed in individual student rooms and public areas. Charges will be assigned to individual(s) for the following:

1. Misuse, abuse, or accidental damage of property that requires repair, replacement, or other corrective measures.
2. Deliberate or malicious damage.
3. Loss or theft of 92NY Residence property.

While common damages will not be posted to resident accounts on a regular basis; 92NY Residence reserves the right to post common damages for excessive damage (quantity or cost) that occur within residential facility. If your room has sustained damage beyond the usual wear and tear, the cost of the repairs will be charged directly to you and/or deducted from your security deposit. Below is a list of charges for items within your room and Residence common areas. Since some room types differ from others, items listed here may not necessarily be found in your room. You are, however, responsible for all items that are applicable to your room and the Residence.

***Billing charges are subject to change and are not limited to the below listed items.***

### COMMON AREAS

| | |
|---|---|
| Couch | $500 |
| Door | $500 |
| Club chair | $275 |
| Fire evacuation sign | $100 |
| Dining lounge table | $700 |
| Smoke detector device | $75 |
| Dining lounge chair | $250 |
| TV | $400 |
| Painting (full room) | $600-$1,500 |
| Floor tiles (per tile) | $150 |
| Remote control | $75 |
| Base molding | $150 |
| Lobby monitors | $600 |
| Ceiling plastering and painting | $250 |
| Room # sign | $100 |
| One wall and/or plaster | $150 |
| Door defacement (inside/outside) | $150 |

### BEDROOM

| | |
|---|---|
| Drawers for beds / desks / nightstands | $75-$350 |
| Desk | $300 |
| Window unit | $350 |
| Bed | $600 |
| Blinds (per blind) | $100 |
| Mattress | $200 |
| Mirror | $20 |
| Chair | $125 |
| Desk lamp | $50 |

### BATHROOM

| | |
|---|---|
| Bathroom door | $500 |
| Shower rod | $50 |
| Shower curtains | $50 |

### EXCESS CLEANING $75-$400

Any cleaning above the normal cleaning job. I.E. removal of large amounts of garbage, hair dye, nail polish, makeup, bath bombs, etc.

# Conditions of the Residence

**1** 92NY is a SMOKE-FREE FACILITY. Smoking is prohibited in all areas of the building, including Residence rooms. Failure to comply will result in fines and possible eviction.

**2** Tampering with or rendering inoperable any fire protection system in 92NY— smoke detectors, fire extinguishers, alarm systems, sprinklers or other fire appliances and related appurtenances—is UNLAWFUL and in violation of 92NY safety regulations. Such behavior will result in automatic grounds for residence termination. Attaching anything to a sprinkler head or pipes within a room is prohibited.

**3** The possession or use of illegal drugs, or those not prescribed by a physician and deemed harmful or injurious by medical authorities, is not permitted.

**4** Alcoholic beverages are not permitted anywhere in the Residence.

**5** Explosives and/or firearms may not be brought into 92NY.

**6** The use of any open flame, such as candles or incense, is strictly forbidden.

**7** The use of electric cooking, heating and toasting appliances in a resident's room is forbidden by 92NY and the NYC Fire Department. Such equipment will be removed without notice.

**8** Nothing is to be kept on or hung from the outside ledges of windows.

**9** Debris, garbage and other objects may not be thrown from the windows, as this is a tremendous hazard.

**10** 92NYis not responsible for any items that are lost, stolen or damaged.

**11** While 92NY Residence screens each applicant, we do not vouch for the behavior of any of our residents.

**12** Complaints relating to the Residence and/or its residents should be reported directly to the Residence Office in writing or by email: ***92NYResidence@92NY.org***.Urgent matters should be reported directly to the Residence Office either in person, by phone or by email during regular business hours.

**13** Quiet Hours are scheduled during the following hours on residence floors so as not to disturb other residents who may be sleeping or studying:

**Sun-Thu: 10 pm–10 am  Fri-Sat: 11 pm–11 am**

**14** Residents who practice musical instruments may contact the School of Music to arrange for the use of practice rooms. The practice of musical instruments in the Residence is prohibited unless headphones are used.

**15** Residents may not use the name of 92NY in any way for business purposes or in any form of advertising or to conduct business in the residence.



**16** Residents must scan their 92NY Access Card every time they enter the building.

**17** No locks other than those provided by 92NY may be installed by or for a resident on any room or closet door.

**18** Residents may not use any room or space in 92NY other than their own for meetings or gatherings without prior permission of the Residence Office.

**19** Residents are not permitted to access non-Residence spaces of the 92NY building.

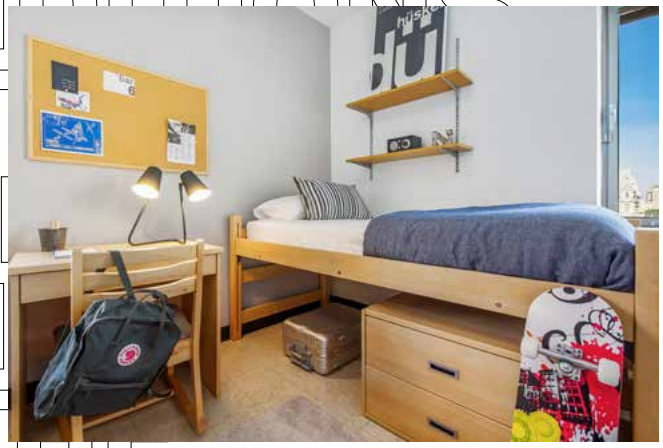
Residence spaces include north building floors 7 through 9 and south building floors 6 through 11, the May Center for Health and Fitness (during operating hours) with your May Center ID, and rooms designated for Residence events. Residents may also access the Art Gallery during operating hours when it is not reserved for special events.

To access other floors, you must have a valid ticket for events, be registered for a class, be inquiring about programs or classes or have scheduled studio time with a confirmation email from Residence.

All roofs of 92NY (in both the North and South buildings), the Penthouse Gymnastics studio, the Gym Maze, the Nursery School, and the 4th floor of the south building are strictly off limits to residents.

If you are unsure whether you have access to an area of the building, please inquire at the Residence Office beforehand.

**20** Bicycles may not be brought up to or stored in resident rooms.



E-Bikes or any electric battery-operated means of transportation are not permitted.

**21** All flyers must be approved by the Residence Office before being distributed or posted.

**22** No pets are permitted in the Residence.

**23** Authorized employees of 92NY have the right to enter rooms for valid business purposes.

**24** Residents of this building shall not engage in objectionable conduct. Objectionable conduct is behavior that makes or will make the building less fit to live in for you or other residents. Such objectionable conduct includes, but is not limited to, anything that interferes with the rights of others to properly and peacefully enjoy their rooms, or causes conditions that are dangerous, hazardous, unsanitary and/or detrimental to other residents, themselves, employees and guests in the building.

Alcohol and illegal drugs are strictly prohibited.

**25** Both you and 92NY agree to give up the right to trial by jury in a court action proceeding or counterclaim on any matters concerning this agreement, the relationship of you and 92NY as lessor and lessee respectively, or your use or occupancy of the room. This agreement to give up the right to a jury trial does not include claims for personal injury or property damage.

**26** If 92NY begins any court action or proceeding against you that asks that you be compelled to move out, you cannot assert a counterclaim. If 92Y, in its reasonable discretion, is compelled to bring a court action, you are responsible for reimbursing 92NY for its reasonable legal fees, court costs and expenses in conjunction with the action.

**27** Fraternizing with 92NY staff members or associated vendor staff is prohibited. Residents are not allowed to sell any items to individual 92NY staff members (housekeepers, porters, etc.). Giving items directly to staff members is prohibited. Residents must leave any gifts for a staff member at the 92NY Residence Office.

**28** Due to the shared community living environment of the residence halls, for everyone's safety and comfort, all residents are required to be properly clothed in the common and public areas of the residence halls. Residents must be clothed with a top and bottom garment in elevators and hallways at all times. Residents must wear some type of foot covering in elevators and hallways at all times.

**29** Your residing at 92NY Residence constitutes your agreement to allow 92NY Residence staff, under specific circumstances with no legal ramifications, to enter and/or conduct a reasonable search of your room, closet, desk and dresser. This right is seldom used and can be employed only when a suspicion exists that 92NY Residence policies and/or NY State laws are being violated, in case of an emergency, and as part of an investigation involving the possible sale or possession of illegal drugs or alcohol.

**30** 92NY Residence reserves the right to modify housing agreements and its policies, with or without notice, and your continued use of the residence constitutes your agreement to comply with such modifications. You should review 92NY Residence policies periodically to ensure that you are familiar with the policies contained herein. The most up-to-date residence policies can be found at 92Y.org/Residence.

**31** I hereby grant to The Young Men's and Young Women's Hebrew Association, d/b/a "The 92nd Street Y, New York" or "92NY" the irrevocable and unrestricted right to use and publish my image or likeness, in photographs and/or other means of recordings of me or in which I may be included, for publications, electronic reproductions (websites) and/or promotional materials or any other purpose and in any manner or medium. I hereby waive and release 92NY from all claims (including but not limited to compensation of any kind) and liability relating to said photographs and/or recording.

# Financial responsibilities

## RENT

Rent is due between the 1st and 10th of every month. 92NY reserves the right to impose a late fee of $75 for rent not paid by the 10th of the month. No bill will be issued; it is the responsibility of the resident to make payments directly at the Residence Office. We accept Visa, MasterCard Discover and American Express or

a bank check. Third-party or personal checks are not acceptable. Rent is subject to change, and residents will be notified in writing of such changes.

For residents on a monthly rent schedule, a security deposit must be paid upon admission unless payment for the entire stay is paid in full. The security deposit will be retained until after your departure. If you comply with all of the terms and conditions of this agreement at the end of your residency, 92NY will return the security deposit to you.

However, if you do not carry out all of the terms and conditions of this agreement, including but not limited to leaving the room in good condition and giving 92NY proper notice of your intention to leave by completing the Departure Notification Form, 92NY may keep all or part of your security deposit. In addition, during the term of your residency, if you fail to pay your rent in a timely manner, 92NY may utilize your security deposit toward rent and late charges past and owing.

## Departures and extensions

### HOW TO CHECK OUT

Residents must check out by 12 pm the day of their departure. Housekeepers have to prepare your room for an incoming arrival. Leave your key with the Residence Office. If the office is closed, you may place your key and 92NY Access Card (if applicable) in the drop box located to the right of the Residence Office door or leave them with security. Failure to return your key or access card will result in a fine $25 and $30 respectively.

### MOVING COMPANIES

Moving companies are not allowed on the residence floors. If you need to hire a moving company, you are required to bring your items down to the front curb area. If there is a medical need for a moving company, please contact the 92NY Residence Office staff to discuss.

### EXTENDING YOUR STAY

Please let us know as soon as possible if you need to extend your stay. Extensions are not guaranteed; they are subject to availability.

### DEPARTURE POLICIES

Prior to your departure date, and if you are leaving on your originally scheduled date, we ask that you complete a departure form.

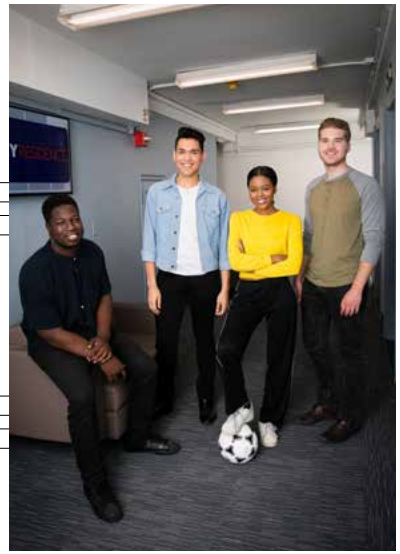
If you need to move out earlier than your originally scheduled departure date, we require a minimum of 30 days' advance written notice, by completing a departure form. If you provide less than a 30-day advance notice, your security deposit will be charged to meet the 30-day requirement. If leaving with no advance notice, your security deposit will be forfeited in its entirety.

In the fall, Sep 1 through Dec 31, bookings are for the entire fall semester. If you depart prior to Dec 31, you will be required to pay the rent through Dec 31, per your signed contract.

Departure forms are in the Residence Office or at ***92NY.org/Residence.***



# HEALTH AND SAFETY



# Room checks

A health and safety check of a resident's room may occur at any time. If a resident's room is not up to health and safety standards the resident will be asked to correct the issue within a designated time frame. If the resident fails to comply with correcting the issue, they may be subject to removal from the residence. Failure of a Health and Safety inspection is the result of but not limited to: excessive garbage, possession of prohibited item(s), an excessive amount of belongings, or odors emitting from the room.

# Fire safety procedures

92NY Residence is committed to providing a safe environment for the entire community. This includes a full fire-notification/alarm system and a full-time Fire Safety Director. The Fire Safety Director is stationed at our fire command center and is on-site 24 hours a day, seven days a week.

For your safety, there are fire extinguishers located on every resident floor as well as carbon monoxide detectors in the main hallways. Every resident room has a sprinkler system and a smoke detector. Residents are provided with the Fire Safety Evacuation Plan for their location behind their room doors.

It is important that you know the location of these fire safety devices and immediately report any device that has been tampered with or needs repair. Remember, fire safety is everyone's business, and together we can lessen the threat of fire. Tampering with a fire safety device (including covering a smoke detector) is against 92NY Residence policy and will result in your removal from the residence.

Fire drills are conducted quarterly every year, including a full evacuation.

Residents may not receive advanced notification as to when the fire drills

will take place. At the start of a fire drill, the Fire Safety Director will inform residents a fire drill will be taking place. 92NY Residence requires occupants

to evacuate only as directed by the building's Fire Safety Director.

**In the event of a fire alarm activation:**

- All floors/areas will receive an alert signal, and occupants should stand by for further instructions given by the Fire Safety Director.
- At all times, Residents should follow the Fire Safety Director's directions and procedures.

# Extermination and pests

At 92NY Residence we take pest control very seriously, and we stay proactive. We have listed some of the issues that are common in the city and the ways that we are addressing them.

**Here are some things you should know about bed bugs:**

- If you get bed bugs, it isn't because you are "dirty;" it is simply because you were in an area where bed bugs had been. Bed bugs are much like hitchhikers in that they don't care who picks them up!
- Bed bugs do not carry disease.

**What we do at 92NY Residence to prevent bed bugs and their spread:**

- Every mattress either has a special encasement that prevents the infestation of bed bugs or is made of a special material to prevent bed bug infiltration. If you see that your mattress cover is torn or ripped, please let the Residence Office know immediately.
- Multiple times a year, a specially trained dog comes into our building and "sniffs" every room to look for traces of bed bugs. The process isn't perfect, and if the dog identifies your room as "active," it doesn't necessarily mean your room actually has bed bugs.
- We will take immediate action to treat those rooms where evidence of bed bug existence is detected.
- If at any time it is confirmed your room is positive for bed bugs, you will receive information regarding treatment procedures.

**Pest prevention**

- We have an exterminating company that goes through the residence twice a week. If you see something, please let the Residence Office know so that we can direct our pest control specialists to that specific area.

If you have any questions, please feel free to contact anyone in our office. We are doing all that we can to make your experience here at 92NY Residence safe, clean and enjoyable. If you have any questions, please contact us at **212.415.5660** or ***92NYResidence@92NY.org.***