

The NYCIntern Program of The King's College:

The Ludlow Residence

THE INTERN EXPERIENCE

For many students, internships are a formative part of their college experience. The real world work experience provides the opportunity for tremendous personal development. NYCIntern seeks to provide a living environment that is conducive to helping you maximize your internship experience.

Ultimately, the success of your living experience is dependent upon each individual resident. Interns can make the experience one of the most wonderful in their lives, or they can make it extremely miserable. If interns encourage one another, follow the rules, and consider the impact of their actions and decisions on other residents, the experience will be a positive one.

NYCINTERN STAFF

The resident staff member with whom interns will have the most contact is the Housing Manager. He or she assists with apartment issues, roommate conflict, and other concerns that may arise. Interns should feel comfortable approaching the Housing Manager with issues, incidents, and living concerns.

Specifically the Housing Manager will:

- Help interns understand NYCIntern housing policy
- Work to develop a healthy community by keeping communication between roommates and open and genuine in nature.
- Assist roommates with issues requiring mediation, confrontation, and conflict resolution.

The front desk staff may be contacted for security and emergency maintenance issues.

Compliance with NYCIntern and/or College Representatives

Interns must comply with any reasonable requests of an NYCIntern or building representative. Residents and guests who harass, annoy, or threaten staff will be dismissed from housing.

INTERNS' RIGHTS AND RESPONSIBILITIES

Minimal expectations are as follows:

Interns have the right...

- To live in a clean and secure environment.

- To written copies of housing rules and regulations, and individual building policies which govern individual and group behavior.
- To the respect and safety of personal property.
- To study or work without interruption or interference.
- To be free of intimidation or harassment.
- To direct access of staff that provides assistance, guidance, and support as needed.

Interns have the responsibility...

- To confront and/or report violations of rules and regulations
- To monitor and accept responsibility for behavior of guests.
- To meet expected payment schedules.
- To respect the rights and privacy of others, as stated above.
- To keep noise levels to a minimum.
- To comply with reasonable requests made by staff or college officials.

NYCIntern reserves the right to define all of the above terms with exception of those already defined by New York state law.

RESIDENCE HALL CONTRACT/ADMINISTRATIVE POLICIES

Check-in

During check-in, a staff member will complete a Room Condition Report (RCR) and orient the new intern to the building and the neighborhood. Interns will not be permitted to move in until they have completed their housing payments. Interns should complete the move-in appointment form on the NYCIntern website to schedule a check-in appointment with the housing manager. Upon arrival at the building, interns should call the Housing Manager Duty Phone at (212) 659-7286 to check-in and receive room keys unless instructed otherwise.

Room inspections are performed when students move in to residential housing and when they depart. Together with a NYCIntern staff, each student must review and sign a Room Condition Report (RCR), which records the condition the room and room furnishings. When interns move in, they should bring to the staff member's attention any existing damage or missing articles. These will be noted on the RCR.

The Residence Hall Requirement

The Ludlow Residence must be an intern's primary place of residence during the contracted term. If it becomes clear that the intern's room is not his primary residence, the intern will forfeit his place in the building.

Check-out

Check-out occurs at the end of the housing term and must be completed by or on the last day of your stay. Interns must remove all personal belongings and clean the apartment.

Once the apartment is empty and clean, a staff member will go with the Intern to review and complete the Room Condition Report (RCR). The staff member will collect keys and make note of any changes on the RCR forms. The room should be left in the exact condition it was found. If an intern moves out of housing at any time during the housing term, he/she will continue to be responsible for all housing charges. Interns moving out without completing a check-out appointment with NYCIntern staff will be charged a \$200 fee.

Check-out procedure

Vacating interns shall:

- Clean tub, toilet, floor, microwave, and refrigerator.
- Remove all personal belongings from the room. Check out will not be completed until all personal belongings are removed from the apartment.
- Sweep and dust the room and clean floors thoroughly.
- Remove marks from walls, ceilings, floors, furniture, counter tops, etc.
- Return the furniture to its original condition and location.
- Request a checkout appointment with the Housing Manager at least 24 hours prior to departing. At this appointment time, the Housing Manager will review the check-in RCR.
- Return both room and mailbox keys and building ID (if applicable) to the Housing Manager.
- Complete a change of address form at the U.S. Post Office so that mail is forwarded. NYCIntern takes no responsibility for intern mail.

NYCIntern must approve any extensions to the check out deadline in advance. Interns failing to check out by the agreed upon deadline may lose their housing deposit.

Housing Fees:

Lockout Fee:	None
Lost or non-returned Key:	\$75
Lost Mail Key	\$25
Failure to check out:	\$200 (minimum fee) to \$500
Room cleaning:	\$100/hour
Lost Building ID:	\$25 (check to the School of Visual Arts)

Damage/Billing Policy

Interns should be concerned with the condition and treatment of all residence hall property and the property found in individual and common areas. Interns should likewise encourage their fellow residents to ensure that Residence Hall property is not damaged or stolen. If an Intern notices damages in his room or anywhere else in the residence hall, or if he is aware of the person responsible for specific damages, he/she is expected to contact the Housing Manager or building with this information immediately.

Damage Assessment

Each intern is responsible for the room in which he/she resides. Residents are responsible for loss or damage to any property within housing that results from their own or their guest's negligence or vandalism. At check-out time, the Housing Manager will check the room against the RCR and note any damages which cannot be attributed to normal wear-and-tear.

Room Damage

In double rooms, room damages will be billed jointly unless one individual takes full responsibility for the damage. Interns who have room damages in excess of their deposit will receive a bill from the college. All charges billed must be paid no later than the date indicated on the billing letter.

Keys and Lock-outs

Each intern is provided with a key to his or her room. Residents are expected to carry their room keys at all times and must not lend them to anyone. Room keys are not to be duplicated by anyone outside SVA staff. If a key is lost, it should be reported missing immediately so that the key can be replaced in a timely fashion. There will be a replacement charge for keys and, if necessary, lock cores. Lost mailbox keys are also subject to replacement fees. Interns may request that open their door if they forget their key. Losing or failing to return keys will result in a \$75 charge per key.

Lockout Policy

Interns may be locked out of their rooms by NYCIntern or the building security for the following reasons:

- Overdue housing payments (after proper notice has been given)
- Dangerous condition present in room
- Failure to vacate room as required
- Revocation of housing contract due to serious infraction

Room assignments and room changes

The housing contract stipulates that only the intern who is assigned a space by the NYCIntern Director can occupy it. Any vacant space may be assigned to another intern selected by NYCIntern without prior notification to the roommates occupying the room. No intern shall transfer or assign any rights obtained through the housing contract to any other person.

NYCINTERN APARTMENTS: Do's and Don'ts**Room decorations**

NYCIntern encourages residents to create a comfortable living environment by decorating their rooms. However, NYCIntern asks that all decorations, posters, photographs, etc. be in good taste. NYCIntern prohibits residents from hanging pornographic or highly suggestive materials on walls. Please be considerate of your roommates and hallmates. Remember these key points as you are decorating.

- Painting a room is not permitted.

- Wallpaper, contact paper, or other strong adhesives are not permitted.
- Putting large screws or large nails in walls, ceiling or doors is prohibited. You may use pushpins, small nails and tape. These items must be removed prior to check-out.
- Concrete anchors in walls, ceilings and doors are not permitted.

Cleaning

NYCIntern does *not* provide complimentary cleaning services. For more information please see the NYCIntern website. Unless you have hired a cleaning service, we require that interns regularly clean their assigned living areas. Please clean the following at least once a week:

- sweep floor and mop floor
- clean and disinfect the toilet, sink, and tub
- wipe out the refrigerator and dispose of any stale food
- clean the inside windows with glass cleaner
- clean the inside of the microwave

A vacuum will be available for check out from the NYCIntern Housing Manager. Interns must provide ID to check out the vacuum. The ID will be returned when the vacuum is returned.

Room Inspections

Rooms may be checked periodically for cleanliness and safety. If a room is deemed unsanitary by NYCIntern staff, NYCIntern will have the room professionally cleaned with charges billed directly to the intern at the rate of cost plus 25%.

Room entry and search

NYCIntern reserves the right to enter rooms at any time for the following reasons:(a) general maintenance, (b) probable violation of housing policy, (c) when it is believed that an intern's health and safety are at risk, (d) when there is reasonable suspicion that a violation of New York City, NY State, College or Housing policy has been committed or is in progress, (e) when evaluating the condition of the room, (f) periodic inspections.

Prohibited Items and Behavior

IMPORTANT: Ludlow residents will be held responsible for any policy violations by their guests. Any resident or student who was present when a violation occurred may be subject to disciplinary action even though he/she did not actively participate in the offence. Prohibited items described in this section will be confiscated.

1. Tampering with Fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits or other safety equipment.
2. Possession and/or use of extension cords to power multiple appliances (as opposed to power strips, which are permitted)

3. Possession and/or use of flammable decorations, appliances or other property that may be deemed a fire hazard, including but not limited to candles, incense and evergreens.
4. Possession of unauthorized furniture
5. Possession of weapons, including but not limited to knives, mace, explosives, fireworks, firearms, or ammunition
6. Possession or storage of a gas engine or any form of combustible fuel in the residence hall
7. Keeping pets or animals in any residence hall
8. Possession, use or distribution of an alcoholic beverage.
9. Possession, use or distribution of an illegal or controlled substance and /or related paraphernalia
10. Smoking in the residence halls, or possession of smoking devices such as bongos and hookah
11. Throwing or allowing to fall from residence hall windows, doors, terraces, ledges, roofs or other areas, any object or substance
12. Unauthorized solicitation or recruitment of any kind
13. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member of the residence hall community or the regular operation of the College.
14. Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of a member of the residence hall community or the regular operation of the college.
15. Any harassment or abusive behavior toward another individual
16. Physical violence, actual or threatened, against any individual or groups or persons.
17. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
18. Unauthorized access to or use of restricted areas in or about the residence hall, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.
19. Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of an SVA residence hall.
20. Theft, vandalism or damage to another resident's property or SVA property.
21. Excessive noise as defined by any New York City ordinance or a residence hall policy on noise
22. Failure to present a valid ID card or properly identify oneself when entering a residence hall or when requested to do so by any authorized SVA staff member.
23. Unauthorized possession, use or duplication of a residence hall room key.
24. Unauthorized residence hall room change
25. Installing an unauthorized residence lock on a bedroom, bathroom or suite door
26. Failure to lock room doors
27. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the inside or outside of a residence building (other than items affixed entirely inside a resident's room in a non-damaging manner)
28. Failure to comply with an administrative request from a School of Visual Arts, Baruch or The King's College staff member

Confiscation of Prohibited Items

Prohibited items that are found in an apartment will be confiscated and stored or disposed of. After meeting any sanctions, the intern will be able to retrieve the confiscated item. Returned prohibited items may not be brought back into the building. If prohibited items are found a second time, an additional sanction will be imposed, and the items will be confiscated permanently. Any items not claimed by the end of the semester will be considered abandoned and will be discarded.

Room Use Policy

Interns shall use their room only for residential purposes and shall not permit any other person to use the room for any purpose without the prior written approval from the Housing Manager.

Renter's Insurance

NYCIntern and The King's College are not responsible for lost or stolen items. Renter's insurance can be purchased from most insurance agencies for a nominal charge. In some instances an intern's belongings may be covered by his/her parent's homeowner's policy. Interns are responsible to research and arrange any desired insurance coverage for their belongings.

Room Furnishings

The Ludlow Residence is comprised of double and single occupancy dorm-style rooms, each sharing a bathroom with a neighbor.

Rooms are all equipped with:

- Bunkable/loftable beds (extra-long mattress 36" x 80")
- Desks and chairs
- Personal closet nooks and dressers
- Refrigerator/microwave combo units
- Direct TV and internet jacks

Shared community space is also available in the building including an outdoor terrace, community room, kitchen and free laundry facilities.

Additional furniture is not permitted, since space is limited. In addition, the use of any personal appliances is limited to the community kitchen. Appliances may not be used in individual rooms due to fire safety hazards.

FIRE SAFETY

NYCIntern reserves the right to make periodic room inspections for compliance with fire safety codes. The policy for possession of prohibited items is outlined below.

Use of the items listed below is prohibited due to the potential risks and hazard related to them:

- Incense
- Any open flames
- Candles of any kind
- Halogen and/or oil lamps
- Hot plates (or any movable open-coiled appliances)

Smoke detectors and sprinklers are located throughout the residence halls. In addition, each room is equipped with a hardwired smoke detector and sprinkler system. Residents may not tamper with or cover the smoke detectors or sprinklers. Evacuation plans are posted throughout residence hall buildings, and fire extinguishers and alarms are located on every floor. Every resident should be familiar with the evacuation procedures and the location of fire extinguishers. Students are responsible for informing their guests of fire evacuation procedures. Anyone concerned or confused about a safety precaution should consult the SVA staff.

Important Emergency Response Tips

If safely exiting the room or building is not possible:

- Call 911 and specify
 - Address including floor and/or apartment number
 - Number of people
- Unless smoke and/or flames are visible, open windows 2” at top and bottom (if possible)
- Do not break any windows
- Seal all doors to your room with wet towels or sheets
- Seal air ducts or other openings where smoke may enter

If conditions appear life-threatening, then

- Open a window and wave a towel or sheet to attract firefighters’ attention
- Get close to the floor and take short breaths through the nose

GENERAL RULES

Respecting the Rights of Others

Interns are expected to conduct themselves with proper respect for the rights, property, and privileges of other residents. Within the framework of community living, interns are expected to abide by all policies and procedures as outlined in this handbook. Individuals whose behavior violates these expectations may be subject to disciplinary action and/or removal from housing. An intern’s college supervisor or company supervisor may also be notified. Interns whose behavior presents an imminent threat to themselves or others or represents an egregious and willful affront to the rights of others may be removed from the NYCIntern housing without prior notice. Appeals and final disposition in judicial matters shall be the responsibility of the NYCIntern Director or his designee. Interns are responsible for maintaining a safe environment.

FACILITIES AND SERVICES

Front Desk

The front desk in the main lobby is the center of communication for the residents in the facility. Its functions include:

- Package delivery
- Emergency Maintenance concerns
- Visitor assistance
- Emergencies

The front desk operates 24 hours a day, seven days a week. To contact the front desk, use the intercom located on the wall in your entry way. NYCIntern does not accept responsibility for personal items left at the front desk.

Mail

Mail is delivered to the mail boxes to the right of the elevators in the lobby of Herald Towers, Monday through Saturday. All mail is placed into each intern's mailbox.

Mail should be addressed as follows:

Your Name
 101 Ludlow Street, Room #
 New York, NY 10002
 Security: 212.592.2001

NYCIntern is not responsible for the loss or damage of any packages or mail an intern may receive.

The building will hold packages that are too large to be put in intern mailboxes at the front desk or package room. The building places the apartment number of each apartment that has a package in storage on a list at the front desk. To find out if you have a package, please check the list to see if your apartment number is listed. If a resident receives Registered Mail, a notice of the receipt will be placed in her mailbox. The letter or package will be held at the desk until the resident signs for it. Cash On Delivery [**C.O.D.**] packages will not be accepted by the front desk.

Security

For building security, use your intercom call button or call the front desk:

Ludlow Residence

(212) 592-2713

The Ludlow Residence maintains 24-hour security. Security officers are responsible for monitoring guest and security policies. When entering the building, students must check-in at the front desk (and, at Ludlow, they must present their TKC photo identification

card to the security officer). Students and guests are required to provide photo identification when requested by a security officer or other college official. Guests of students are required to leave photo identification with the front desk security. Ludlow Residence s use your intercom call button. Dial 911 for all emergencies which may require police attention.

Maintenance and Repairs

Room maintenance requests should be requested by completing the maintenance form on the NYCIntern website under current interns. In an emergency an intern should contact the building directly, then contact the Housing Manager by calling the duty phone. NYCIntern and building staff reserve the right to enter rooms for needed maintenance.

Moving Hours

Interns must comply with the moving regulations of the building. For more information contact the front desk or the Housing Manager.

Garbage

There is a trash room located on every floor in the freight area just behind the elevators. Garbage may not be stored or allowed to pile up in intern rooms. Residents may not temporarily place garbage in the hallway.

Linens

Interns are responsible to provide their own pillow, sheets and blankets for a regular twin size bed (extra long in the Ludlow Residence.. Bath towels are not provided by NYCIntern. Mattress pads should be used on mattresses.

Internet Access

Each room comes equipped with high speed wireless Time Warner Cable internet access. NYCIntern expects that all interns will use the internet with a high level of integrity.

Telephone Connection

Because telephone service can be expensive the college recommends that interns use a personal cell phone. Traditional phone jacks are provided in each room. Interns are responsible to arrange for and pay for any local or long distance service. VoIP telephone companies, such as Vonage, serve as an inexpensive option to a land line.

Respecting College and Personal Property

No one shall harm property belonging to another individual, NYCIntern, The King's College, or the apartment building.

Vandalism, Misuse of Facilities, Trespassing

Residents are prohibited from entering restricted areas of the apartment building without the necessary authorization. This includes the mechanical rooms of both buildings.

Vandalism, including but not limited to, marking or defacing walls, floors, ceilings, or other surfaces; tampering with any equipment, appliances or fixtures; and littering is prohibited. The use of any facility or area for activities other than its intended purpose is

considered trespassing and is prohibited. Interns engaging in vandalism, misuse of facilities, and/or trespassing may face criminal prosecution, notification of college or company supervisor, and/or eviction from housing.

Pets

No pets other than fish living in a regular size fish bowl are permitted. The college reserves the right to request the removal of fish and fish bowls. Birds, gerbils, hamsters, lizards, snakes, spiders, turtles and “visiting” pets are not permitted in the buildings, nor are aquariums for fish. Exceptions will be made for Seeing Eye or hearing dogs.

HOUSING POLICIES

The Herald Towers and The Vogue Guest Visitation Policy (Not overnight)

A guest is a person who does not live in the residence hall, and who will be in the company of his or her host at all times. If an intern wishes to have a guest as defined above, he must make sure that the guest’s visitation will not interfere with his/her roommate’s time of study or rest. Guests are only permitted during visiting hours. If an intern wishes to have an overnight guest, he must follow the procedure for overnight guests.

The Herald Towers and The Vogue Visiting Hours

In order to ensure privacy for all residents, guests are not allowed in resident’s rooms during the following hours:

Sunday thru Thursday	11:00PM to 8:00AM
Friday & Saturday	11:00PM to 9:00AM

The Herald Towers and The Vogue Overnight Guest Policy

Having guests in NYCIntern housing is a privilege, not a right. The following procedures and rules must be followed in order to host an overnight guest.

1. All guests must be registered with the security desk in the lobby.
2. Only one overnight guest per room is allowed at one time.
3. Overnight guests may not stay in any room more than 4 nights consecutively.
4. Before committing to host a guest, each of your roommates must give their consent. Guest arrangements should be agreed upon with roommates at least 12 hours in advance.
5. No guest may spend more than 6 nights cumulative per summer in NYCIntern summer housing.
6. Interns may not allow guests to use their room if they are not present.
7. Residents are responsible for the actions of their guests and must insure the guest’s compliance with building and college regulations. They also must show proper concern for the rights of roommates.
8. Inappropriate behavior on the part of the host or guest may result in disciplinary action such as revocation of guest and visitor privileges.

Ludlow Guest Visitors

Ludlow's guest policy allows students to host visitors in a responsible manner. Maximum occupancy follows established fire codes and allows no more than 2 guests per resident student. All guests are required to sign in at the security desk and show a valid photo ID. The guest ID will be held at the security desk while the guest is in the building. All guests must leave residence hall premises by 11:00 pm, unless prior approval to stay overnight has been granted by the Housing Director. If a visitor stays past 11:00 pm, security or a residence life staff member will escort him or her off the premises. Failure to follow the guest policy will result in loss of guest privileges and disciplinary action.

Every guest must have a host and be accompanied by the host while in the residence halls or apartments. Guests may not have residence keys at any time. Visitors are expected to comply with all college policies and regulations as well as federal and state laws. Students are responsible for the behavior of their guests and are held accountable for their actions. Should their guests violate any of NYC Intern's rules and regulations, the residence hall director, or Assistant Director of Residence Life may deny guest permission to be on premises.

Ludlow Overnight Guest Privileges

To host an overnight guest in Ludlow, these guidelines apply:

- Opposite gender guests are not permitted to stay overnight in NYC Intern housing.
- If approval is granted by a housing director, interns can obtain an overnight pass by visiting the Ludlow security desk and requesting that a pass be issued and signed by a Ludlow security officer before 11:00pm on the day of a requested overnight visit.
- Residents can have visitors stay overnight for no more than three consecutive days in a seven-day period, and no more than 10 days in a month.
- The maximum cumulative semester stay for any guest is (6) nights
- Residents must be present during guest stays and are responsible for guest actions.

Party Policy

No parties or gatherings of more guests than reside in your apartment are permitted.

Drug Policy

There is no immunity from municipal, state, and federal laws governing the possession, use, and/or sale of controlled substances within NYCIntern housing. Any violations of these laws will not be tolerated. Any resident found to be selling or assisting in the sale of a controlled substance will be subject to disciplinary action which may include immediate suspension from NYCIntern Housing pending further judicial action.

Smoking Policy

Smoking is not permitted anywhere in housing leased or owned by NYCIntern. This includes balconies, stairwells, laundry rooms and other common areas.

Alcohol Policy

No alcohol is permitted anywhere in housing owned or leased by NYCIntern. This includes balconies, stairwells, laundry rooms and other common areas.

Interns under the age of 21 are expected to follow all state, local and federal laws, concerning the use, possession, and purchasing of alcoholic beverages.

Noise Policy

Residents and guests are not allowed to make any disturbing noises in the apartment or building or permit anything to be done that will interfere with the rights, comforts or convenience of other tenants. Also, residents shall not play a musical instrument or operate any audio equipment, radio or television set so as to disturb any other occupant of the building.

Dangerous activities

Residents shall not engage in any behavior or participate in any situation, which intentionally or recklessly endangers the mental or physical health of others. Specifically the following guidelines apply:

- No sports of any kind (i.e. throwing of balls or Frisbees, rollerblading, skateboarding, etc.) are allowed in apartments, on the roof, or in the hallways of the apartment building.
- Water, food, and shaving cream fights are prohibited.
- Hanging out windows or over balconies, hanging objects out windows or balconies, and throwing things from windows or balconies is prohibited.
- Congregating in public areas such as balconies, hallways, or stairwells where the presence of a group disrupts others is prohibited. We ask that interns be extremely conscientious in their behavior that may impact their New York City neighbors.

Personal Health Insurance and Safety

While NYCIntern does not require interns who are permanent U.S. residents to have proof of insurance to reside in NYCIntern housing, it is highly encouraged that all interns obtain health insurance. All international residents are required to have health insurance.

Protecting Freedom of Movement and College Equipment

No possessions shall be left in hallways, stairwells, or other public areas

NYCIntern Judicial Process

If an intern violates any residence hall, NYCIntern, college, city, state or federal regulation, that intern will be reported to the appropriate authorities.

Room Change Requests

NYCIntern reserves the right to change room assignments. If an intern wants to change room assignments during the summer, the intern may do so through a written request.

The request must include:

1. The reason the intern feels a change is needed
2. A date on which the requestor would like to see the change become effective
3. If the room change is requested due to roommate conflict, the requesting interns shall provide:
 - Examples of attempts made to resolve conflicts or issues
 - A brief summary of the conclusion of those discussions

Written requests must be given to the Housing Manager. The Housing Manger will then discuss it with the NYCIntern Director. Room changes will only be considered if space permits.

If NYCIntern approves a transfer request, the requesting intern must:

1. Fill out a Room Condition Report for a new room with the Housing Manager.
2. Receive new keys from the Housing Manager.
3. Move belongings to the new room.
4. Complete the check-out portion of the RCR for the intern's old room with the Housing Manager. The intern shall then give the keys to the old room to the Housing Manager.