

*The King's College – NYCIntern Housing
Herald Towers*

Office: 212-736-5700 ex. 210

Concierge's desk: 212-736-5700 ex. 201

Packages may be picked up from the concierge

Monday – Friday (8:00 AM – 8:00 PM)

Saturday (8:00 AM – 4:00 PM)

To see if you have a package, check the list at the concierge's desk for your apartment number. If your number appears someone in your room has received a package.

Moving In and Out

Should you need to load or unload items, your best option is the parking lot on 33rd Street. During the weekdays, you will be ticketed almost immediately should you pull up to the backdoor of the apartments. On Saturday and Sunday, short-term stops are allowed, though someone should always stay with the vehicle.

Mail Boxes

The Mail room is located in the lobby behind the management office. Out-going mail should be placed in the large mail box in the back hallway that exits onto 33rd street

Laundry Room

The laundry room is located between "A" and "B" towers on the third floor. You will need to purchase a laundry card only once. You may refill your laundry card with cash, credit card, or debit card. Please don't take the laundry cart from the laundry room.

Luggage Cart

You may check out the luggage cart at the concierge desk. You will be asked to provide a picture ID to be held by the attendant until the cart is returned. The cart may not be taken out the front door. You may use it on the 33rd street side of the building.

Lockout

If you are locked out, call your roommates first. If no one is available to let you in, dial the NYCIntern housing staff phone (917-347-9157) and someone will assist you. The front desk does not help with lock-outs. Remember that your first lock out will be free. Each additional is \$5 per occurrence. Should you lose your key or not return it, you will be charged \$75.

Maintenance Items

If there is an emergency maintenance issue in your apartment (i.e. toilet overflowing, or busted pipe) please call the front desk immediately from the intercom in your apartment. If the item is not an emergency please fill out a maintenance request form located at NYCIntern.org. Follow the links "Current Interns" and "Room Repair Form." Use this form even for internet or cable related issues.