

The NYCIntern Program at The King's College

2018 Resident Handbook

THE INTERN EXPERIENCE

Internships are a formative part of the college experience; real world experience accelerates personal development. NYCIntern seeks to provide a living environment that helps you maximize your internship experience.

Ultimately, the success of your living experience depends on each individual resident. If interns encourage one another, follow all the policies, and consider how they affect other residents, the experience will be positive.

NYCINTERN STAFF & Contact Information

Interns have the most contact with the NYCIntern Program Manager, who assists with apartment issues, roommate conflicts, and other concerns that arise.

Specifically, the NYCIntern Program Manager:

- Helps interns understand NYCIntern housing policy
- Works to develop a healthy community by encouraging open, genuine communication between roommates
- Assists with roommate mediation, confrontation, and conflict resolution

The NYCIntern Program Manager is Josh Hinen:

Email: jhinen@tkc.edu

Office Phone Number: 646-237-8907

NYCIntern Program Email Address: nycinternhousing@tkc.edu

For emergencies call: 646-770-5577

Compliance with NYCIntern and/or College and Building Representatives

Interns must comply with any reasonable requests of NYCIntern, The King's College or building representative(s). Residents and guests who harass or threaten staff will be dismissed from housing with no refund of any term fees.

APARTMENT CONTRACT/ADMINISTRATIVE POLICIES

Primary Residence Requirement

The assigned apartment must be an intern's primary place of residence during the contracted term. If it becomes clear that the intern's apartment is not his/her primary residence, the intern will forfeit his/her place in the apartment.

Check-in

Prior to arrival, interns should email nycinternhousing@tkc.edu and complete a [check-in request](#). Upon arrival, interns should call (646) 770-5577 to check-in and receive room keys. Either prior to or during check-in, a staff member will complete an Apartment Condition Report or ACR (which records the condition of shared apartment items and the condition of personally assigned items e.g. bed, desk, chair). Interns are not permitted to move in until they have submitted their required housing payments.

Room inspections are performed when an intern moves in and moves out. The required forms are a record of the condition of the room upon check-in and check-out, and they are used to assess charges for any damage or loss in a room. Upon move in, interns should notify the staff member of any existing damage to be noted on the ACR by emailing nycinternhousing@tkc.edu. Any damage incurred during the term, beyond normal wear and tear, will result in a fine up to an amount deemed appropriate to the damage incurred.

Moving Hours

Interns must comply with the moving regulations of the building. For more information contact the NYCIntern Program Manager.

Check-out

Check-out must be completed on or before the last day of the housing term. Interns should email nycinternhousing@tkc.edu and complete a [check-out request](#) at least 24 hours ahead of time. Interns must remove all personal belongings and clean the apartment (see details below) for the check-out. The intern must relinquish their keys at the designated check-out time. The room should be left in the same or better condition than it was found.

Interns must check-out and completely move-out of housing by 5pm on the last day of the term.

If an intern moves out of housing before their term end-date, he/she will continue to be responsible for all housing charges. Interns who fail to complete a check-out appointment with NYCIntern staff will incur a \$200 fine.

Check-out Procedure

Vacating interns shall:

- Clean tub, toilet, sinks, stove, oven, floor, microwave, and refrigerator.
- Remove all personal belongings from the apartment.
- Sweep and dust the apartment and clean floors thoroughly.
- Remove marks from walls, ceilings, floors, carpet, furniture, counter tops, etc.
- Return the furniture to its original condition and location.
- Request a check-out appointment with the NYCIntern Program Manager at least 24 hours prior to departing.

- Return both room and mailbox keys and fob (if applicable) to the NYCIntern Program Manager.
- Complete a change of address form at the U.S. Post Office. The NYCIntern Program takes no responsibility for intern mail.

Extensions

Occasionally, term extensions become available. However, these are extremely limited and will be granted on a first-come, first-served basis. You will be notified of extension availability as they become available. NOTE: Extensions are NOT guaranteed; you are advised to have a back-up place of residence if your internship requires you stay beyond your term.

Interns failing to check-out by the agreed-upon deadline will be removed immediately with fines.

Housing Fees

Lockout fee:	Varies by building (\$25-\$200)
Lost or non-returned key:	\$25
Lost mail key:	\$25
Failure to check out:	\$200
Room cleaning:	\$150
Lost fob:	\$35

Damage/Billing Policy

Interns should be concerned with the condition and treatment of apartment property including property found in individual and common areas. Interns should likewise encourage fellow residents to ensure that apartment property is not damaged or stolen. If an intern notices damages in his/her room or anywhere else in the apartment building, or if he/she is aware of the person responsible for specific damages, he/she is expected to contact the NYCIntern Program Manager 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.

Apartment damages will be billed jointly unless one individual takes full responsibility for the damage. Interns who have room damages 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

Residents are expected to carry their keys at all times and must not lend them to anyone. Keys are not to be duplicated by anyone. 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. Losing or failing to return keys will result in a \$25 charge per key.

Lockout Policy

Interns may be locked out of their rooms by the college or the apartment building 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 a serious handbook infraction

Room Assignments and Room Changes

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

ROOM FURNISHINGS

Washington Residence

Each apartment has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Couch
- Kitchen table (space permitting)
- One desk and chair per student
- Refrigerator, stove, oven, microwave
- Twin (not Twin XL) beds (36" x 75"), dressers, lamps

West Residence

Each apartment has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Couch
- Kitchen table (space permitting)
- One desk and chair per student
- Refrigerator, stove, oven, microwave
- Twin (not Twin XL) beds (36" x 75"), dressers, lamps

Wall Residence

Each apartment has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Couch or love seat
- Kitchen table

- One desk and chair per student
- Refrigerator, stove, convection/microwave oven, dishwasher, washer/dryer
- Twin (not Twin XL) beds (36" x 75"), dresser, lamps

Hanover Residence

Each apartment has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Couch or love seat
- Kitchen table
- One desk and chair per student
- Refrigerator, stove, oven, microwave, dishwasher
- Twin (not Twin XL) beds (36" x 75"), dresser, lamps

Clark Residence

Each apartment has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Club chair
- One desk and chair per student
- Refrigerator, stove, oven, and microwave
- Flat screen TV with basic cable
- Twin (not Twin XL) beds (36" x 75")

Interns may not bring any of the following furniture items into NYCIntern housing: couches, love seats, futons, large chairs, recliners, or other large upholstered furniture. Due to limited space, the following pieces of furniture are also not allowed at the Clark Residence: coffee/side tables or TV stands. The NYCIntern Program reserves the right to ask interns to remove any personal furniture from College housing.

INTERNS RIGHTS AND RESPONSIBILITIES

Interns have the right to:

- Live in a clean and secure environment.
- Copies of housing rules and regulations, and individual building policies which govern individual and group behavior.
- The respect and safety of personal property.
- Study or work without interruption or interference.
- Be free of intimidation or harassment.
- Direct access to staff that provide assistance, guidance, and support as needed.

Interns have the responsibility to:

- Confront and/or report violations of rules and regulations.
- Monitor and accept responsibility for behavior of guests.
- Meet expected payment schedules.

- Respect the rights and privacy of others, as stated above.
- Keep noise levels to a minimum.
- 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.

HOUSING POLICIES

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 Program Manager or his designee. Interns are responsible for maintaining a safe environment.

Guest Visitation Policy (Not overnight)

A guest is a person who does not live in the apartment building, 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/she must make sure that the guest's visitation will not interfere with his/her roommates' time of study or rest. Guests are only permitted during visiting hours. If an intern wishes to have an overnight guest, he/she must follow the procedure for overnight guests.

Privacy Hours

To ensure privacy for all residents, guests are not permitted during the following hours:

Monday through Friday	1:00AM to 8:00AM
Saturday & Sunday	2:00AM to 9:00AM

Overnight Guest Policy

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

1. A host must fill out an [overnight guest form](#) at least 24 hours in advance.
2. No person of the opposite sex will be permitted to stay as an overnight guest.
3. Only two overnight guests per room are allowed at one time.
4. Overnight guests may not stay in any room more than 4 nights consecutively.
5. Before committing to host a guest, each of your roommates must give their consent. Guest arrangements should be agreed upon with roommates at least 24 hours in advance.

6. No guest may spend more than 6 nights cumulative per summer in NYCIntern summer housing.
7. Interns may not allow guests to use their room if they are not present.
8. 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.
9. Inappropriate behavior on the part of the host or guest may result in disciplinary action such as revocation of guest and visitor privileges.

Party Policy

No parties or gatherings of more guests than reside in your apartment are permitted (i.e. if three people live in your room you can have no more than three guests at one time).

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 using, in the possession of, selling or assisting in the sale of a controlled substance will be subject to disciplinary action which will include immediate dismissal from NYCIntern Housing.

Smoking Policy

Smoking of any kind (including hookah and electronic cigarettes) is not permitted anywhere in housing leased or owned by NYCIntern. This includes stairwells, laundry rooms, rooftops, and other common areas.

Alcohol Policy

No alcohol is permitted anywhere in housing owned or leased by NYCIntern. This includes 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

NYCIntern shares residential space in apartment buildings with non-intern tenants. Interns and their guests are expected to be respectful of their neighbors. Interns are encouraged to remain sensitive to the residents living around them and to respect their neighbor's right to a quiet and peaceful living environment.

NYCIntern has a quiet-hours code between 10:00 p.m. and 7:00 a.m. Residents should be especially mindful of their noise levels during these hours.

Interns are encouraged to be good neighbors by practicing the following:

- Refrain from playing musical instruments during quiet hours
- Keep audio, radio, and television noise to a minimum
- Refrain from talking on cell phones or lingering in building hallways

Dangerous Activities

Residents shall not engage in any behavior or participate in any situation, which intentionally or recklessly endanger 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, the roof, or the hallways of the apartment building.
- Water, food, and shaving cream fights are prohibited.
- Hanging out of, hanging objects out of, and throwing things from windows is prohibited.
- Congregating in public areas such as 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. International residents are required to have health insurance.

Protecting Freedom of Movement

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

NYCIntern Judicial Process

If an intern violates any building, NYCIntern, city, state, or federal regulation, that intern can 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 term, the intern may request to do so through a written request via email. The request must include:

1. The reason the intern feels a change is needed
2. A date when 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 emailed to the NYCIntern Program Manager (nycinternhousing@tkc.edu). Room changes will only be considered if space permits.

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

1. Schedule transfer time with NYCIntern Program Manager.
2. Relinquish old keys to the NYCIntern Program Manager.
3. Receive new keys from the NYCIntern Program Manager.
4. Move belongings to the new room.

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. The following are not permitted:

- Painting an intern apartment
- Wallpaper, contact paper, or other strong adhesives
- Large screws, large nails, or concrete anchors in walls, ceiling or doors. Pushpins and small finishing nails are acceptable but must be removed prior to check-out.

Cleaning

NYCIntern does not provide complimentary cleaning services. Interns must regularly clean their assigned living areas. Please complete the following at least once a week:

- wipe/scrub the top of the stove
- sweep all floors
- clean and disinfect the toilet, sinks, and tub
- wipe out the refrigerator and dispose of any stale food
- clean the inside windows with glass cleaner
- clean the inside of the oven and the microwave

Apartment Inspections

Apartments may be checked periodically for cleanliness and safety. If an apartment is deemed unsanitary by NYCIntern staff, the room will be professionally cleaned with charges billed directly to the intern(s).

Apartment Entry and Search

NYCIntern reserves the right to enter rooms at any time without notice for the following reasons:(a) general maintenance, (b) when it is believed that an intern's health and safety are at risk, (c) when there is reasonable suspicion that a violation of New York City, NY State, or NYCIntern policy has been committed or is in progress, (d) when evaluating the condition of the room, (e) periodic inspections.

Prohibited Items

NYCIntern will confiscate any of these items found in intern housing:

- Fireworks and explosives

- Gasoline and any other flammable liquids (including oil burning lamps)
- Automobile batteries
- Illegal drugs and/or chemicals
- Drug paraphernalia
- Alcohol containers (full or empty)
- Firearms of any kind and/or offensive or defensive weapons
- Pets/pet equipment or supplies
- Homemade or modified electrical wiring
- Traffic and street signs
- Substances with offensive odors
- Candles of any kind

Confiscation of Prohibited Items

Prohibited items that are found in an apartment will be confiscated and disposed of. If prohibited items are found a second time, an additional sanction will be imposed (which can include dismissal from the program).

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 NYCIntern Program Manager.

Interns will be immediately removed from the program if they receive payment, in any form, for use of their room. (i.e. Renting out the room through Airbnb.)

Pets

No pets, other than fish living in a one gallon fish bowl or smaller, are permitted. NYCIntern 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 service dogs, and may be granted for emotional support dogs with proper documentation.

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.

FACILITIES AND SERVICES

Front Desk

The front desk functions include:

- Package delivery
- Emergency maintenance concerns
- Guest Assistance
- Security

The front desk operates 24 hours a day, seven days a week. NYCIntern is not responsible for personal items left at the front desk.

Mail

NYCIntern is not responsible for lost or damaged packages or mail. The building holds packages at the front desk or package room that are too large for the mailboxes. Cash on Deliver (COD) packages are not accepted by the building. NYCIntern is not able to retrieve your mail after you move out.

Security

For building security, use your intercom call button or call the front desk. Clark residents call: 347-889-6135. West residents call: 212-784-7486.

All apartment buildings maintain 24-hour security. When entering the building, guests must check-in at the front desk. Interns and guests are required to provide photo identification when requested by a security officer or other College official. Guests of interns may be required to leave photo identification with the front desk security.

Dial 911 for all emergencies which require police attention.

Maintenance and Repairs

Room maintenance requests should be requested by completing the maintenance form on the NYCIntern website under "[Resources for Residents](#)." In an emergency, an intern should contact the building staff working at the front desk directly, then contact the NYCIntern Program Manager by calling (646) 770-5577. NYCIntern and building staff reserve the right to enter rooms for needed maintenance.

Extermination/Pest Control Procedures

Exterminators make regular visits to all residences. To request pest control services fill out a Maintenance Request on the Student Portal.

Garbage

(Clark Residence)

Garbage disposal bins are located outdoors on the side of the building. This area is accessed through the basement. The access doors are locked and armed with alarms between 11:00 PM and 7:00 AM.

(Financial District)

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

Carpets

If interns live in an apartment with carpet, they are expected to clean spills immediately. Failure to keep carpet clean may result in billing for the cost of cleaning.

Linens

Interns are responsible to provide their own pillow, sheets, blankets, and mattress pad for a regular twin (not XL) size bed. Bath towels are not provided by NYCIntern.

Kitchenware

Kitchenware and silverware are not provided by NYCIntern.

Internet Access

Each room comes equipped with wireless internet access. NYCIntern expects that all interns will use the internet with a high level of integrity. Accessing sexually explicit material or illegally downloading material (including movies, music, pictures, and intellectual property) is prohibited. Repeat violations of this policy can result in immediate dismissal from the NYCIntern program.

Telephone Connection

NYCIntern does not provide any type of phone service in its buildings.

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 all 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.

Rooftop Access

The rooftop at the Clark Residence is open from 8:00 AM – 11:00 PM. Access outside of this time period is prohibited. Additionally, the Brooklyn Heights community has evening quiet hours that start at 8:00 PM.

The West Residence is open until 10:00 PM.

POLICE CONTACT INFORMATION

The New York Police Department (NYPD) protects the NYCIntern Program at The King's College. Contact

1st Precinct (Wall, Washington, West, Hanover)

16 Ericsson Place, New York, NY 10013

Main contact: 212-334-0611

Webpage: http://www.nyc.gov/html/nypd/html/precincts/precinct_001.shtml

84th Precinct (Clark)

301 Gold Street, Brooklyn, NY 11201

Main contact: 718-875-6811

Webpage: http://www.nyc.gov/html/nypd/html/precincts/precinct_084.shtml

NYPD Special Victims Division (To report sexual assault in any precinct)

Skilled Special Victims Detectives are available to help in cases of sexual assault.

Main contact: 646-610-7272

Sex Crimes Report Line: 1-212-267-RAPE

FIRE SAFETY

NYCIntern reserves the right to make periodic room inspections for compliance with fire safety codes.

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)
- Live holiday decorations, e.g. trees and cut wreaths

Important Emergency Response Tips

If safely exiting the apartment 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 apartment 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
- Retreat to a balcony or terrace and move away from the source (e.g. smoke, heat, fire)
- Get close to the floor and take short breaths through the nose

If your building is evacuated for an emergency situation, like a fire, please go to the following locations:

EVACUATION FROM CLARK STREET: go to Cadman Plaza.



Located between the Brooklyn Bridge and Tillary Street.

EVACUATION FROM HANOVER AND WALL: go to the Vietnam Veterans Memorial.



Located at 55 Water Street.

EVACUATION FROM WASHINGTON AND WEST: go to the fountain at Bowling Green Street Park.



Broadway and Beaver Street – 500 feet from building