

## The NYCIntern Program at The King's College

# 2019 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 may 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](mailto:jhinen@tkc.edu)

Office Phone Number: 646-237-8907

NYCIntern Program Email Address: [nycinternhousing@tkc.edu](mailto:nycinternhousing@tkc.edu)

For off-business hours support please contact our 24-hour resource line: (646) 242-4411.

### Compliance with NYCIntern and/or College and Building Representatives

Interns must comply with any reasonable requests of NYCIntern/The King's College staff 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](mailto:nycinternhousing@tkc.edu) and complete a [check-in request](#). Upon arrival, interns should call to check-in and receive room keys. Either prior to or during check-in, a staff member will complete an Apartment Condition Report (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 before an intern moves in and after move-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](mailto: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](mailto: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 evicted immediately with applicable housing fines.

### **Housing Fees/Fines**

Lockout fee:	Varies by building (\$25-\$200)
Lost or non-returned key fee:	\$25
Lost mail key fee:	\$25
Lost fob fee:	\$75
Failure to check out fine:	\$200
Room cleaning fine:	\$150

### **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 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 evenly to all residents 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****Albee Residence**

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

- Couch
- Kitchen island
- One desk and chair per resident
- Refrigerator, stove, oven, dishwasher
- Washer/dryer
- Twin (not Twin XL) beds (36" x 75"), dressers
- Balcony\*

Albee has a lounge on the 3<sup>rd</sup> floor with a TV, pool table, chairs, outdoor space, and a gym\*\*. Additionally, there is a roof lounge on the 28<sup>th</sup> floor.

\*Not all layouts. Contact [nycinternhousing@tkc.edu](mailto:nycinternhousing@tkc.edu) if you have questions about your particular layout's amenities ahead of move-in.

**\*\*Note:** the gym is accessed using gym-specific fobs held at the front desk. You must turn in a state-issued ID or driver's license at the desk to be given a gym fob. You are to only use the fob for yourself and immediately return it when you are finished. Any fob that has been checked out for longer than 24 hours will be traced back to the last intern to hold it. These are building policies, not our own.

### **Greenwich Residence**

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

- One desk and chair per resident
- Twin (not Twin XL) beds (36" x 75"), dressers, lamp
- Refrigerator, electric stovetops (no flame), microwave, dishwasher
- Dining table and chairs\*
- Balcony\*

Greenwich also has a community kitchen space located on the 2<sup>nd</sup> floor (The Breezeway), equipped with the following:

- 2 ranges and microwaves
- Refrigerator
- Dining Table
- Kitchenware (baking sheets, pots/pans, etc.)

The Breezeway also connects to a communal outdoor courtyard, with picnic tables and chairs.

Free laundry machines located on basement floor.

\*Not all layouts. Contact [nycinternhousing@tkc.edu](mailto:nycinternhousing@tkc.edu) if you have questions about your particular layout's amenities ahead of move-in.

### **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 resident
- Refrigerator, stove, oven, microwave, dishwasher
- Twin (not Twin XL) beds (36" x 75"), dressers, lamps

Lounge and Gym on Club floor.

Paid laundry machines on every floor.

### **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 resident
- Refrigerator, stove, oven, microwave, dishwasher
- Twin (not Twin XL) beds (36" x 75"), dressers, lamps

Outdoor terrace located on the 25<sup>th</sup> floor.

Gym located on the 19<sup>th</sup> floor.

Paid laundry machines on every floor.

### **Prohibited Furniture**

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. 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 immediate 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 may 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/balconies 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](mailto: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 will 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.

### **Mid-Term Walkthroughs**

All inhabited rooms will be walked through by NYCIntern staff around the middle of the term to assess room conditions. These walkthroughs are not room checks; intern rooms are not expected to be kept pristinely tidy, but they are expected to be kept sanitary and void of damages.

A general notification announcing the walkthroughs will go out the week prior, but individual walkthrough times will not be scheduled or announced. As a result, residents are not required to be present during midterm walkthroughs.

### **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 may 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 animals 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 reception
- Emergency maintenance dispatch
- Guest assistance
- Security

The front desk operates 24 hours a day, 7 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, contact the front desk.

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 NYCIntern/College official. Guests of interns may be required to leave photo identification with the front desk security.

### **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 the 24/hr resource line. 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 Form on the Student Portal.

### **Garbage**

A trash room is located on every floor near the elevators at West, Washington, and Albee, and in the basement of Greenwich.

Garbage may not be stored or allowed to pile up in intern apartments. Residents may not temporarily place garbage in the hallway.

### **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

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.

## **POLICE CONTACT INFORMATION**

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

Contacts:

1<sup>st</sup> Precinct (Greenwich, Washington, West)

16 Ericsson Place, New York, NY 10013

Main contact: 212-334-0611

Webpage: [http://www.nyc.gov/html/nypd/html/precincts/precinct\\_001.shtml](http://www.nyc.gov/html/nypd/html/precincts/precinct_001.shtml)

84<sup>th</sup> Precinct (Albee)

301 Gold Street, Brooklyn, NY 11201

Main contact: 718-875-6811

Webpage: [http://www.nyc.gov/html/nypd/html/precincts/precinct\\_084.shtml](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

## **MEDICAL EMERGENCY**

In the event of a medical emergency, call 911. If you need to contact an NYCIntern representative, call the 24-hour resource line: 646 242-4411.

Below are the recommended ER's and walk-in clinics in the area.

### **Financial District:**

New York-Presbyterian Lower Manhattan Hospital

170 William St, New York, NY 10038

CityMD Fulton Urgent Care

138 Fulton St, New York, NY 10038

### **Downtown Brooklyn:**

Brooklyn Plaza Medical Center  
650 Fulton St  
Brooklyn, NY 11217

## **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, please go to the following locations:**

**EVACUATION FROM ALBEE: Go to Borough Hall.**

*Located across Brooklyn Bridge Blvd at 209 Joralemon St*

**EVACUATION FROM GREENWICH, WASHINGTON & WEST: Go to the fountain at Bowling Green Park.**



*Located at Broadway and Beaver Street*