

Columbia University

Housing and Dining

Intern Guide

Summer 2004

Welcome!

Welcome to summer in East Campus! This Guide will provide you with information about living at Columbia. If you have further questions, please visit www.columbia.edu/cu/reshalls/summerhsg/intern-nycwork, or contact Housing and Dining at housing@columbia.edu.

Summer Resident Assistants

Your Resident Assistant (RA) serves as a liaison between you and Housing and Dining, and enforces building policy. He or she will also act as an informational resource. Contact him/her with questions about life in East Campus.

Name	Room	Ext.
Nathan Bliss	H303D	3-5184
Christine Hvlaka	H506A	3-5252
Alexander Rikun	H404B	3-5218
Sean Kelly	H601A	3-2349
Joseph Hahn	801A	3-4754
Elizabeth Grant	1201A	3-4860
Eliana Meirowitz	1201B	3-4861
Christina Alfonso	1601A	3-4966
Victoria Loustalot	1601B	3-4967
Hannah Jones	2001A	3-5074
Alexandra Berkman	2001B	3-5075

Living on Campus

RolmPhone Help

Columbia uses the RolmPhone System for telephone service. If you are not familiar with the RolmPhone system, instructional booklets are available at the Customer Service Center in 118 Hartley Hall.

While you cannot directly make off-campus calls, you can use any calling card accessible through a toll-free number. To dial a toll-free number, dial 96, then 1, the area code (e.g. 800), and the number. For questions about phone service and optional services, contact the Office of Communications Services at ext. 4-6250 or email ocss@columbia.edu.

Cable Television Service

Cable TV service is available only in your suite, unless you live in a flat, in which case it is available only in your bedroom. The fee is \$60 for the summer. Please be advised that you must provide your own suite TV. To order cable TV service, visit www.columbia.edu/cu/reshalls/summerhsg/intern-nycwork and fill out the online form.

Computer Ethernet Network Connections

Academic Information Systems (AcIS) offers Residence Hall Network Option (RHNO) connections to the Ethernet network. Network starter kits and registration materials are available at the Academic Computing Support Center, located in 102 Philosophy Hall. AcIS consultants, including students residing in East Campus, provide support for RHNO connections. Please visit www.columbia.edu/acis/rhno for details or contact the Help Desk at ext. 4-1919.

FlexAccount

Need to do laundry or want to satisfy a candy craving but can't find a quarter for the machine? FlexAccount to the rescue! Your FlexAccount is a declining balance system you can access with your Columbia Card. You may use your FlexAccount Dollars for vending machines, game room tokens, laundry (see below) and the Columbia Bookstore. Your FlexAccount will be set up with a complimentary \$10 initial deposit when you arrive. You may add value to your account by credit card, cash or traveler's check at the Hospitality Desk, which is located in the Hartley lobby.

Laundry

There's no excuse for grungy clothing -- laundry facilities are available in the basement of East Campus. Wash and dry cost \$1 each, and you may pay with either coins or your FlexAccount. Laundry product vending machines are also available in each facility.

Please note: If you prefer to use coins, you may purchase rolls of quarters at the Hospitality Desk in Hartley lobby.

Cooking

When using your kitchen, please note the following:

- Keep soap handy! Residents are responsible for cleaning and maintaining their own cooking facilities.
- Never leave cooking unattended. It only takes an instant for filet mignon to become flaming mignon!
- Put your stuff away. Personal items such as small appliances and cookware run the risk of being discarded during the next day's cleaning.

Mail Services

Your mailbox is located at the Student Mail Center on the third and fourth floors of Alfred Lerner Hall. Each suite shares a mailbox. Your RA will distribute your key upon arrival. For more information, call ext. 4-0100. Your summer mailing address will follow the format listed below:

Jean Grey
1234 Lerner Hall
New York, NY 10027



Reporting Maintenance and Housekeeping Problems

Submit routine, non-emergency requests online at www.columbia.edu/cu/reshalls/maintenance. To report an emergency, please call ext. 4-2770 or visit the Hospitality Desk. *Do not place emergency requests online.* This will only delay response. Requests can be made 24 hours a day, seven days a week.

Housekeeping

You will be responsible for keeping your living area clean. However, public areas outside all suites and apartments are cleaned daily. Facilities Management cleans suite bathrooms only once per week. Recyclables will be removed during cleaning. To assist housekeeping staff, please remove your toiletries before 9:30 a.m. on the day that your bathroom is scheduled to be cleaned.



Lockouts and Lost Keys

Uh-oh -- locked out? Upon presentation of your valid Columbia Card, you may borrow a copy of your suite/room key for a maximum of one hour from the Hospitality Desk. If you do not return a borrowed key within one hour, the lock will be changed at a cost of \$35. There is also a \$10 charge for each unreturned key. If your key breaks, you may obtain a replacement free of charge by returning the broken key to the Hospitality Desk.

Security

Access to Residence Halls

To enter any residence hall, hand your Columbia Card to the guard on duty to swipe for validation.

Visitors

You may have visitors to East Campus. However, please note that visitors must be signed in. All visitors must leave a picture ID with the Security attendant and sign the Security log when they enter. They can retrieve their identification when they leave. Overnight guests are not permitted. As a host, you are responsible for the actions of individuals whom you invite into your residence hall.

Safety Outside the Halls

Morningside Heights is a safe neighborhood. Nevertheless, you should always be alert, especially at night or when traveling alone. If you feel unsafe at any time, call Security at 212-854-SAFE and an escort will be provided.

Fire Safety

Fire Safety Plans

Be sure to familiarize yourself with the summary of evacuation procedures posted on the back of your room door. If you need a replacement copy of East Campus's evacuation plan or a new fire safety sticker, please email housing@columbia.edu. For more information, call the Housing and Dining Service Center at ext. 4-2778.

If you discover a fire, you should pull the nearest fire alarm and, if possible, call the campus Emergency Number, ext. 99, after leaving the area. Everyone should vacate the area and leave the building by the nearest accessible stairway.

DO NOT USE THE ELEVATORS UNDER ANY CIRCUMSTANCES!

Prohibited and Restricted Appliances

Your safety is important. Due to the hazards associated with their use, the following appliances may not be used in student rooms:

- air conditioners
- grills (including George Foreman Grills)
- halogen lamps
- hot plates
- immersion coils
- oil, kerosene, and gas lamps
- open-coiled appliances
- steam vaporizers
- waterbeds
- any appliance attached to multiple extension cords

These appliances may only be used in designated cooking areas or kitchens:

- coffeemakers
- electrical appliances with heating elements
- hot pots
- microwave ovens
- popcorn poppers
- rice cookers
- toasters/toaster ovens

Policy on Smoking in Residence Halls

Smoking is prohibited in all residence hall common areas. Common areas include all spaces other than student bedrooms. Smoking in bedroom areas may occur on floors where smoking is allowed only with the consent of roommates or, where applicable, the consent of suitemates. In the event that roommates or suitemates cannot agree on areas where smoking is permitted, or in the case of any dispute about this policy, the presumption will be in favor of nonsmoking.

Express Check-Out Procedures

Summer Check-Out is August 7. It's never too early to plan for your departure, especially if you'll be making special travel and moving arrangements. You may leave earlier if you wish. However, be advised that there are no refunds for late arrival or early departure.

Below is a short list of steps you must complete to check out properly:

1. Make an appointment to complete the Check-Out section of your Room Condition Report (RCR) with your RA. Keep the office copy of your RCR, as you will need it for Check-Out, and the resident copy, as it will be your receipt.
2. Remove all personal property, refuse, and discarded material from your space and leave the area as you found it upon Check-In. Charges for additional cleaning, removal of abandoned or damaged property, or any conditions other than reasonable wear and tear not included on your original RCR will be billed to your credit card.
3. Obtain a Check-Out envelope and complete the back side. Place the office copy of your RCR and your keys in the envelope.

4. Deposit this envelope in the Express Check-Out box at the East Campus Security desk. If the Check-Out box is not available, please deliver your envelope to the Hospitality Desk.

You will be recorded as having checked out only after:

1. All keys issued to you at Check-In have been returned. If you fail to return your suite and/or room key(s), you will be charged \$10 for each unreturned key and \$35 for a lock change.
2. The office copy of your RCR has been submitted. If you fail to properly file your RCR at Check-In and Check-Out, you will be charged a \$50 penalty and will forfeit your right to contest any room damages reported after your departure.

If you have not checked out properly, you will continue to be charged for room occupancy. After 24 hours, you will be charged \$100 per hour. If you have any questions, please call Conference Housing at ext. 4-6500 or e-mail housing@columbia.edu.

Damages to Property

Take care to avoid any damages to your room or suite, as you are financially responsible for any damages, missing items, or unsatisfactory conditions found after you check out. (Always lock your door when you leave your room!) Financial responsibility for areas other than individual student rooms will be assigned to the smallest definable group, e.g. suitemates sharing a common area. The minimum common area damage charge is \$10 per resident.

Resources

On-Campus

Library

Catch up on your summer reading at Columbia libraries! You may purchase borrowing privileges at 201 Butler for an extra fee of \$100 per month. Questions? E-mail the Information Office at lio@columbia.edu, call ext. 4-7309 or visit www.columbia.edu/cu/lweb.

Alfred Lerner Hall

Lerner Hall, Columbia's student center, features a number of student services. Use the ATM, check your mail or shoot some pool in the game room. Lerner is a hub of campus life throughout the entire year.

ID Center

You'll need your Columbia Card to access many on-campus services. If you ever have any questions or problems with your card, either visit the ID Center's web site, www.columbia.edu/cu/id, or go to the office in 204 Kent Hall between 9:00 a.m. and 5:00 p.m. on weekdays. If you lose your card outside of these hours, visit the website to deactivate it.

Dining Services: Full-Service Locations

Two on-campus dining locations operate during the summer session: Uris Deli, located on the East side of the first level of Uris, and Blue Java, located in Butler Library. Hours for these locations are as follows:

Uris Deli, Uris Hall
Monday - Friday, 8:00 a.m. - 3:00 p.m.

Blue Java, Butler Library
Sunday, 12:00 p.m. - 6:00 p.m.
Monday - Thursday, 8:30 a.m. - 10:00 p.m.
Friday, 8:30 a.m. - 8:00 p.m.
Saturday, 11:00 a.m. - 5:00 p.m.

Your FlexAccount may be used to pay for food at all Dining Services locations and kiosks. Summer hours are subject to change and locations may be closed for various holidays. Please visit the Dining website at www.dining.columbia.edu for complete information.

Dining Services: Summer Kiosks

This summer, Dining Services will operate three Summer Kiosks to increase the variety and availability of foods available to students on campus! Dates and hours of operation are as follows:

East Campus: Located in lobby off of the elevator bank
Open June 7 - August 6
Monday - Friday, 6:30 a.m. - 9 a.m.
Menu: Coffee, Beverages, Baked Goods

Carman Hall: Located in lobby by library
Open June 7 - July 30
Monday - Friday, 6:30 a.m. - 9 a.m.
Menu: Coffee, Beverages, Baked Goods

Victor's BBQ at Wien Courtyard: Located in front of Wien Hall
Open June 7 - July 14
Monday - Friday, 11:30 a.m. - 2 p.m. (weather permitting)
Menu: Grill items, Snacks, Candy, Ice Cream, Beverages

Please keep in mind that these kiosks may be shut down sooner than their scheduled dates if they do not perform financially.



Neighborhood Cafés and Restaurants

<i>Kitchenette</i>	American	123rd and Amsterdam
<i>Camille's</i>	Italian	116th and Amsterdam
<i>Hamilton Deli</i>	Delicatessen	116th and Amsterdam
<i>Strokos</i>	Pizza, American	114th and Amsterdam
<i>Ollie's</i>	Asian, American	116th and Broadway
<i>Caffé Swish</i>	Pan-Asian	116th and Broadway
<i>Pinnacle</i>	Pizza, sandwiches	115th and Broadway
<i>Amir's</i>	Lebanese	114th and Broadway
<i>West End</i>	American	114th and Broadway
<i>Nussbaum & Wu</i>	Café	113th and Broadway
<i>The Mill</i>	Korean	113th and Broadway
<i>Nacho's Kitchen</i>	Mexican	113th and Broadway
<i>Deluxe</i>	American	113th and Broadway
<i>Tom's Restaurant</i>	American	112th and Broadway
<i>Koronet's</i>	Pizza	110th and Broadway
<i>V&T</i>	Italian	110th and Amsterdam

Dodge Fitness Center

Relieve the stresses of your workday with a serious physical workout. Dodge features an indoor running track, numerous courts, sauna, gymnasium and three-level fitness area, among other things. You may purchase an \$80 gym membership for the period ending August 15. For information call ext. 4-2546.

Neighborhood

Dry Cleaning

Ye Olde Cleaning & Tailoring	120th and Amsterdam
Bon French Cleaners	113th and Broadway

Grocery Stores

Morton Williams University Market	115th and Broadway
Appletree Neighborhood Market	121st and Amsterdam

Pharmacies

Duane Reade	111th and Broadway
Hartley Chemists	120th and Amsterdam

Video Stores

Kim's Mediapolis	113th and Broadway
Blockbuster	122nd and Amsterdam

New York Sights and Sounds



Bryant Park Film Festival

Catch up on film classics under the evening sky at the annual Bryant Park

summer film festival, which presents films of all kinds from June through August. As with all free events, be sure to arrive at Bryant Park, 42nd Street and Sixth Avenue, *well* in advance. Screenings begin at sunset each Monday night. Visit www.digitalcity.com/newyork/hbobryantparkfilm or call 212-512-5700 for details.

Macy's 4th of July Fireworks

In addition to Macy's ubiquitous Thanksgiving Day parade, the department store also hosts the world's largest fireworks display every July 4th at 9 PM - over 20,000 fireworks set off from four barges in the East River! FDR Drive is closed to vehicular traffic, and thousands of New Yorkers crowd onto the highway to get a great view of the action. This is one event you won't want to miss! Visit <http://www.ny.com/holiday/july4/> for complete information.

Coney Island

A summer in New York is incomplete without a visit to this blast from the past! Coney Island is home to a number of summer attractions, including the free June 26 Mermaid Parade and the Saturday Night Film Series beginning May 15. An additional attraction is Astroland, a vintage amusement park. Visit www.coneyisland.com or call 718-372-5159 for further information.

American Ballet Theater at the Met

With student tickets available for \$10, who can resist world-class ballet performed in the beautiful Metropolitan Opera House? In celebration of the 100th birthday of legendary choreographer George Balanchine, the American Ballet Theater is adding a retrospective of his work to its summer program, together with productions of *Swan Lake*, *Coppelia*, *Romeo and Juliet*, and more. Visit www.metopera.org for further information.

Central Park SummerStage

This year's offerings span a variety of dance, spoken word, electronic, hip hop, R&B, international, jazz, classical, rock, pop, Latin and blues performances. Featured free events will be posted at www.summerstage.org along with a full schedule starting May 19, or call 212-307-7171 for program information.

26th Annual Museum Mile Festival

As if you needed another reason to take a leisurely stroll across Central Park! This June marks the 26th Annual Museum Mile festival. From the Museo del Barrio at 104th Street all the way down Fifth Avenue to the Metropolitan Museum of Art at 82nd, some of the city's leading cultural institutions will be free to the public from 6:00-9:00 p.m. Don't forget to keep an eye out for street and museum performers as you make your way down the avenue. For more information, visit www.museummilefestival.org or call 212-606-2296.



Shakespeare in the Park

It's a "Much Ado About Nothing" summer with Shakespeare in the Park! From June 22-August 8 catch this annual summer series in Central Park's Delacorte Theater. For information, call 212-539-8750 or visit www.publictheater.org.

Broadway Shows

Don't leave New York without attending a Broadway show! And don't attend a Broadway show without first checking out TKTS, the discount theatre ticket booth in the heart of Times Square. Long lines gather at 47th and Broadway for the opportunity to purchase tickets discounted by as much as 25-50%. Call 212-221-0013 for information.

Contact Information

Columbia University Housing and Dining
www.columbia.edu/cu/housingdining
housing@columbia.edu or eats@columbia.edu

Office	Contact	Address	Ext.	Email
Conference Housing Intern Coordinator	Jenn Dize	1209 EC		jd2242@columbia.edu
Area Operations Hospitality Desk	Staff	Hartley lobby	4-2779	housing@columbia.edu

Useful Campus Contacts

Office	Ext.	Email	Website
AcIS Help Desk	4-1919	rhno	www.columbia.edu/acis
Communications Services	4-6250	ocss	www.ais.columbia.edu/ocs/student
Crime Prevention Office	4-8513, 4-3815		cpmcnet.columbia.edu/dept/security/crime_prevention.html
RolmPhone Help Desk	4-0000	ocss	www.ais.columbia.edu/ocs/student

Off-Campus Contacts

Vendor	Phone	Website
AT&T College and University Systems (ACUS)	800-445-6063	www.acus.com

Emergency Phone Numbers

Department	Phone/Extension
Fire	99
Columbia University Security	99, 4-2796
Columbia University Escort Service	4-SAFE (4-7233)
CAVA (Columbia Emergency Medical Service), (Ambulance)	99, 4-5555
St. Luke's Emergency Room	212-523-3335

Housing and Dining Services

You will find answers to most of your questions at www.columbia.edu/cu/housingdining.

Non-Emergency Maintenance Requests	www.columbia.edu/cu/reshalls/maintenance
Emergency Maintenance Requests	ext. 4-2770
General Services	housing@columbia.edu or eats@columbia.edu
General Questions, Key Requests, Bins, Handtrucks, FlexAccounts, Fax Transmissions, Quarter Rolls, Stamps	Hospitality Desk in Hartley lobby

Campus Map

