

19-20

NYMC HOUSING POLICY HANDBOOK



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OUR LETTER OF WELCOME

On behalf of the Office of Student & Residential Life, we would like to take this opportunity to welcome you to New York Medical College and to the Residence Life Family. We are delighted that you have elected to live on campus and experience the benefits of living in our residential community.

Within the fifteen (15) buildings that comprise Grasslands housing on the Valhalla Campus, our goal is to provide safe, comfortable and affordable accommodations to the greatest number of full-time students. The Office of Student & Residential Life strives to serve our residents as efficiently and effectively as possible. Our Student Affairs & Residential Life staff work to provide opportunities and programs that contribute to your success, and serve as a compliment to your education. It is our hope that you take advantage of these opportunities and become an involved and engaged member of the community.

This Student & Residential Life Policy Handbook details the services available to building residents, as well as the responsibilities that all residents accept while living in NYMC housing. These policies are designed to enhance your residential experience, as well as to ensure an atmosphere that is conducive to study and learning.

We hope your experience living in our residential community exceeds your expectations and enables you to create memories with your fellow residents academically and socially. We look forward to your positive contributions at New York Medical College!

Katherine Smith, MSW
Director of Student & Residential Life

IMPORTANT PHONE NUMBERS

Office of Student & Residential Life

Madeline Makings (914) 594-4832

Katherine Smith (914) 594-4527

Housing Maintenance Staff

Superintendent's Office (914) 594-3354

Cristofer Cell (914) 557-5815

Emergencies

College Security (914) 594-4226

Police/Fire/Ambulance 911



RIGHTS AND RESPONSIBILITIES

It is expected that all occupants of NYMC residence buildings conduct themselves and treat fellow occupants in a mature respectful manner. Stated below are the “Students’ Rights and Responsibilities” promoted by the Association of College and University Housing Officers-International (ACUHO-I).

Each resident living on campus possess specific individual and group rights and responsibilities which must serve to guide housing personnel in making decisions concerning student welfare and behavior. Each resident has the right to engage in activities and programs that are part of the New York Medical College Community. However, with these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. These standards define minimal expectations regarding these rights and responsibilities.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

(from ACUHO-I Statement of Resident’s Rights and Responsibilities, Approved 1987, Revised 2002)



AIR CONDITIONERS

The Valhalla campus buildings are not air-conditioned and window air conditioners are not permitted. Air conditioner sleeves are provided in order to allow occupants to install their own unit. In Grasslands I, air conditioners must be 220 volts. In the Grasslands II, units must be 115 volts. The air conditioner must properly fit in the sleeve and may not extend out the back. The sleeve sizes are:

Grasslands I	16" high x 27 ½" wide x 15 ½" deep
Grasslands II	16 ½" high x 26" wide x 16 7/8" deep

The recommended BTU for each room is:

Living Room	10,500 BTU
Bedroom	6,500 BTU

ALCOHOL

The primary concern of New York Medical College's alcohol policy is the health and safety of all members of the college community. Curtailing the misuse of alcohol on campus is an important goal of the college. NYMC respects the laws of the State of New York, as well as intervenes in situations that may cause harm to students. Each student must assume full personal responsibility for his or her compliance with the New York State Alcoholic Beverage Control Law, the New York General Obligations Law and the NYMC policy on alcohol. Students who procure alcoholic beverages for or who serve alcoholic beverages to underage persons, who falsify documents, or who contribute in any way to illegal alcohol consumption, are not conducting themselves in a responsible manner. Further, a student who contributes in anyway, however minor, to the intoxication of another person may be held personally liable for any injury or damage that the intoxicated person causes or in which he or she becomes involved. Kegs are not permitted on campus, and hard liquor of any kind is not permitted at outdoor events. Alcoholic beverages are not allowed in hallways, lounges, the Student Center etc. Please refer to the event policy for additional information.

APPLIANCES

Occupants may not install or use additional room heaters, laundry machines, dishwashers, garbage disposals, or other household appliances. Residents are responsible for proper use of cooking appliances and may not leave appliances unattended while in use (this includes self-cleaning ovens). In order to accommodate the diverse food needs, students may install one additional refrigerator in Grasslands I, and up to two additional refrigerators in Grasslands II. All extra refrigerators must be no larger than 2.5 cubic feet.

Unacceptable electrical appliances/devices include: hot plates, open heating unit appliances, space heaters (unless provided by the Resident Superintendent), halogen lamps, and electrical adaptors (that allow numerous plugs in one outlet). All extension cords and power strips should be UL approved, heavy duty and in good condition.

BALCONIES & TERRACES

Balconies and terraces may only be used for sitting. Barbecuing and storage is not permitted on the balconies or terraces. College-owned furniture may not be used on the terraces at any time. Please do not sit or lean on railings. There should not be more than 4 people on a balcony at one time.

BARBEQUES

Barbecuing is only permitted in College-supplied grills. Grills and picnic tables have been installed in the grass areas on the Valhalla campus. Be sure to clean the grills and dispose of the ashes after barbecuing. Gas grills are not permitted in or around any College-owned building.

BICYCLES

Bicycles must be stored in the apartment or the provided bike racks on campus. Bicycles may not be stored in the hallways, stairwells or lobbies. Please use care when carrying bicycles in the public areas in order not to mark the walls or floors.



BULLETIN BOARDS

Bulletin boards are provided for posting housing and campus related information. Flyers may not be posted on the walls, doors or windows. Students are responsible for removing any fliers they post that are outdated. All posted items must be kept current.

CANCELLATION POLICY

First time applicants for NYMC housing are required to pay a \$200 non-refundable housing application fee. Once an incoming or first time housing student receives their housing assignment they will be given 24 hours to cancel their assignment in writing without being responsible for the term of the agreement. Once this 24 hour period has passed the student will not be refunded in the event the applicant no longer needs or wishes to reside in college housing. Housing is not guaranteed and space is limited.

Current students who wish to cancel during the term dates of the housing agreement, are responsible for all payments for the term. If an occupant requests to vacate a space during the term of the agreement, they will continue to be responsible for all payments as follows:

If the occupant continues to be eligible for NYMC housing he/she will be placed on the termination list based on the date. The Office of Student & Residential Life receives the termination notice in writing. He/she will be relieved of all remaining housing payments when they have been removed from the list.

The Office of Student & Residential Life will maintain a list of all occupants who have notified, in writing, that they will be terminating their housing. The list will be maintained in the order termination notices are received. When a new occupant begins payment for housing, the person on the top of the list will be relieved of their payment obligations, regardless of the apartment actually assigned. Reassigning the space of the terminated occupant will not necessarily relieve that occupant of the housing payment responsibility.

CABLE & INTERNET

The college provides broadcast network channels, popular cable channels and more. Students must provide their own televisions and cable cords. Each apartment is equipped with a cable boxes, modems, and routers. Students are responsible for keeping the cable equipment in their units. Failure to do so will result in a \$1,000.00 fee for replacement(s). All cable equipment is property of Cablevision. Any students found tampering; damaging, removing or relocating the equipment will incur charges to their student accounts. Students may not upgrade their internet speed or the services offered on campus by contacting the provider directly. Cable and internet issues should be reported to the Superintendent in a work order. Students are not permitted to contact Cablevision directly. Cable and internet issues are not emergency maintenance issues.

CANDLES/INCENSE

Due to the risk of fire hazard, burning of candles or incense is not allowed in Grasslands Housing. Candles and/or incense found in student apartments are subject to confiscation and disposal. Students may be fined up to \$50.00 for violating this policy.

Religious Use of Candles: To obtain permission for candle use for religious ceremonies, a written statement from the requestor's religious or spiritual leader must be submitted identifying the religious celebration and the nature of the use of the candles. Requests must be filed with the Office of Student & Residential at the beginning of each academic year, and no later than 2 weeks after move-in.

Approval will be granted for a specific location only, and copies of the approval will be submitted to the Department of Environmental Health & Safety and Campus Security. NYMC reserves the right to deny any request for the use of candles.



When candles and incense are permitted for religious use, they are subject to the following requirements:

1. Candles are not permitted within any sleeping areas or other non-shared space other than those listed below.
2. Candles may not be left unattended while burning, as they pose a serious safety risk to people and property.
3. All readily combustible materials, such as curtains or drapes, must be secured away from the open flame.
4. All candles must be placed on a non-combustible surface and placed in a shallow pan or dish of water on a hard flat surface.
5. Candles shall be doused with water prior to disposal.
6. Sabbath & Religious Holidays: If electric lights cannot be used as a substitute, candles must be tea lights (no tapers) in a candleholder approved by the Office of Environmental Health & Safety.
7. If electric lights cannot be used as a substitute, Havdalah candles must be of the type that has a wider base than the top and sit on a surface without a holder. It must be placed in a shallow pan or dish of water on a hard flat surface.
8. If electric lights cannot be used as a substitute, Chanukah candles may be lit outside the front of the houses or on balconies if the Chanukah (menorah) is placed in a fish tank, which has at least ½ inch of water at the bottom. Chanukah lights may not be left unattended.

CHECK-IN REQUIREMENTS

Prior to check-in, occupants will be required to sign a NYMC Housing Agreement. Additionally, prior to an occupant's check-in, the staff of The Office of Student & Residential Life inspects all areas of the room/apartment. It is the occupant's responsibility to notify the Superintendent's Office immediately upon check-in, if any maintenance or housekeeping problems were overlooked during the inspection.

CHECKOUT REQUIREMENTS

The procedures and guidelines listed below must be followed for proper checkout to occur. Failure to follow proper checkout guidelines may result in possible continued housing charges.

Notification/Check-Out Inspection Arrangements for a checkout inspection may be made with the Resident Superintendent. Occupants who are not present at a checkout inspection agree to accept NYMC's decisions regarding damages/assessments. All students who do not follow proper checkout procedures will forfeit their security deposit. Students who stay beyond the assigned checkout date including, but not limited to extensions that have approval from The Office of Student & Residential Life may incur a fee of up to \$75 per day.

Keys – All apartment keys must be labeled and returned directly to the Maintenance Office. The date that the keys are received by the Maintenance Office and the space is vacant, will be the official checkout date of an occupant and will be used for processing final housing charges, regardless if the date that the individual actually vacates is earlier. Keys shall not be given directly to roommates, new occupants of the apartment, or any other individual. Costs for lock changes and key replacements will be billed to occupants.

CONSOLIDATIONS

When a vacancy occurs in an assigned room, the remaining resident must agree to accept another assigned roommate, move into another room if requested, or pay an additional charge for single occupancy. During the room selection, process students may be required to switch rooms if one or more of their roommates is not retaining.



DAMAGES

Occupants are liable for any damage and/or loss to the room/apartment or furnishings. All costs associated with repairing or replacing the damage will be charged to the responsible individual or group. When responsibility for damage or loss cannot be attributed to a specific person, the cost for repair or replacement may be charged equally to all occupants of the unit. Damage or loss must be promptly reported to Maintenance immediately. Prior to vacating an apartment, the occupant must schedule an appointment with the Superintendent to inventory the apartment and note any damage. Any damage, other than normal wear and tear, will be charged to the responsible individual. Students who fail to make a proper checkout appointment will also incur fees.

Vandalism and other non-routine damage in public areas shall be the responsibility of all occupants. The cost to repair damaged and/or vandalized property is indirectly charged to all occupants through increased monthly housing charges. Occupants are encouraged to report incidences of vandalism and strive to minimize the level of vandalism on campus. All apartments will be re-inspected after they are vacated and all students have checked out.

There may be other charges and/or disciplinary action taken for damage to the room or its contents and missing items not noted on initial inspection. Some of these costs may be adjusted depending on the cost of replacement or labor.

Carbon Monoxide Detector	75
Smoke Detector	75
Lighting Fixtures	100
Painting (full room)	350
One wall and/or plaster	100
Carpet Damage	100
Cable Box	300
Modem	400
Router	400
Remote	75
Internet Jack	100
Air Conditioner Sleeve	100

Shower Rod	50
Bathroom Floor	2000
Shower Fixtures	75
Medicine Cabinet	125
Sink/Faucet/Fixtures	75
Toilet	250
Toilet Seat Cover	25
Toilet Paper Roll Dispenser	25

Closet Door	100
Closet Shelves	50
Closet Rod	500

Kitchen Table	400
Kitchen Chairs	100
Refrigerator	500
Refrigerator Shelving	70
Kitchen Sink/Fixtures	125
Kitchen Cabinet (each)	75
Microwave	150

Desk	350
Dresser	300
Bed	400
Mattress	400
Chair	100
Blinds	100

Door	300
Doorknobs	50
Peep hole	75
Improper Checkout	200
Cleaning Charges	100
Bulk Item Removal	100
Furniture Disassembly	150



DANGEROUS INSTRUMENTS WEAPONS POLICY

The possession, use or storage of any weapon as defined below or dangerous instrument (defined as any instrument, article or substance, including a "vehicle" as that term is defined in the N.Y.S. Vehicle and Traffic Law), which, under circumstances in which it is used, attempted to be used or threatened to be used, is reasonably capable of causing death or physical injury is strictly prohibited on NYMC owned, leased or controlled property. Occupants may not participate in any actions that are inconsistent with City, County, State, or Federal regulations, laws or statutes. Possession and/or use of such items will result in confiscation, disciplinary action, and possible expulsion.

Weapons prohibited on any NYMC owned, leased or controlled properties include, without limitation, replicas, firearms (defined as any gun, from which a shot, reasonably capable of causing death or physical injury, may be discharged); rifles, pistols, or handguns designated to fire bullets, BBs, pellets, or shots, including paint balls, regardless of propellant used or if no propellant is used as in starter or blank guns/pistols; "Electronic dart or stun guns"; knives (including but not limited to, hunting, switchblade, gravity, "Butterfly," sport, daggers, cane swords, decorative, or throwing of any size or any large blade kitchen knife displayed in public areas); bows and arrows, crossbows, sling shots or similar devices; ammunition; gunpowder, fireworks, explosives, noxious materials, such as aerosol mace (CN or CS type), or any unauthorized hazardous materials or chemicals; other weapons, such as batons, billy clubs, nightsticks, kubatons, blackjacks, slapjacks, slap gloves, brass knuckles, Pilum ballistic knives, "Chuka sticks", "Kung Fu stars", or other martial arts equipment; explosives and fireworks of any sort or any other weapon described in the New York State Penal Law.

Any religious articles or items that could be characterized or perceived as a dangerous instrument or weapon must be brought to the attention of the Director of Student & Residential Life for inspection and/or approval by Campus Security prior to moving-in or being transported to campus. Exceptions to this policy must be approved in writing by the Director of Campus Security and NYMC Legal Counsel.

DRUG FREE SCHOOL AND CAMPUS POLICY

NYMC recognizes its responsibility to prevent the illicit use of drugs on College premises by faculty, students, and employees. Therefore, the College has developed and adopted a Drug-Prevention Program, which states (in part): It is the policy of NYMC to prohibit the unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol on College premises. Violation of the above shall result in, as a primary and remedial objective, written submission satisfactory to the College indicating completion of an approved drug or alcohol counseling or, appropriate disciplinary action, up to and including suspension or termination of the student housing agreement and, as applicable, referral for prosecution. No kegs are permitted at any on-campus event. (Reference the policy as stated in the NYMC Student Handbook).

ELECTRIC APPLIANCES

Fire safety is a concern in any residential setting. As a result, certain electrical appliances are not allowed in Grasslands Housing. Approved appliances include stereo, TV, microwave oven, iron, study lamps, hair-dryers, personal computers, electric razors, coffee pots, and hot pots (with enclosed heating unit and auto cut-off element).

EVENT POLICY

The group event policy is formulated on the belief that all residents of NYMC owned housing are mature individuals who will act in a manner that will enhance the community living atmosphere. This policy is not designed to hinder the social activities of the community, but rather, assist in the planning of an event without undue burden on those residents who choose not to attend. As an educational institution dedicated to preparing students to become successful scientists, technicians and physicians, it is also important to ensure that students learn to respect the rights of their fellow students. The following guidelines must be adhered to for all events:

1. All residents of the apartment, in which the event takes place, must accept responsibility for the event, or give permission for their apartment-mates to have the event.



2. If alcoholic beverages are served at the event, an adequate amount of non-alcoholic beverages and food should also be provided.
3. Events may not be held in the common areas of the residence buildings (hallways, lobbies) or in the Student Center. Events in individual apartments must remain in the apartment and not spread to the hallway.
4. Events that take place in the public areas around Grasslands housing, other than everyday use of the barbecues, **must** be registered with The Office of Student & Residential Life in order to reserve the area. Reservations will be accepted on a first come, first served basis. Events in private apartments **must** be registered, in order to make Security and the Resident Superintendent aware of the event. Registration forms are available from the Resident Superintendent or The Office of Student & Residential Life.
5. The number of people attending an event must not exceed the expected capacity of the designated area. For apartment get-togethers, the maximum number of individuals in an apartment must not exceed fifteen. For events held outdoors, the maximum number of individuals in attendance must not exceed fifty (50) individuals.
6. In order to ensure the maintenance of quiet sleep and study time, all events must end by the following times;

Weeknights (Sunday – Thursday)	11:00 p.m.
Weekend Nights (Friday & Saturday)	1:30 a.m.
All Outdoor Events	9:00 p.m.

7. The person(s) taking responsibility for the event must abide by all established residence hall and event rules and ensure that the event complies with these policies. They must also ensure that their guests are aware of and abide by all college and residence hall policies.
8. All persons, in attendance at an event, must abide by the directives of the Resident Superintendent, NYMC Security or any other College official. If Security or the Superintendent must intercede in an event, they will allow persons taking responsibility for the event to rectify the situation. If the problem is not solved, they will direct that the event will immediately end and instruct all non-residents of the apartment to leave. If the situation is still not corrected, security may call the local Police to assist.
9. Failure to abide by the event policy will result in a referral to the Director of Student & Residential Life for further sanction.
10. Events open to the General Campus Community or an entire class may not take place in individual apartments.
11. The Office of Student & Residential Life must receive all Event Planning Forms at least 24 hours before the intended event is to take place.
12. Only one event will be approved per building per night. Approvals for events will be granted on a first-come, first-served basis.

FITNESS CENTER/ STUDENT CENTER

All full-time students and other occupants of Grasslands residential buildings may use the center 24-hours a day. The door is locked at all times and students may gain access to the building using their NYMC ID card. Use of the fitness facility or equipment for any purpose is **AT YOUR OWN RISK**. New York Medical College is not responsible for personal injury or property loss.

FURNITURE POLICY

Grasslands II suite-style apartments are furnished. Occupants may also provide their own furnishings; however, all NYMC provided furniture must remain in the assigned apartment and may not be moved from rooms, apartments, or public areas without permission. [Nor should it be brought outdoors!] Storage space is not available. Charges for not returning any furnishings to their proper location will be assessed against the occupant(s) responsible. Unauthorized removal of furnishings from the building will constitute a theft. Housing will replace outdated furniture at any given time throughout the year, we will provide ample notice to students when this occurs and expect everyone to follow the procedures when asked. Students will incur fines if procedures for replacing furniture are not adhered to.



HEALTH & HYGIENE POLICY

Health and hygiene standards affect everyone within the apartment, but also can create adverse living standards for neighbors within the unit, including attracting pests and vermin. Unsanitary conditions left unchecked throughout the academic year can cause long-term damages to the apartment. The impact of unreasonable amounts of trash, food waste, and bathroom waste on roommate relationships is also of concern.

Therefore, our apartments must be maintained to a minimum healthy standard, not only for the maintenance of the spaces and the health of the individuals residing within the unit but also for well-being of all occupants. Residents must keep kitchens and bathrooms reasonably clean and hygienic. Trash should be removed weekly and is not permitted to overflow onto floor spaces. Appliances should be regularly cleaned. Spills should be cleaned. Stove range drip pans should be regularly cleaned. The Office of Residence Life will replace damaged drip pans, but an effort to clean the pans should be made.

Residents are expected to maintain a reasonable level of tidiness in common areas. A reasonable level of tidiness would include, but is not limited to, keeping the floors clear of personal belongings, the counter spaces clear of excessive food and used kitchenware, and enough bathroom space clean and ready to use for the number of open spaces within the suite. The Office of Housing and Residence Life reserve the right to determine reasonableness in cleanliness and tidiness and what constitutes excessive food or trash in common spaces.

Failure to correct health and hygiene standard issues as determined by the Office of Student and Residence Life within 3 days of written notification may result in cleaning fees being assessed to responsible individuals or to the total occupants of the apartment. Mediation will be offered and hygiene standards enforced if unreasonable cleaning habits are causing concerns between the residents of the suite. Repeated violations of the policy may result in disciplinary action up to and including removal from housing.

INSPECTION POLICY

NYMC reserves the right to inspect rooms or apartments in an emergency or for the purpose of insuring proper maintenance of sanitation and life safety standards; conducting inventory; making necessary repairs to rooms, apartments and furnishings; conducting monthly extermination; inspecting for pets; allowing prospective occupants to view apartments and for any other reason deemed necessary. Inspections will be made at reasonable times, and of situation allows, advance notice is typically given, except when necessary or in emergencies. Health and safety inspections are done once in the fall and the spring; students are typically given about a weeks' notice via email that these inspections will be taking place.

INSURANCE

NYMC is not liable for any loss of or damage to personal property within the apartments. Personal and other property of occupants is not covered by NYMC insurance. All building occupants are urged to carry their own renter's insurance. Students who are considered dependents may also wish to check to see if they are covered under their parents' homeowner's policy. You may obtain Renter's insurance information from the Resident Superintendent or from The Office of Student & Residential Life.



KEYS/ LOCKOUTS

All residents are responsible for carrying their keys with them at all times. In order to maintain security of the buildings and apartments, all doors should be locked and may not be propped open. It is the responsibility of all occupants of college owned housing to report any lost or stolen keys. Building residents may not duplicate keys or lend keys to other persons. Lost keys should be reported to the Maintenance Office. The resident may request either new keys or a lock change. If keys have been stolen or have any identifying marks that indicate the apartment number, a lock change may be mandated.

If a lock is changed, all residents with a key to the old lock must turn in that key in order to receive a new key. If they do not have a key, they will be issued a new key and be charged for the replacement. The cost of any replacement keys and/or lock change will be charged to the student who initiated this action.

In the event a building occupant is locked out, the Superintendent and/or NYMC Security will unlock a door according to the times below. **When school is closed in observance of Jewish Holidays, please contact security.**

Monday- Friday

8:00 a.m. – 4:00 p.m. Contact Maintenance in Apartment 511 or call 914-594-3354.

4:00 p.m. – 8:00 a.m. Contact Security at 914-594-4226

Saturday & Sunday

Contact Security at 914-594-4226

LAUNDRY FACILITIES

Card operated laundry facilities are available. Each laundry card costs \$5 and can be purchased in both laundry rooms. You can add value to your cards in increments of \$5, \$10, and \$20. The laundry room in Grasslands I garden-style buildings, has five washing machines and six dryers. The laundry room in the Student Center has ten washers and ten dryers. In the case of lost money or a broken machine, users should call CSC Serviceworks directly at 1-877-264-6622. Follow the posted instructions when reporting out of order machines. Please also place a work order with the Superintendent so he is aware of the malfunction and can place an out of order sign on the machine.

LEAVE OF ABSENCE PROCEDURES

Any residential student planning to take an official leave of absence should complete the following steps:

1. Complete appropriate Leave of Absence paperwork through the appropriate Dean's office (obtaining all required signatures and advanced approval). Provide The Office of Student & Residential Life with written confirmation of your LOA.
2. Students on a leave of absence may apply to remain in NYMC housing; however, any withdraw from New York Medical College makes students ineligible for on-campus housing. Students on a leave of absence who vacate on-campus housing during their leave need to inform The Office of Student & Residential Life in advance and schedule an official check-out with the Resident Superintendent. Students who opt to vacate housing will not be responsible for the remainder of rent payments for their Housing Agreement term.
3. When students anticipate a return from their Leave of Absence (and have vacated housing), they should contact The Office of Student & Residential Life at least 3 months in advance to complete a Student Housing Application and be put on the Waiting List. The Office of Student & Residential Life makes every effort to place students in this situation.



MAIL AND PACKAGE DELIVERY

All mail is delivered directly from the US Postal Service to assigned mailboxes. Mail will only be delivered to those students who are residents of the assigned apartment or who are **legally** subletting the assigned apartment. All mail should be addressed as follows:

Occupant's Name
Apt. # Old Farm Road
Valhalla, New York 10595

"New York Medical College", "NYMC" or "Grasslands Housing" **must not** be included in the address. If you receive mail for the previous occupant of your apartment, write "Not at This Address, Please Forward" on the envelope and place it in the outgoing mail slot. It is encouraged that students request signature upon delivery to alleviate lost or misplaced deliveries.

MAINTENANCE REQUEST PROCEDURES

Maintenance requests should be submitted through HIPPO.

- Log onto TouroOne and click on "Campus Resources"
- In the "Facilities" section, select "Work and Key Request Link"
- Within Hippo, you will be able to enter a work order. Be sure to include contact information including apartment number, room, phone number and email address.

If you have any difficulties accessing Hippo, please contact [Susan Butler](#), administrator, in the Office of Facilities Management at (914) 594-4588.

Emergencies should be called directly to the Maintenance staff. All non-emergency requests should be completed within five working days. If not, it should be reported to the Director of Student & Residence Life. Every effort will be made to complete the required repairs between the hours of 8 a.m. and 5 p.m. However, emergencies may dictate work to be done at "off-times". If this is the case, every attempt will be made to notify residents in advance. Yet, sometimes advance notice is not possible. Requests for work which is deemed vandalism or malicious damage will be billed to the appropriate occupant(s).

PAINTING/DECORATING POLICY

Painting, wallpapering, and the installation of shelving are not permitted. Occupants must refrain from using nails, screws, adhesives or other items that deface walls or floors. Any non-authorized decorating will be corrected and all associated costs will be billed to the occupants. Failure to adhere to these responsibilities may result in fines and/or expulsion from NYMC Housing. Occupants may not alter the premises, change the locks or hardware, install waterbeds, or install antennae, aerial or electrical equipment.

PARKING

All housing occupants are provided unassigned parking in either the adjacent surface parking lots 2 and 3 or in the outside surface parking spaces at the Westchester Medical Center parking facility located across from student housing at 10 Hospital Rd. Incoming students are generally assigned to the Medical Center lot. Students are prohibited from providing others unauthorized access to the parking lot using their ID badges.

The annual fee for parking in any student housing parking lot is \$240.00. Married couples with two vehicles are required to pay the annual fee for each vehicle. All parking issues and payment questions should be directed to NYMC Security. Housing does not oversee parking.

<http://www.nymc.edu/departments/administrativedepartments/operations/security/>

Students who park in violation of posted signs will be notified by campus security to move their vehicles and are expected to do so regardless of the hour. All parking violations will be noted in the student's file. If a student's vehicle



is found parked in a housing lot and payment has not been made, the student's ID badge parking access will be deactivated until payment is made and the vehicle will have to be removed from campus. If Security cannot determine the owner of a vehicle (no sticker), the vehicle will be towed at the owner's expense. Students who have two or more violations may be referred to the Director of Student & Residential Life for possible sanctions. Students who are parked in a hazardous manner or who do not move their car when requested to do so may be towed. Housing students who sublet their apartment or will otherwise be off campus for an extended time period during the school year and who are leaving their vehicle should leave a key with a friend or campus security.

All students must comply with instructions to temporarily relocate their vehicle due to a weather or other related emergency or maintenance issue. During these situations vehicles whose owners cannot be located or for some other reason cannot move their vehicle may have their car towed to another lot or space on campus.

PAYMENTS

Term Billing: The majority of students are billed by term and housing charges, as well as the semester telecommunications fee will appear on the Bursar's bill along with tuition and other college-related charges. Occupants paying for housing on a term basis are required to submit payment with their tuition payments in the Fall and Spring. Payments are due by the date indicated on the bill and are payable to the NYMC Bursar's Office. Failure to make timely payments will subject the occupant to finance charges and/or College sanctions.

Monthly Billing: Basic Medical Sciences Ph. D and approved medical students pay on a monthly payment schedule, and are required to pay by the first day of each month through TOUCHNET. Payments received after the 10th of the month are considered late and may incur late charges.

If the date the apartment is ready for occupancy is on or between the first and fifteenth of the month, the amount charged is equal to the full month. If the date the apartment is ready for occupancy is on or between the sixteenth and the thirty-first of the month, the amount charged is equal to one-half month.

If the date the occupant is no longer responsible for housing payments is on or between the first and fifteenth of the month, the amount charged is equal to one-half month. If the date the occupant is no longer responsible for housing payments is on or between the sixteenth and the thirty-first of the month, the amount is equal to the full month.

PEST CONTROL

A licensed exterminator, under the supervision of the NYMC staff, will perform monthly extermination of all kitchens and bathrooms. Extermination will take place the fourth Tuesday of each month. The actual date of the extermination is subject to change. During the course of the extermination, each apartment will be entered and visually inspected for unsanitary conditions. If your apartment receives notice that the apartment is unsanitary, you will receive a week's time to remedy the situation. Multiple write-ups may result in the resident(s) being assessed a fine. Additionally, if the apartment needs to be exterminated, because of conditions that were created by the tenant (s), the tenant (s) will be responsible for payment of fees.

Bed bugs are a common problem in all residential facilities around the country/world. If students notice bed bugs, bites, blood on sheets they should contact the Superintendent immediately. The Maintenance Staff will assess the problem and a professional exterminator will check the room. Upon the exterminator's recommendation, the apartment will need to go through the extermination process, which requires students to follow specific guidelines and several exterminator visits. Students are expected to fully cooperate with this process. NYMC does not assume responsibility for costs, student belongings, related health care or travel expenses because of bed bugs.

PET POLICY

All pets, other than fish, are prohibited in or around Grasslands housing. This includes any animal that may be on the premises for a short period of time or with a visitor. In the event an animal is found in a building, the owner will have no more than 24 hours to remove the animal. Students who require a Emotional Support Animal must submit an application for accommodation prior to move in. Students must have a documented disability. The application for



accommodation can be found here: <https://www.nymc.edu/current-students/student-services/disability-services/>

QUIET HOURS/CONSIDERATION HOURS POLICY

Due to the varied academic and work schedules of medical and graduate students and hospital residents, consideration for sleep and study must be given at all times. Consequently, unnecessarily loud or disturbing noise is not permitted at any time. During quiet hours, no noise may be permitted that may be heard in another apartment. Quiet hours begin each night as follows:

Weeknights (Sunday – Thursday)	11:00 p.m. -7:00 a.m.
Weekend nights (Friday and Saturday)	1:30 a.m.- 7:00 a.m.

REASSIGNMENT OF VACANT SPACE POLICY

In the event vacancies occur during the course of the academic year, the College reserves the right to show the room/apartment and assign a new occupant. The Office of Student & Residential Life will work with the remaining apartment occupants to ease the transition of the new occupant. Except in unusual circumstances, the remaining occupants cannot refuse to allow an eligible occupant to reside in a vacant space.

RECREATION

The Testa Fitness Center in the Student Center, is available to housing students only. The Aspirinio Fitness Center is located in Skyline and is open to all students. Both fitness centers have a variety of cardio and weight lifting equipment to use.

The YMCA in Tarrytown also offers discounted rates to our students. You must present a signed letter from our office in order to qualify for this discounted rate. <http://www.ymcatarrytown.org/>

NYMC has also contracted with **SUNY Purchase** to provide recreation opportunities for residential students. Basketball courts, fitness equipment, racquetball courts, swimming pool and steam/sauna rooms are available. The Specific details regarding use of these facilities are distributed at the start of the academic year. Please contact our office for additional information.

Outdoor recreation facilities at the **Pocantico Hills School** are also available for occupants of Grasslands residents only. The facilities include a large outdoor pool and four tennis courts. Students must bring a signed letter or a copy of their housing agreement for entry into the facility.

RECYCLING

A carting company picks up both trash and recycling from the New York Medical College Student Housing complex regularly. Students should place items to be recycled in one of the dumpsters located around student housing. Recycling items do not need to be sorted, since the carting company sorts both trash and recycling items after pick up. Students should recycle the following items: glass (please rinse), plastics labeled #1 & #2 (please rinse), aluminum cans & foil, metals (please rinse), paper, magazines/newspapers, and cardboard.

RENOVATION AND MAINTENANCE POLICY

Occupants may not refuse or interfere with authorized renovations, repairs or other projects. NYMC shall not be responsible for failure to provide heat, air conditioning, elevator service, lighting, plumbing, or other services when prevented from doing so by strikes, natural disaster, power outages, or other causes beyond our reasonable control. Occupants do not have the right to withhold housing payments for periods when such services have not been available. Students are expected to report any maintenance issues to the Resident Superintendent so the staff can repair and address the issue in a timely manner. Any maintenance issues that were not reported prior to move out may be subject to damage fees.



ROOM/APARTMENT CHANGES

It is encouraged that all apartment mates meet at the beginning of their occupancy term in order to establish expectations and guidelines for the apartment. The Office of Student & Residential Life expects students to learn to live with one another and deal with conflict in a mature manner. The staff of our office is available to assist after students have spoken with roommates on their own. Room changes are approved at the discretion of the Director of Student & Residential Life for extenuating circumstances and can only occur if space is available. Students will not be permitted to change rooms immediately before the room selection process begins. Students may not change bedrooms within an apartment without prior approval from The Office of Student & Residential Life.

ROOM SELECTION PROCESS

During the spring semester, students will receive information about choosing a room for the following year. In order to be eligible for room selection, you must be a full-time student and must not have an outstanding balance on your account. Please note that on campus housing is not guaranteed to all students. Assignments are based on allocations per class/program, lottery number (chosen at random) and submission of all relevant forms by deadlines. Please watch carefully for notices, emails, and materials early in the spring semester. All students, with the exception of those graduating, are required to submit their Room Selection Form by the deadline indicated in the Housing Selection Packet even if they plan to move off campus. Failure to submit the form will result in loss of the \$200 deposit.

STORAGE

Extra storage space is not available. All personal belongings must be stored within the apartment. Hallways, stairwells and balconies may not be used for storage.

SUBLET POLICY

The Student Housing Sublet Policy is designed to permit those students who will be away from their apartment for a short period to sublet their space to another student. The policy ensures that The Office of Student & Residential Life is aware of all occupants in the buildings.

Third and fourth year medical students on rotations and electives outside of the vicinity of their NYMC Housing, may sublet to fellow students. Other building occupants may sublet when they anticipate an extended period away from NYMC. Both the sublessor and the sublettee must complete and sign the sublet application. The Sublettee must also complete an "Emergency Contact Form" which can also be obtained in the Office of Student & Residential Life; this completed form should be submitted along with the sublet application. Applications must be submitted to The Office of Student & Residential Life at least five days prior to the start of the sublet. The guidelines and procedures are outlined below. The application could be found here <https://www.nymc.edu/media/schools-and-colleges/nymc/pdf/SubletApplicationForm.pdf>

SUBLETTING GUIDELINES:

1. Sublets are permitted for a maximum of 6 months during the course of one academic year.
2. Students may only sublet to other ***NYMC students or NYMC student researchers***. Students may not sublet to the general public or residents from Westchester Medical Center.
3. Sublets must have prior approval of all roommates.
4. Students may not charge the sublettee more than their current monthly costs.
5. Students who are subletting the apartment and have a car on campus are to register their car with security and will be only permitted to park in the BSB lot. They must display a sublet hangtag (available in the security office) in addition to an off campus or employee sticker. The hangtag alerts security that the sublet vehicle is authorized for overnight parking. The hangtag must be returned to security at the end of the sublet. Questions regarding parking should be directed to NYMC Security after the sublet has been approved.
6. If the sublessor would like to keep their vehicle on campus while they are away, they must park their vehicle in the BSB lot and leave their keys with a friend in the event the vehicle needs to be relocated. See Parking Policy for additional information on parking for sublessors/sublettees.
7. The sublessor is responsible for all housing payments during the course of the sublet. Payment schedule should be determined by both parties involved and adhered to throughout the term of the sublet. Student housing is



not responsible for enforcing the payment schedule, however student housing does reserve the right to intervene should either party fail to meet the terms of the agreement.

8. The sublessor is responsible for providing their keys to the sublettee. At the termination of the sublet, the sublettee must return all keys to the sublessor.
9. Sublets may not commence prior to approval by The Office of Student & Residential Life.
10. Failure to obtain prior approval for a sublet will subject both the sublessor and sublettee to disciplinary action. At a minimum, the sublettee will be required to immediately vacate the apartment.

SUBLETTING PROCEDURES:

1. Students, who wish to sublet, should obtain a sublet application from The Office of Student & Residential Life or on our website well in advance of the start date of the sublet.
2. Both the sublessor and the sublettee should complete the Sublet Application. In the case of a shared apartment, all roommates must sign indicating approval of the sublet.
3. The Sublet Application must be returned or emailed to The Office of Student & Residential Life no less than five working days prior to the start of the sublet.
4. The Sublet may not begin until an approved copy of the Sublet Application has been returned to the sublessor.

Please be advised that we do not permit students to sublet their apartments to students of the opposite gender if vacancies exist in the unit, or when a new student is scheduled to move in to that unit during the sublet period. The Office to Student & Residential Life reserves the right to deny any sublet applications.

SMOKE & CARBON MONOXIDE DETECTORS

Occupants are responsible for reporting any smoke or carbon monoxide detectors that are malfunctioning or signaling a low battery alert immediately to the resident superintendent so the staff can replace the batteries. Smoke detectors and carbon monoxide detectors are not to be removed from the ceiling and/or tampered with in any way. NYMC staff will conduct an inspection of all fire safety equipment twice a year, and replace as needed. This will include entering each apartment including bedrooms. Students will be subject to fines and disciplinary action if equipment was removed or tampered with in any way.

SMOKING POLICY

As a Health Sciences University, New York Medical College is committed to the health and safety of all students, faculty, and employees. In compliance with New York State law as of January 1, 2009 all, residential buildings on the campus of New York Medical College were designated as smoke-free in order to protect all students from the harmful effects of secondhand smoke.

This prohibition shall include all apartments, individual bedrooms, common areas, patios, balconies, laundry rooms, and the Student Center. It is the responsibility of all faculty, staff, and students to observe the university non-smoking policy. The ban includes, but is not limited to tobacco, clove or bedee cigarettes, herbal items, and cigars.

This policy applies to all individuals on the College's owned or leased premises on the Valhalla Campus including the public areas, lounges, entrances, exit or egress areas, walkways and loading docks and including the inside and outside areas at Grasslands housing and dormitories. This policy also applies to individuals in outdoor enclosed work areas where there is an overhead structure, such as a roof, overhang or canopy that may partially contain smoke that are frequented by employees, students or patients during their daily course of activity. Finally, this policy applies to all outdoor events sponsored by the College and in all vehicles owned and operated by the College.

Enforcement of this policy is the responsibility of all members of the New York Medical College community and may be reported to The Office of Student & Residential Life. If students violate this policy, they may face disciplinary sanctions and/or fines of up to \$200.00.



VISITOR POLICY

Occupants may not have overnight guests for more than seven consecutive days. For safety and security reasons, all overnight guests should register themselves and their vehicle at the Office of Security located in the BSB. Longer-term guests must be approved by and register with The Office of Student & Residential Life upon arrival and checkout upon departure. Occupants must have the consent of all other roommates before any guests may be invited. The general guideline for the number of guests in an apartment is two guests to one resident.

The NYMC occupant is responsible for all non-NYMC occupants and guests. This responsibility includes, but is not limited to, providing proper supervision, controlling noise levels, reimbursing for damages caused by such non-NYMC occupants, and assuring that such non-NYMC occupants observe all College policies, rules, and regulations.

The Maintenance, Housing, and/or Security Staff will not give guests access to apartments.

WAITLIST

Students who wish to obtain NYMC housing should submit a Housing Application (available on the NYMC website or in The Office of Student & Residential Life), along with a \$200.00 non-refundable application fee. Students will be assigned on a first-come, first-served space available basis.



RESIDENCE AGREEMENT INFORMATION

ELIGIBILITY

To be eligible for occupancy in New York Medical College owned housing, a person must be currently registered at NYMC as a full-time, matriculated degree candidate, complete a Student Housing Application and have an approved, fully executed Housing Agreement. In addition, applicants for family housing must submit proof of family status consisting of a marriage certificate and/or birth certificate for children satisfactory to the Office of Student & Residential Life. Any change in status must be reported to The Office of Student & Residential Life immediately and may affect eligibility for NYMC Housing. Ineligibility for NYMC Housing shall result in termination of this Agreement at the sole discretion of NYMC. The Office of Student & Residential Life reserves the right not to provide housing if it is inconsistent with the values, identity and mission of New York Medical College to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and glatt kosher requirements. The Office of Student & Residential Life also reserves the right to remove any unauthorized occupant from NYMC Housing.

AGREEMENT TERMS

INITIATION OF THE AGREEMENT

A Housing Agreement, when approved and signed, is binding for the term indicated or the remaining portion thereof. The Agreement does not constitute a lease or license nor vest in any occupant any leasehold or any other interest or rights of a tenant, whether under New York State or City Laws or otherwise. Failure to execute the Housing Agreement and any other documents as requested by The Office of Student & Residential Life will result in a loss of all or part of an occupant's housing deposit and possible loss of housing privileges. The occupancy period begins and ends on the announced dates. **The occupancy period may be subject to change based upon unforeseen alterations in the academic year calendar or for reasons as determined** by NYMC in its sole discretion. An occupant may, in writing, request permission from The Office of Student & Residential Life to exceed the occupancy period for a limited time.

Acceptance by NYMC of payments made for housing by an unauthorized occupant will not under any circumstances create a lease or the relationship of landlord and tenant between NYMC and the occupant.

ASSIGNMENT

Each occupant with an approved and signed Housing Agreement shall be assigned to a specific apartment and/or bedroom. He/she agrees to occupy only the room or apartment assigned. Only those additional occupants from the primary occupant's immediate family, who are approved by The Office of Student & Residential Life and listed on the Housing Agreement, may reside in the space. Occupants are prohibited from taking a roommate, assigning, leasing, licensing, subletting or in any other manner transferring their interest under the Housing Agreement or permitting any part of the accommodations to be shared by person(s) not approved by The Office of Student & Residential Life.

TERMINATION

NYMC reserves the right to revoke, cancel or terminate the Housing Agreement and repossess rooms or apartments in the event of an epidemic or other emergencies, or for any other reason in the sole discretion of NYMC. All occupants who withdraw, graduate, take a leave, or are otherwise separated from NYMC must vacate their rooms within 3 DAYS of the effective date of such action, unless granted a written extension by The Office of Student & Residential Life.

Specifically, but not in limitation of the foregoing, NYMC may terminate all rights and privileges under this Agreement in any of the following conditions: If an individual does not check-in by the agreed upon date and does not notify The Office of Student & Residential Life in advance if a late arrival is anticipated;

If an occupant does not meet eligibility requirements or other NYMC policies, procedures or practices, the occupant fails to abide by the terms and conditions as set forth in this Agreement or if NYMC determines that continued occupancy will constitute a health or safety problem or is inconsistent with the values, identity and mission of New York Medical College to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and glatt kosher requirements.



CONDITIONS OF OCCUPANCY

The rules, regulations and policies of NYMC, the Medical School, the Graduate School of Basic Medical Sciences, the School of Public Health, The Office of Student & Residential Life, now in effect or hereafter amended from time to time, are made a part of this Agreement. Occupancy of NYMC owned or operated housing constitutes acceptance of the rules and regulations of NYMC, the Medical School, GSBMS, SPH, and Student Housing, as stated in this Handbook.

Any violation of such rules, regulations, and policies may result in termination of this agreement at the option of NYMC. Final adjudication of housing violations shall be the sole responsibility of The Office of Student & Residential Life.

LIABILITY

In the event of damage by fire, water, steam or other causes which render the room or apartment wholly unfit for occupancy, NYMC reserves the right to reassign the occupant to alternate NYMC housing accommodations. If alternate space is not available, the Agreement may be terminated.

DAMAGE TO PERSONAL PROPERTY

NYMC shall not be liable, directly or indirectly for any loss of or damage to any article or personal property anywhere on the premises, whether or not caused by NYMC's negligence. Personal and other property of occupants is not covered by NYMC insurance. Occupants are strongly encouraged to carry their own insurance protection against loss or damage of their property.

WAIVER LIMITATION

The failure by NYMC to enforce, or its waiver, of any provision(s) of the Housing Agreement in any particular instance shall be limited to such instance and shall not prevent NYMC from requiring full performance or compliance therewith at any future time. All waivers must be in writing and subscribed by an authorized NYMC official.

APPLICABLE LAW

The Housing Agreement shall be interpreted and enforceable in accordance with the law of the State of New York.

INSTITUTIONAL IDENTITY POLICY

It is important for New York Medical College to enhance public awareness of the institution and its excellence through the proper use of its name and logo. The use of the name or official seal or other logo of the College in conjunction with any public effort, activity, or product requires the prior written permission of the Office of Public Relations of the College.



SAFETY AND SECURITY INFORMATION

EMERGENCY TELEPHONES

Emergency telephones have been installed in the Student Center and the Grasslands I laundry room. Each telephone has a direct connection to the Security Office in the Basic Science Building.

FIRE & LIFE SAFETY

New York Medical College is committed to providing a safe environment for the entire community and to that end we would like you to know what fire safety devices are located in our student housing buildings and how and when fire drills are conducted. This section in addition to written notification provided to each student who resides in NYMC student housing complies with the “Kerry Rose Fire Sprinkler Notification Act of 2013” of the State of New York (A.5715-a/s. 4180-B).

Grasslands I: Two fire alarm pull-boxes are installed, one on the security booth near building 6 and the other at the south end of Building 5 next to the laundry room. These pull stations connect to a central alarm monitoring company that notifies the fire department in the event of an activation. Individual battery operated smoke detectors are installed in each apartment’s hallway, as well as each bedroom. These detectors are not connected to a fire alarm system and are only meant to alert the residents of the apartment of the presence of smoke. Fire extinguishers are located on each level just outside of the apartment.

Grasslands II Buildings 11-15:

- Fire alarm systems and panels are installed in each building.
- Audible/Strobe fire alarm signaling devices are located on either side of each suite next to the bathroom and in the buildings common hallways on each level.
- Each suite has a heat detector in the kitchen area that is wired directly to the fire alarm system with a battery backup. An activation of the kitchen heat detector will set off the building wide fire alarm system and contact the central station fire alarm monitoring company and signal in the BSB Security Office.
- A fire alarm pull station is located in the common hallway on each level. Pull stations will activate the building wide fire alarm system and contact the central station fire alarm monitoring company and signal in BSB security office.
- A hard wired/battery operated wall mounted carbon monoxide detector is located at each end of the suite next to the bathroom. These detectors are not connected to the fire alarm system and are only meant to alert the residents of the suite of the presence of carbon monoxide.
- A ceiling mounted battery operated smoke detector is located at each end of the suite next to each bedroom. These smoke detectors also are not connected to the fire alarm system and are only meant to alert the residents of the suite of the presence of smoke.
- A sprinkler is located in each suite in the living room area just inside the terrace doors. Sprinklers are also located in the common hallways on each level. Sprinklers are connected to the fire alarm system and will activate the moment the heat in the suite or hallway rises to a threshold level-which could be within seconds. Sprinkler activation will set off the building wide fire alarm system and contact the central station fire alarm monitoring company and signal in BSB Security Office.
- A wired smoke detector is located in each stairwell. These smoke detectors are connected to the fire alarm system. An activation of a stairwell smoke detector will set off the building wide fire alarm system and contact the central station fire alarm monitoring company and signal in the BSB Security Office. An activation of a stairwell detector will also automatically open the building attic hatch doors to vent out smoke in the stairwell.



Fire Drills

Campus Security, Environmental Health and Safety (EHS) and Student Housing conduct four mandatory fire drills in housing buildings (11-15) and the student center complex during the academic year in accordance with the Fire Code of New York State. Drills are not conducted in the two story Grasslands 1 garden style buildings, which exit directly to the outside. Drills will be conducted unannounced at varied times and under different conditions that might be encountered in a real fire. Fire drills are intended to make sure occupants evacuate immediately upon the activation of the alarms and are aware of exit locations, (be aware of two ways out). Students should take fire alarms seriously, evacuate when they sound, and follow the directions of the staff members conducting the drill. During a drill, Security, EHS and the Housing staff will check suites and individual bedrooms to insure that all students have evacuated. The names of students who fail to exit a housing building or do not exit in a timely manner when the alarm sounds will be reported to the Director of Student & Residential Life and the students respective Dean.

General Emergency Fire Safety Instructions

- Stay calm. Do not panic. Pull the fire alarm and call Campus Security as soon as possible at 914 594-4226.
- Know the location of the nearest fire alarm pull boxes.
- Flames, heat, and smoke rise. Generally a fire on a floor below your room or suite presents a greater threat to your safety than a fire on a floor above you.
- Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- Close doors as you exit each space to confine the fire.
- Heat, smoke, and gases emitted by burning materials can quickly choke you. If you are in heavy smoke, get down on the floor and crawl. Take short breaths through your nose.
- If your clothes catch fire, do not run – STOP, DROP and ROLL. Stop where you are, drop to the ground, cover your face with your hands to protect yourself.

Student Housing Evacuation Procedures

- Feel your room or suite door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- Exit your room, suite, and building if you can safely do so, via the exit closest to you.
- Close but do NOT lock the door to your room and suite and leave the area. If the fire is in an adjacent area, close the door to that location as well, if it is safe to do so.
- If they are conveniently located, grab your keys and shoes (and coat, if applicable) on the way out.
- As you head for the closest exit, yell for others to evacuate and bang on the doors as you walk past them. You do not want to remain in the space to wait for others, but do your best to notify others on your way out.
- If you cannot use the stairs or fire escape, call Campus Security at 914 594-4226 or 911 and inform them of your location including building, floor, room or suite number and the number of people with you. Close the door to the room you are in and place a wet towel under the door to prevent smoke from getting into the room.
- If conditions in the room or suite seem life-threatening, open a window or terrace door and wave a towel or sheet to attract the attention of emergency personnel.
- Meet the members of your room or suite at the designated assembly area outside the building

REPORT ANY FIRE OCCURRENCE TO CAMPUS SECURITY (NO MATTER HOW SLIGHT)

A copy of the NYMC Annual Student Housing Fire Safety Report filed with the Department of Education is available on pages 7 & 8 of the Colleges Annual Security Report at: <http://www.nymc.edu/depthome/security/ASR.pdf>

Electrical Devices & Practices. All housing units have limits on the capacities of their electrical systems. As overloading electrical circuits and other unsafe electrical practices can present a fire hazard, the following practices must be observed:



1. Do not “daisy chain”/plug multiple outlet strips, extension cords and/or surge protectors in to each other;
2. If an extension cords must be used, it must be UL-approved, three-pronged cords (14 gauge or heavier, as indicated on the cord’s tag). Extension cords must not be covered by rugs, or run through doorways or other partitions.
3. Multi-plug adaptors are prohibited.
4. Certain electrical devices are not allowed in residences, including: hot plates, halogen lamps, portable heating units (with the exception of those supplied by the Office of Student & Residential Life).
5. The resident superintendent may request inspection by Facilities Management of any electrical device brought to NYMC. Should Facilities declare the device unsafe for any reason, it must be removed immediately from the residence.

Other Prohibited Items & Practices.

1. Possession of lighter fluid, gasoline, propane, or other flammable liquids;
2. Using flammable decorations (including natural evergreens), in any room, corridor, stairwell, lounge, lobbies, or other public areas;
3. Possessing or using microwaves, toaster ovens, or other cooking devices in student bedrooms (approved cooking devices may only be used in kitchen);
4. Unattended cooking appliances, which includes covering burners with a metal sheet and leaving them on over shabbat (“bleich”);
5. Using aluminum foil to line stoves or burners (Note: there is no religious exception for this practice);
6. Lighting or possessing candles or incense. Sternos are prohibited at all times.
7. Smoking. Because NYMC is a smoke-free campus, smoking and “vaping” are prohibited anywhere on its owned or leased premises, including, but not limited to: apartments, individual bedrooms, common areas, patios, balconies, and outdoor areas.

MISSING STUDENT POLICY

In accordance with the College’s *Policy on Missing Students Living In On-Campus Student Housing*, it is the policy of the College to comply with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008) and to investigate any report of a missing student who resides on-campus. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the New York Medical College community aimed at locating and assisting students who are reported missing. If any member of the NYMC community has reason to believe that a student has been missing for a period exceeding 24 hours, or is missing under suspicious circumstances or where there is evidence of foul play regardless of the time frame, they should **immediately** report their concern to Campus Security, (914) 594-4226. Campus Security will generate a missing persons report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Campus Security in the event that the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Campus Security will notify that individual no later than 24 hours after the student is determined to be missing. If you wish to complete, or update this information, you can complete this form in the Office of Student & Residential Life. A student’s confidential contact information will be accessible only by campus officials and law enforcement in the course of the investigation. For additional information, please refer to the *Policy on Missing Students Living In On-Campus Student Housing* on the College’s website under “Policies.”

SECURITY GUARD

The NYMC Security Office is responsible for the security in the residence buildings. The staff is on-duty 24-hours per day, seven days a week. In addition to the staff responsible for all college buildings, one officer, dedicated to the housing buildings, is on-duty from 4:00 p.m. – 8:00 a.m. every night. This guard is stationed in the security booth in the center of



the housing complex and performs periodic rounds outside the buildings and through the parking lots. NYMC cannot guarantee absolute security for Student Housing or the safety of its occupants under all circumstances. Please be sure to be prudent and alert for your safety at all times.

All policies, practices and procedures of New York Medical College are administered in a manner that preserves its rights, character and identity as a Health Sciences University and that is respectful and sensitive to all faiths but in keeping with Jewish tradition.

All information is subject to change

