LIVING AT THE 92Y RESIDENCE
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Welcome!

Every year, hundreds of students, interns and young professionals call 92Y Residence their home. One of the goals of 92Y Residence is to bring people together from different backgrounds and give them the opportunity to live well with one another. We believe that by living with other people, we will grow as individuals and grow as a society.

Living together in a community is exciting. This guide is intended to answer any questions or concerns you may have before your scheduled move-in date and while you are residing with us. We want you to contribute and make the effort by following these guidelines and ensure that a pleasant living environment will be achieved, maintained and enjoyed by everyone within the community. We please ask that you read through these guidelines and policies carefully, and know that we are available on-site for any support that you may need.

92Y Residence is a home like no other. Not only will you be living here, but you will become part of 92Y – a vibrant community that shares the love of culture, fun, New York City and, most of all, people.

We look forward to welcoming you in the coming days to 92Y Residence and to the broader 92nd Street YM-YWHA community!

About 92Y

92nd Street Y is a world-class cultural and community center where people from all over the world connect through culture, the arts, entertainment and conversation. For over 140 years, we have harnessed the power of the arts and ideas to enrich, enlighten and change lives, and the power of community to repair the world. As a proudly Jewish organization, 92Y enthusiastically welcomes and reaches out to people of all ages, races, faiths and backgrounds while embracing Jewish values such as learning and self-improvement, the importance of family, the joy of life, and giving back to our wonderfully diverse and growing community, both locally and around the world.
MOVING IN,
CHECKING IN AND LIVING AT 92Y RESIDENCE
Move-in Process

- Check-in starts at 3 pm. Our staff may be preparing your room on the same day as your arrival; therefore, we ask you to not arrive before 3 pm. Please call in advance to inquire if an earlier check-in time is available.

- Enter at 1395 Lexington Avenue, which is our East 92nd Street main entrance. Please inform security staff that you are checking in to the 92Y Residence. We have a limited supply of carts and dollies at the residence office to assist you with your move-in.

- Please be advised that if you move in when our office is closed, our security team in the main lobby at 92nd Street and Lexington Ave will give you your move-in packet, and you may then proceed to your room. You will need to come to the Residence Office with your move-in packet when we reopen to have your photo taken, submit payment balance and validate your ID. Please provide a passport or state ID.

- At the Residence Office, you will have a picture taken for your Residence ID card, receive your key, submit payment balance and fill out forms. Please bring a passport or state ID.

- Proceed to the May Center on the third floor to sign up for your inclusive gym membership.

- Download and sign up with the My Magic Pass laundry app or through the website mymagicpass.com to gain access to the laundry machines.
WHAT TO BRING

FOR THE BATH
• A bath robe, shower caddy, bath towels and shower slippers

FOR THE BED
• We provide bed linens (including pillow, blanket and sheets) for a standard twin-size bed, but you are welcome to bring your own linen. Please be advised that housekeeping will launder only the linens provided by 92Y Residence.

FOR THE KITCHEN
• A storage container to carry your items back and forth to the kitchen, which will hold nonperishable food and kitchen items. Those items must be stored in your room at all times.
• A tote bag or small containers to help you properly store your perishable food in the refrigerator or freezer on your floor. We require residents to keep their items properly contained and labeled. Please write your name, room number and current date on the labels that we provide for you.
• We do not provide cooking supplies, utensils or other kitchen items. Please bring a single set of cooking items and kitchen utensils, such as a dish, a cup, utensils and a small pot or pan.

FOR YOUR ROOM
• You will have a standard twin-size bed (not extra-long), a desk, a desk lamp, a dresser, a chair, two bookshelves, a bulletin board, a mirror, a wastebasket and a closet that locks with your room key.
• Your floor is not carpeted. You may bring an area rug, provided that it is new and does not hinder an easy exit from your room.
• You may bring a TV. Cable service is not provided in residence rooms. Residents interested in cable service for their room must contact Spectrum cable service (after moving in) to open their own account. For more information, please call Spectrum at 855.221.6271.
• Surge protector with a three-foot or six-foot cord
• 3M hooks and scotch tape to hang items
• While there are large refrigerators and a large freezer on your floor, you may bring your own personal mini-fridge for your room. You can purchase one online and have it shipped directly to 92Y Residence. Please arrange for it to arrive after your check-in. Mini-fridges must not be larger than 3.5 cubic feet.

FOR THE GYM
• Swim trunks and a swim cap. You must have a swim cap to use the pool. Caps can be purchased at the May Center gym.
WHAT NOT TO BRING

• Halogen lamps, lava lamps
• Microwaves, pressure cookers, deep fryers
• Decorative wall mirrors that are produced in various shapes and are self-adhesive wall decorations
• Extension cords: Instead, please utilize surge protectors with six-foot extensions.
• Paintball guns, pellet guns, toy weapons or any fake weapons to be used as props
• Please do not use the following to hang or secure items: double-sided tape, duct tape, putty or masking tape.
• Any decorations, shelves or framed pictures that are too heavy to be held up with acceptable fasteners
• Candles, incense or hookahs
• Bicycles may not be brought up to the floors or stored within the rooms. We do not provide bicycle storage.
• Used furniture is not permitted to be brought into the residence hall, as per our pest-control policy.
• Any furniture, new or used, beyond that provided by 92Y Residence is not permitted. 92Y Residence cannot remove existing furniture from rooms. If you have a special need or request, please contact the 92Y Residence office.
• Pets of any kind are not allowed.
POLICIES YOU SHOULD BE AWARE OF PRIOR TO CHECK-IN

• Refrigerator rental companies are not allowed access to the 92Y Residence. We highly recommend residents purchase a mini-fridge and have it shipped to the 92Y Residence. Purchasing a mini-fridge and then selling it to 92Y Residence at the end of your stay, through our mini-fridge purchase program, is a much more cost-effective option! Mini-fridges must not be larger than 3.5 cubic feet.

• 92Y is a SMOKE-FREE building. You cannot smoke anywhere on the premises, including your room. If you smoke, you must go outdoors and be at least 100 feet away from the building.

• Alcohol consumption or possession is not permitted on the premises, regardless of age.

• Tampering with fire-protection systems, including but not limited to covering smoke detectors, is unlawful and will result in automatic grounds for residence termination.

• No furniture other than that supplied by 92Y may be brought into the room.

PARKING AND UNLOADING

92Y has a limited number of carts available to help move you in. We highly recommend you bring your own if you are able to do so.

If you are arriving by car, there is metered parking on Lexington Avenue (free on Sundays). If that is not available, you may unload your belongings and then find parking.

There is a no-parking zone located in front of 92Y for easy unloading. We ask that you do not leave your car unattended while unloading.

There are also nearby parking garages you may use. Please contact them for rates:

• **GGMC Parking LLC**
  230 E 92nd St
  Between Third & Second Aves
  212.722.8017

• **Garage Management Co.**
  50 E 89th St
  Between Park & Madison Aves
  212.831.8816

• **Enterprise Parking Systems**
  1065 Park Ave
  Between 86th & 87th Sts
  212.722.2291

These parking garages are suggested for your convenience; we do not take responsibility for any vehicle or contents left inside any vehicle that is parked in any parking establishment. Furthermore, 92Y Residence does not assume responsibility for any fines or damages to vehicles that are parked or towed. Please pay careful attention to posted signs.
RESIDENCE OFFICE

The Residence Office is located in Room 802 of the North Building. The office is staffed seven days a week. Our hours of operation are as follows:

**Mon:** 9 am–7 pm  
**Tue–Fri:** 9 am–8:30 pm  
**Sat:** 12 pm–8:30 pm  
**Sun:** 10 am–6 pm

Please be advised that office closures and early closings may occur. Please look out for these closures either on our office door, near the elevators, on our Facebook group “92YResidence” or in emails sent from our office. When our office is closed, security is available for further assistance.

COMMUNICATING WITH THE 92Y RESIDENCE OFFICE:

**Email:** 92YResidence@92Y.org  
**Phone:** 212.415.5660 or x5660 from the house phones located on each floor

ORIENTATION

You will be notified by the Residence Liaison to attend a mandatory orientation. Orientation will take no longer than 35 minutes and will cover several topics and answer any questions you may have. You will have the chance to get to know other residents, but the primary objective is to help you acclimate to your new home and understand how we function here at 92Y. Orientation is a mandatory requirement for residence at 92Y.

RESIDENCE ID CARD AND ROOM KEY

92Y Residents will be issued a Residence ID card (with photo) that must be shown to security each time they enter the building. Residents must carry their Residence ID card at all times and must present the ID card when requested by 92Y staff. A replacement ID card costs $10.

Your room key will open your door and lock your closet door. The closet can act as a “safe” for any valuable items that you may have. Replacement for a lost key is $20. We will hold your $20 for seven days; if you find your key within those seven days, we will refund your money.

Your key and ID must be returned to the Residence Office or to Security at the end of your stay.
LAUNDRY SERVICE

MY MAGIC PASS

Please create a My Magic Pass account through the app or the website (mymagicpass.com) within 72 hours of your arrival.

Laundry rooms are located on Floors 7, 8, 9 and 10 in the North Building and Floors 6, 7, 9 and 11 in the South Building.

Payment and operation of the washers and dryers are processed through the My Magic Pass app.

Please use only liquid detergent for the washing machines, and clear the lint trap in the dryer before and after each use.
TO USE A WASHER OR DRYER

PLEASE FOLLOW THE FOLLOWING STEPS:

Step 1: Download the “My Magic Pass” app from Google Play or the Apple App Store to your smart phone. If you cannot download the app or if you are having trouble opening an account using the app, please open an account through their website: mymagicpass.com.

Step 2: Click on “Sign Up.”

Step 3: Fill in the fields for your account, email and password.

Step 4: Fill in the fields for your profile, then click on “Create Account.” Then fill in the fields within this section. Below is some information you will need for those fields.
   - Site code: For this section, type in 92YResidence, exactly as it is written: one word, no spaces, with a capital Y and R. Our site should pop up as you begin to enter in the site code. Once it pops up, select it.
   - Residential street address: Enter our address: 1395 Lexington Ave.
   - Residential apt/suite: Enter only your room number. Do not add N, S, South or North.
   - Zip code: 10128
   - Phone number: The app cannot create an account using international phone numbers. If you have an international phone number, please insert our office number in this field (212.415.5660). You will not receive a text when your cycle is done, but you can check the remaining time on the machines through the app.

Step 5: Add a credit card to your profile and then add funds to your account. Please enter the billing zip code associated with your credit card. After you move out, you may request a refund of the balance remaining on your account by emailing Help@mymagicpass.com.

Step 6: Select the laundry room you are going to use. Make sure it is the correct floor and building.

Step 7: After you have placed your clothes in the washer or dryer, you will then select the machine on the app (or using the website) and then click on the available washer or dryer to pay.

Step 8: After you have paid, the washer or dryer will ask you to select the cycle and then press “Start.” You must select the cycle and press start in person, on the machine.

Step 9: After you have started your wash, please add your detergent. Please use only liquid detergent. Do not use pods or powder.

Step 10: Before and after using the dryer, please clear the lint trap.

If you are experiencing an issue with the laundry machines, please contact the 92Y Residence Office. If you are experiencing an issue with the My Magic Pass app, please contact them at Help@mymagicpass.com and please cc us at 92YResidence@92Y.org.
MAIL AND PACKAGES

We have limited space to store packages. Please arrange for your packages to arrive after your scheduled move-in date.

REGULAR MAIL

Regular mail is held in the Residence Office by last name. Residents need to stop by the Residence Office during office hours to check if they have mail.

PACKAGES

You will receive an email notifying you that your package is in the Residence Office and can be picked up during office hours. Please present your Residence ID when picking up packages. If you received confirmation from your shipping company that your package has arrived, it doesn’t mean that we have it in our office. It may take an additional delivery day before your package is brought to our office. Packages are generally delivered to our office Mon–Fri, 1–3 pm. If your package arrives on the weekend or after the receiving area is closed, we will receive your package the following business day. Any mail or packages received after a resident is checked out are returned to sender.

To receive mail, please use the following address, which is also located on the back of your ID:

Your Name
92Y Residence
1395 Lexington Avenue, Room ____
New York, NY 10128

WI-FI AND CABLE INFORMATION

Wi-Fi is available throughout the whole building. No password is required to access the Wi-Fi. In order to connect, you will need a wireless-enabled laptop or device. Basic cable is provided in the dining room areas only. Residents interested in cable service for their room must contact Spectrum cable service (after moving in) to open their own account. For more information, please call Spectrum at 855.221.6271.

HEALTH CARE SERVICES

We encourage you to contact medical facilities within our area prior to your arrival to ask about coverage and services. 92Y Residence staff may direct you to local area hospitals; however, any referrals are not an endorsement of the individual health care facilities. The health care facilities are not considered an extension of, or a legal affiliate of, 92Y.
TRANSPORTATION

Taxis have set rates for transporting to and from area airports: JFK, LaGuardia and Newark. The most up-to-date taxi rate and fare information can be found by visiting nyc.gov.

LaGuardia is the airport closest to the 92Y Residence.

You can also arrange for a Super Shuttle to and from the airport. supershuttle.com • 212.258.3826

To obtain the most up-to-date information on subway and bus services, please visit MTA.info. NYC subway and bus maps, as well as a local street map, are provided in the Residence Office for your convenience.

Subways near to the 92Y Residence are located:

86th St and Lexington Ave: 4/5 express trains, 6 local train. To go downtown, use the entrance on the west side of Lexington Ave.

96th St and Lexington Ave: 6 local train

95th St and Second Ave: Q train

Buses to the Upper West Side are on 86th St and Lexington Ave and 96th St and Lexington Ave.
MINI-FRIDGE

If you would like to purchase a mini-fridge while residing at 92Y, we recommend you order it online and have it shipped directly to the 92Y Residence. A great mini-fridge is the two-door mini-fridge that has a large freezer area. Please be advised that mini-fridges must not be larger than 3.5 cubic feet. Fridge rental companies are prohibited from entering 92Y.

Recommended sites:
- Walmart.com
- Target.com
- Homedepot.com
- Bestbuy.com

AC/HEAT CONTROLS

The air conditioning/heating unit in your room operates only as a heater in the winter season (mid-October to June) and as an air conditioner in the summer season (mid-June to September). The conversion between cooling and heating is mandated when the outside temperature drops below 55 degrees in October. To adjust the temperature, turn the dial on the right; to adjust the setting (high, medium or low), turn the dial on the left. Contact the Residence Office if your unit is not operating properly. 92Y follows the heating standards of NYCHP&D.

LOCAL STORES AND HOTELS

After you move in, we understand you may need to pick up a few items or grab a bite to eat. For your convenience we have listed a few stores in the area.

HOUSEWARES
- Target
  517 East 117 St
  East of First Ave
  target.com
  Also has grocery items.

HOTELS
- Courtyard Marriott
  410 East 92nd St
  Between First and York Aves
  Tel: 212.410.6777

ELECTRONICS
- Best Buy
  1280 Lexington Ave
  Between 86th and 87th Sts
  Tel: 917.432.8870
  bestbuy.com

SUPERMARKETS
- Key Food Supermarket
  1769 Second Ave
  NW corner of 92nd St
  Tel: 212.534.3593
  keyfood.com

- Pioneer Supermarket
  1407 Lexington Ave
  Corner of 92nd St
  Tel: 212.828.4499
  pioneersupermarkets.com

OFFICE & SCHOOL SUPPLIES
- Staples
  1280 Lexington Ave
  Between 86th and 87th Sts
  Tel: 212.426.6190
  staples.com
Living in a Community

One of the goals of 92Y Residence is to bring people together from different backgrounds and give them the opportunity to live well with one another. Living together in a community is both exciting and challenging. We want you to contribute and make the effort by following these guidelines to ensure that a pleasant living environment will be achieved, maintained and enjoyed for this, your particular community.

• Please make an effort to keep your room free of trash. Trash bags are provided.
• Because we are all using the same Wi-Fi network, it would be helpful if you disconnected some of your devices when they aren’t being used. Remember, even if you aren’t “using” your iPhone, it is still drawing bandwidth from other people.
• Be aware of your noise level within your room. Quiet hours are posted on each floor.
• Clean up after using the kitchen; please leave the sink and counter ready for use.
• If you have a question or maintenance request, or if you need help on how to maneuver around New York City, come talk to us. You are always welcome to stop into the Residence Office and speak with us, or you can send us an email at 92YResidence@92Y.org. If you have a question or issue when our office is closed, you can contact security for assistance at 212.415.5592.

If you ever have an issue, please know that you are always welcome to come and speak with us in the office or send us an email. Our Residence staff is here to help you.
Housekeeping / Linen Service

92Y residents are offered a free weekly housekeeping service that includes sweeping, mopping, disposal of garbage pail waste, dusting and changing bed linen. Residents may opt out of this service; however, 92Y Residence reserves the right to enter all resident rooms for health and safety inspection.

Please observe the following:
• 92Y does not launder residents’ personal bedding.
• Housekeeping staff will shut off any HVAC units left on while the room is empty.
• Staff cannot leave a room door open or unlocked. If your room door was open or unlocked, it will be closed and locked after service.

Please ensure the floor is clutter-free.
• Please remove all personal items from on top of the bed.
• Your room may not receive service if your belongings are left on the floor or bed.

Each floor receives housekeeping on a specific day of the week. Check your floor for signage indicating your housekeeping day. Generally, there is no housekeeping on major and Jewish holidays. If housekeeping for your floor is the same day as a holiday, you will receive service the following scheduled day or the next day of operation.

11 South: Tuesday  
10 South: Wednesday  
9 South: Thursday  
8 South: Monday  
7 South: Tuesday  
6 South: Wednesday  
5 South: 550-559: Friday  
560-569: Thursday  
10 North: Thursday  
& Friday  
50-559: Friday  
9 North: Tuesday & Wednesday  
8 North: Wednesday & Thursday  
7 North: Monday & Tuesday

May Center Gym

92Y’s May Center is pleased to offer you a complimentary health club membership during your stay with us! The May Center is your health, fitness, sports and swim destination – right downstairs! We will inspire you to live your healthiest life and support you every step of the way.

The May Center is a full-service gym, with everything you need to exceed your fitness goals. Your complimentary membership gives you access to a fitness experience like no other: swim laps in our 25-yard indoor pool; track your progress like an Olympian with our state-of-the-art Technogym® equipment; find your fitness fit with over 100 group exercise classes; push it to the next level with personal training, semiprivate classes and private instruction; or look after your wellness with our nutrition specialists.

Sign up at 92Y.org/MayCenter for your 92Y May Center membership with code 92YRESIDENT. As part of the check-in process, please stop by the third floor of the North Building within 72 hours after receiving your 92Y Residence ID to obtain your May Center gym membership. For more information, please call 212.415.5701.
SECURITY

Security personnel are on duty 24 hours a day, seven days a week at the entrance of the building. Please do not congregate at the entrance of the building. There are surveillance cameras throughout the building, in the main hallways, elevators and kitchen areas. A Resident Guard conducts rounds of the halls at night to ensure the safety of the buildings. Please contact Security if you have any needs or requests after the office is closed or to report any issues. Security reserves the right to inspect any bags or items as you enter the building, and you must provide your Resident ID card or a valid picture ID upon entry or when requested by Security. The security phone number is 212.415.5592 or by house phone, x5592.

MAINTENANCE

We provide maintenance coverage 24 hours a day, seven days a week.

• Please report all maintenance issues to the 92Y Residence Office by emailing 92YResidence@92Y.org or by calling 212.415.5660 during office hours.
• In the body of the email, please include your name, room number, location of the issue and a detailed description of the issue.
• A work order will be placed by office staff on your behalf. Any maintenance issues reported by email after the office is closed will be addressed when the office reopens.
• Please do not attempt any repairs yourself.
• When the 92Y Residence Office is closed and if you are in need of a repair or want to report an issue, please contact Security at 212.415.5592.
• We encourage you to report any issues immediately upon discovery.
• In case of an emergency, immediately contact Security at 212.415.5592.
• You may utilize the house phones to contact Security by dialing x5592, or to contact the Residence Office by dialing x5660.
• House phones in the North Building are located at either end of the main hallway and in the South Building in the middle of each main hallway.
• 92Y reserves the right to allow staff members to enter rooms to examine, inspect and maintain all of the facilities. Residents are not allowed to perform their own repair work or hire outside contractors.

RESIDENTIAL PROGRAMMING

We strive to create a sense of community for residents by providing programs that are fun and offer meaningful social interactions. Each month, programs are designed by our Resident Liaison based on the current needs and wants of residents. Some examples include, but are not limited to, Pizza Night, Ice Cream Night, ping-pong tournaments and scavenger hunts. We also organize events outside the residence, such as trips to Coney Island, UCB Comedy Nights and baseball games. If you have an idea for a program or event, please contact us at 92YResidence@92Y.org.
BOARD GAMES

As part of our programming model, there are over 50 different board games residents may sign out during office hours for up to a week. We also have a ping-pong table that can be scheduled for use by residents.

RESIDENT RESOURCE CENTER—807

Open 24 hours a day, room 807 is located next door to the Residence Office on the eighth floor of the North Building. There are three PC computers and one printer available for use. There is a table area that accommodates up to four people for your study and group meeting needs. We do not provide faxing or scanning, but there are local stores that provide these services, such as Staples, which is a short distance from the residence. No appointment is needed to use the computers or the study/meeting area; however, availability is on a first-come, first-served basis.

OFFICE AMENITIES

Located in the Residence Office, we offer items and services to assist you during your stay. Some items can be signed out for your use, and others are free for you to take as needed. We have a scale to weigh luggage, board games, NYC subway and bus maps, brochures, resident discount coupons and an always helpful residence staff to assist you with inquiries, questions or concerns.
**Music Practice Rooms**

92Y School of Music charges a fee to use practice space. One-hour and 10-hour session cards are available for purchase at the Box Office. Anyone interested in practicing must reserve space by contacting the School of Music office after purchasing a session card. Once you’ve had your card validated for practice for the specific day, place the card in the window of your practice room during use as confirmation of your reservation to all 92Y building staff. As always, space is limited.

Your discounted rates are as follows: one-hour card: $10 • 10-hour card: $80

Residents are not permitted to use a music practice room without prior authorization. It is a violation of 92Y Residence policy to use a 92Y School of Music practice room or any pianos located on the first floor of the south building without permission and purchase of a session card.

**Dance Practice Rooms**

92Y Harkness Dance Center is a renowned home for dance teaching, creation and performance. Rehearsal space for the creation of new dance work may be reserved at $10 per hour.

Please visit nyc.spacefinder.org/organizations/2814 to book a room.

First-time applicants are required to complete both the Space Grant Application Form and the booking request to be considered. You need to complete this application only once; however, you are not confirmed for space until you receive an email from the 92Y Harkness Dance Center confirming your days and times.
Discounts on Classes, Talks and Events

As a resident, you have access to 92Y concerts, classes and lectures with celebrities and Nobel laureates – just an elevator ride away:

• Residents are offered a 25% discount on all art, music and dance classes.
• Purchase classes through the Box Office, located in the North Building lobby. Please present your 92Y Resident ID card.
• Residents are also offered a resident discount or an age-35-and-under discount on tickets for various 92Y lectures and events.

To determine if an event has a discount and to obtain discounted tickets, please follow these steps:

Step 1: Search events on 92Y.org and check our amazing event calendar.
Step 2: Once you have found an event, check if there is a 35-and-under discount posted near the purchasing options for the event. If there is a 35-and-under discount posted, you can then select that option and purchase the ticket. If this discount is not posted, please proceed to Steps 3 and 4.
Step 3: Stop by the Box Office, located in the lobby of the North Building. Present your resident ID and simply ask if the event you are interested in has a resident discount.
Step 4: After you have completed steps 1 to 3, and if no discounts are available, you may then contact us at 92YResidence@92Y.org for further assistance in obtaining discounted tickets.
COMMON AREAS
Kitchens and Dining Rooms

**Dining rooms:** Each floor of the 92Y Residence has a community dining room area open to residents. These areas are to be used for gathering, relaxing, studying and eating. Basic cable is also provided in these areas for residents. Residents using these spaces must be aware of the following policies:

- Be mindful of the volume of noise being created.
- After 11 pm, please close the dining room door if you are actively using the room.
- Do not tamper with or make adjustments or additions to the TV setup.

**Kitchens:** Each floor of the 92Y Residence has a community kitchen area. In the South Building, the kitchens and dining rooms are combined into one area; in the North Building, they are two separate areas. Residents using these spaces must be aware of the following policies:

- Please clean up after use.
- We provide dish soap and sponges for your convenience.
- Please do not leave any items for donation in kitchen or dining rooms.
- Immediately report any issues such as a need for replacement sponges.
- Please store nonperishable items in your room.
- Any dirty dishes left in the kitchen can be discarded at any time by 92Y staff. Residents are expected to wash, towel dry and then return their dishes to their room for storage.
- 92Y Residence is not responsible for any items left in common areas.
- Residents are required to store their food in a bag or container. Residents must place and maintain a label on their food storage bags or containers. Labels are provided to residents, and they can be found in the kitchen area or at the Residence Office. Labels should clearly state their name, room number, date the item was stored and the item’s expiration date.
BATHROOM AND SHOWER AREAS

These areas are maintained daily by our dedicated building services staff. Any items left in these areas are brought to the Residence Office.

- Please do not leave your bath products in the bathrooms or in the shower area.
- Please remember after you flush to take a moment to ensure everything is gone.
- Remember that your voice carries much farther than just the walls of your shower.
  Please be aware of the time of day if you enjoy singing in the shower.
- 92Y Residence is not responsible for any items left in common areas.

TEEN LOUNGE

The Teen Lounge is located in the basement of the North Building, Room NB08. There are chairs and tables for those wanting to study or read, as well as a flat-screen television. Typically, the Teen Lounge is open for resident use during the hours of 9 pm to 2 am, daily. Please clean up after yourself and observe all signage.

MIXED-USE ROOMS

Mixed-use rooms are a great resident resource. You may want to host a game night with your friends, or you may need a room for a large group study session. Speak to your Resident Liaison about approved uses and availability.
POLICIES AND PROCEDURES
LOCKOUTS

It is your responsibility to carry your Residence ID card and room key with you at all times. If you are locked out of your room:

- During office hours the Residence Office handles all lockouts.
- A temporary room key will be issued, and residents will be required to return this key.
- Failure to return the key will result in a key replacement charge of $20.
- For lockouts after the office is closed, residents must contact Security. You may be asked to provide your Residence ID card before or after you are given entry.

If you are locked out and not properly dressed, you do not need to go to the Office or Security for assistance.

In these cases, you should utilize the house phones to report your lockout by contacting Security or the 92Y Residence Office by dialing the last four digits of the main number.

Security: x5592 | 92Y Residence Office: x5660

House phones in the North Building are located at either end of the main hallway and in the South Building in the middle of each main hallway.
GUEST POLICIES

OUTSIDE VISITORS

Visitors are permitted during the following hours only:
Mon–Thu: 10 am–11 pm
Fri: 10 am–2 am
Sat: 9 am–2 am
Sun: 9 am–11 pm

Visitors must be 18 years of age or older and always be accompanied by the resident host. Resident hosts must ensure that all guests abide by the rules and regulations of the Residence. Resident hosts will be held responsible for any violation of our policies. Guards will not allow a visitor into the building without the resident signing them in. The visitor must sign in at the Security Desk and leave a current, valid form of identification (driver’s license or school ID). The resident must also leave their Residence ID. Upon departure, the resident must accompany their guest to the Security Desk. The resident is responsible for the guest signing out, retrieving ID from the guard and seeing that the guest leaves the premises.

OVERNIGHT GUESTS

92Y Residence is not intended as a facility for transient guests. Only the residents who have gone through the admissions process and have been accepted may stay in the residence for a period of time. Residents may not “pass” a guest between themselves in order for a guest to have an extended stay. This is for the security and protection of all. It also avoids additional burdens to the facilities, which are shared by a maximum number of residents on each floor.

OVERNIGHT GUEST PASS:

NOTE: An overnight guest cannot be in the building without the resident host.
• All guest passes must be submitted during our office hours only. If we are closed, we cannot process your request. Please plan accordingly.
• A guest pass can be obtained in person at the Residence Office.
• A guest pass can also be obtained by filling out a guest pass request form on our 92Y Residence website. You must have a Credit Card Incidental Form on file to use this option. Please read the Credit Card Incidental Form section on page 29 for more information.
• Overnight guest stays are $10 per night, for one guest, for a maximum of four nights within a seven-day period.
• Requests to have an extended guest stay five to seven nights require approval from the Residence Office. The cost for these approved nights is $25 per night for each night beyond the fourth.
• If you have a roommate, you MUST have their written permission for your guest prior to your guest’s arrival.
• You may request a rollaway guest bed/linens (as available). A bed must be requested by no later than 3:30 pm the day of your guest’s arrival.
UNEXPECTED GUEST:

• An unexpected guest (guest who stays without the required guest pass) will be charged $20 per night. The guest must sign in at the Security Desk and leave a valid ID. The resident must also leave their Residence ID. These IDs will be sent to the Residence Office the following morning.

• If you are in a double room and have an unexpected guest, you will be charged $25 as a penalty for not receiving pre-approval from your roommate. (You will be at risk of losing your guest privileges if this happens.)

These procedures have been designated to ensure security of the 92Y Residence. Failure to comply with them will jeopardize your residence or put you at risk of losing your guest privileges.

CREDIT CARD INCIDENTAL FORM

If you choose the option of filling out a guest pass request online, the only way we can process your request is if you have filled out a Credit Card Incidental Form. The forms can be picked up at the Residence Office or submitted at 92Y.org/Residence. If you need the form emailed to you, please contact us at 92YResidence@92Y.org. The credit card must be under your name. If the card is under someone else’s name, then that person must sign the form. Every time you fill out a guest pass online, you have given us authorization to automatically charge the credit card listed on your CCI Form. This form is also used to cover lost key and ID fees and other incidentals during your stay.
DISCIPLINARY PROCEDURE

92Y Residence staff will address alleged violations of the resident policies and terms. If your residency is through a school or other program, you may be subject to additional sanctions through your school or program’s disciplinary system.

Below are samples of sanctions a resident may receive when violating 92Y policies and terms:

- Verbal warning
- Written warning
- Educational projects
- Residential probation
- Loss of guest privileges
- Restitution for damages
- Room or building reassignment
- Removal from the Residence
- Expulsion from the Residence without a refund
- Referral to public law-enforcement agencies
- Parental notification

RULES AND REGULATIONS

You are required to sign a copy of the rules and regulations prior to check-in or upon your arrival at the Residence. You and 92Y share a mutual responsibility to ensure a dignified, respectable and constructive experience in group living. We do our best to provide a congenial, comfortable and cultural atmosphere, and we expect you to cooperate by helping us to achieve and maintain these standards. To help you become fully aware of the procedures and the regulations, please read the following sections carefully:

1. The minimum residence is one month. The maximum residence is one year, with some exceptions.

2. No other person may use your room or any other bed in your room without the prior written consent of the Residence Office. You cannot sublet or assign the rights to your room.

3. Residents of double rooms must not occupy or intrude upon the other half of the room, or else they will be charged for use of both halves.

4. Room keys must not be duplicated or replaced by residents, nor may they be loaned to anyone else, including friends, guests or other residents.

5. No furniture other than that supplied by 92Y may be brought into the room. The existing room furniture may be moved from its present position but must be put back to its original configuration before your departure.

6. Nothing may be painted on the walls. Masking tape may be used on walls, but never cellophane or double-sided tape. The cost of any damage to the walls, floors or furnishings caused by the resident, or his/her guest, will be paid by the resident.
Prohibited Items

92Y Residence makes a concerted effort to comply with state health and fire safety standards. As such, there are several items that are not allowed in resident rooms.

• Extension cords and outlet adapters
  Residents may only use UL-approved surge protectors or power strips if they have a clearly marked reset button. No other types of extension cords are permitted.

• Kitchen appliances
  Residents are not allowed to use appliances in their room but may store them in the room so long as they remain unplugged. However, microwaves, pressure cookers, deep fryers, coffee makers, hot plates, hot pots/pans, toasters, popcorn makers and portable ranges are not permitted to be brought into the residence.

• Lamps
  Halogen lamps or bulbs, lamps with plastic or fabric shades or covers, or sun lamps

• Drug paraphernalia, smoking apparatus or machines that produce smoke
  Hookahs, vaporizers, fog machines, bongs or bubblers

• Flame-producing and flammable items/liquids
  Candles with a wick, incense, fireworks, grills of any type, space heaters with a flame, space heaters with exposed coils, butane, lighter fluid and gasoline. Art supplies consisting of flammable materials, such as oil-based paints, stains, paint thinner and aerosol paint cans, etc. These items should be stored in a location off-site.

• Weapons and recreational equipment
  Guns or firearms of any type, including BB, paint or air guns. Knives and box cutters. Hazardous athletic/recreational equipment, such as nunchaku, throwing stars, swords, archery equipment and metal-tipped darts.

Other Prohibited Items

Hover boards, non-92Y Residence-issued furniture, power tools and construction tools, such as hammers and drills.

Additionally, 92Y Residence reserves the right to ask residents to remove any items that are not listed but are deemed to be a fire or health and safety hazard by the 92Y Residence Office and/or 92Y Security. 92Y Residence reserves the right to confiscate prohibited items until the resident can make arrangements for their removal or until the resident’s departure date.
Conditions of the Residence

1. 92Y is a SMOKE-FREE FACILITY. Smoking is prohibited in all areas of the building, including Residence rooms. Failure to comply will result in fines and possible eviction.

2. Tampering with or rendering inoperable any fire protection system in 92Y – smoke detectors, fire extinguishers, alarm systems, sprinklers or other fire appliances and related appurtenances – is UNLAWFUL and in violation of 92Y safety regulations. Such behavior will result in automatic grounds for residence termination.

3. The possession or use of illegal drugs, or those not prescribed by a physician and deemed harmful or injurious by medical authorities, is not permitted.

4. Alcoholic beverages are not permitted anywhere in the residence.

5. Explosives and/or firearms may not be brought into 92Y.

6. The use of any open flame, such as candles or incense, is strictly forbidden.

7. The use of electric cooking, heating and toasting appliances in a resident’s room is forbidden by 92Y and the NYC Fire Department. Such equipment will be removed without notice.

8. Nothing is to be kept on or hung from the outside ledges of windows.

9. Debris, garbage and other objects may not be thrown from the windows, as this is a tremendous hazard.

10. 92Y is not responsible for any items that are lost, stolen or damaged.

11. While 92Y Residence screens each applicant, we do not vouch for the behavior of any of our residents.

12. Complaints relating to the Residence and/or its residents should be reported directly to the Residence Office in writing or by email: 92YResidence@92Y.org. Urgent matters should be reported directly to the Residence Office either in person, by phone or by email during regular business hours.

13. Quiet Hours are scheduled during the following hours on residence floors so as not to disturb other residents who may be sleeping or studying:

    Sun-Thu: 10 pm–10 am
    Fri-Sat: 11 pm–11 am

14. Residents who practice musical instruments may contact the School of Music to arrange for the use of practice rooms. The practice of musical instruments in the Residence is prohibited unless headphones are being used.
15. Residents may not use the name of 92Y in any way for business purposes or in any form of advertising or to conduct business in the residence.

16. Residents must show their 92Y ID card every time they enter the building.

17. No locks other than those provided by 92Y may be installed by or for a resident on any room or closet door.

18. Residents may not use any room or space in 92Y other than their own for meetings or gatherings without prior permission of the Residence Office.

19. The roofs of 92Y in both the North and South Buildings are totally off-limits.

20. Bicycles may not be brought up to or stored in resident rooms.

21. Each resident is responsible for checking for mail, which is stored in the main office.

22. No pets are permitted in the Residence.

23. Authorized employees of 92Y have the right to enter rooms for valid business purposes.

24. Residents of this building shall not engage in objectionable conduct. Objectionable conduct is behavior that makes or will make the building less fit to live in for you or other residents. Such objectionable conduct includes, but is not limited to, anything that interferes with the rights of others to properly and peacefully enjoy their rooms, or causes conditions that are dangerous, hazardous, unsanitary and/or detrimental to other residents, employees and guests in the building. Alcohol and illegal drugs are strictly prohibited.

25. Both you and 92Y agree to give up the right to trial by jury in a court action proceeding or counterclaim on any matters concerning this agreement, the relationship of you and 92Y as lessor and lessee respectively, or your use or occupancy of the room. This agreement to give up the right to a jury trial does not include claims for personal injury or property damage.

26. If 92Y begins any court action or proceeding against you that asks that you be compelled to move out, you cannot assert a counterclaim. If 92Y, in its reasonable discretion, is compelled to bring a court action, you are responsible for reimbursing 92Y for its reasonable legal fees, court costs and expenses in conjunction with the action.

27. Fraternizing with 92Y staff members or associated vendor staff is prohibited. Residents are not allowed to sell any items to individual 92Y staff members (housekeepers, porters, etc.). Giving items directly to staff members is prohibited. Residents must leave any gifts for a staff member at the 92Y Residence Office.
HEALTH AND SAFETY
HEALTH AND SAFETY CHECKS

The health and safety of each resident is a primary goal for community living. 92Y Residence will conduct health and safety inspections of the residence hall rooms at least once a semester and as needed. During the inspection, staff checks for compliance with health codes, fire safety regulations, maintenance problems and potential physical hazards.

Residents will be notified of these inspections at least 24 hours in advance, but will not be notified of the exact time of the inspection. Staff will not make appointments to reschedule room inspections with individual residents. If it is found that a resident’s room is not up to health and safety standards, the residents will be given no more than 48 hours to correct the situation.

FIRE SAFETY PROCEDURES

92Y Residence is committed to providing a safe environment for the entire community. This includes a full fire-notification/alarm system and a full-time Fire Safety Director. The Fire Safety Director is stationed at our fire command center and is on-site 24 hours a day, seven days a week.

For your safety, there are fire extinguishers located on every resident floor as well as carbon monoxide detectors in the main hallways. Every resident room has a sprinkler system and a smoke detector. Residents are provided with the Fire Safety Evacuation Plan for their location behind their room doors.

It is important that you know the location of these fire safety devices and immediately report any device that has been tampered with or needs repair. Remember, fire safety is everyone’s business, and together we can lessen the threat of fire. Tampering with a fire safety device (including covering a smoke detector) is against 92Y Residence policy and will result in your removal from the residence.

Fire drills are conducted quarterly every year, including a full evacuation. Residents may not receive advanced notification as to when the fire drills will take place. At the start of a fire drill, the Fire Safety Director will inform residents a fire drill will be taking place. 92Y Residence requires occupants to evacuate only as directed by the building’s Fire Safety Director.

In the event of a fire alarm activation:
- All floors/areas will receive an alert signal, and occupants should stand by for further instructions given by the Fire Safety Director.
- At all times, Residents should follow the Fire Safety Director’s directions and procedures.
Extermination and Pests

At 92Y Residence we take pest control very seriously, and we stay proactive. We have listed some of the issues that are common in the city and the ways that we are addressing them.

Here are some things you should know about bed bugs:
• If you get bed bugs, it isn’t because you are “dirty”; it is simply because you were in an area where bed bugs had been. Bed bugs are much like hitchhikers in that they don’t care who picks them up!
• Bed bugs do not carry disease.

What we do at 92Y Residence to prevent bed bugs and their spread:
• Every mattress either has a special encasement that prevents the infestation of bed bugs or is made of a special material to prevent bed bug infiltration. If you see that your mattress cover is torn or ripped, please let the Residence Office know immediately.
• Multiple times a year, a specially trained dog comes into our building and “sniffs” every room to look for traces of bed bugs. The process isn’t perfect, and if the dog identifies your room as “active,” it doesn’t necessarily mean your room actually has bed bugs.
• Nonetheless, we will take immediate action to treat those rooms where evidence of bed bug existence is detected.
• If at any time it is confirmed your room is positive for bed bugs, you will receive information regarding treatment procedures.

PEST PREVENTION
• We have an exterminating company that goes through the residence twice a week. If you see something, please let the Residence Office know so that we can direct our pest control specialists to that specific area.

If you have any questions, please feel free to contact anyone in our office. We are doing all that we can to make your experience here at 92Y Residence safe, clean and enjoyable. If you have any questions, please contact us at 212.415.5660 or 92YResidence@92Y.org.

Financial Responsibilities

Rent
Rent is due between the 1st and 10th of every month. 92Y reserves the right to impose a late fee of $50 for rent not paid by the 10th of the month. No bill will be issued; it is the responsibility of the resident to make payments directly at the Residence Office. We accept Visa, MasterCard and American Express or a bank check. Third-party or personal checks are not acceptable. Rent is subject to change, and residents will be notified in writing of such changes.
For residents on a monthly rent schedule, a security deposit must be paid upon admission unless payment for the entire stay is paid in full. The security deposit will be retained until after your departure. If you comply with all of the terms and conditions of this agreement at the end of your residency, 92Y will return the security deposit to you, or it can be used towards your last month’s rent.

However, if you do not carry out all of the terms and conditions of this agreement, including but not limited to leaving the room in good condition and giving 92Y proper notice of your intention to leave by completing the Departure Notification Form, 92Y may keep all or part of your security deposit. In addition, during the term of your residency, if you fail to pay your rent in a timely manner, 92Y may utilize your security deposit toward rent and late charges past and owing.

**DEPARTURES AND EXTENSIONS**

**HOW TO CHECK OUT**

Check out is strictly at 12 pm. Housekeepers may have to prepare your room for an incoming arrival. Leave your key and ID with the Residence Office, or if we are closed, leave it with Security. Failure to turn in either your ID card or your key upon checkout will result in a fine.

Moving companies are not allowed on the residence floors. If you need to hire a moving company, you are required to bring your items down to the front curb area. If there is a medical need for a moving company, please contact the 92Y Residence Office staff to discuss.

**EXTENDING YOUR STAY**

Please let us know as soon as possible if you need to extend your stay. Extensions are not guaranteed; they are subject to availability.

**DEPARTURE POLICIES**

Prior to your departure date, and if you are leaving on your originally scheduled date, we ask that you complete a departure form and indicate if you would like to use your security deposit for your last month’s rent (applies only to residents paying on a monthly basis). Note: Security deposits will not be processed without a departure form.

If you need to move out earlier than your originally scheduled departure date, we require a minimum of 30 days’ advance written notice, by completing a departure form. If not, you will forfeit your security deposit.

In the fall, Sep 1 through Dec 31, bookings are for the entire fall semester. If you depart prior to Dec 31, you will be required to pay the rent through Dec 31, per your signed contract.

If you have a “fall exception” reservation, we require 45 days’ advance written notice (departure form) of an early departure, so as to not incur penalties.

Departure forms are in the Residence Office or at 92Y.org/Residence.
WHAT DOES YOUR Creative SIDE LOOK LIKE?

92Y RESIDENTS RECEIVE 25% off* ART, MUSIC AND DANCE CLASSES!

Pick your class. Go to the Box Office. Get your discount. That’s it!

Speak to 92Y Residence staff for details.

Learn more at 92Y.org/SOA.

To enroll, call 212.415.5500 or visit the Box Office.

92Y SCHOOL of the ARTS

*Restrictions apply.

92Y Residents receive 25% off continuing ed classes!

CLASSES YOU CAN TAKE BECAUSE YOU LIKE THEM.
NO GRADES - JUST THE GOOD STUFF.

Visit 92Y.org/InSession to learn more. To enroll, call 212.415.5500 or stop by the Box Office.