



Rules & Regulations

You and the Y share a mutual responsibility to assure 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 to maintain these benefits.

To help you become fully aware of the procedures and the regulations, please read the following sections carefully. After you have read them, you are asked to signify that you will comply. Please sign a copy of the Regulations and return to the Residence Department Office with your application. This document memorializes the respective legal obligations between you and the 92nd Street Y.

Please print out two copies of this form: sign and return one copy to the Residence Office, and keep the other copy for yourself.

I. Room Occupancy

1. Minimum individual residence is 1 month (except by special arrangement). The maximum residence is 1 year.
2. No other person may use your room, nor any other bed in your room without the prior written consent of the Residence Department. 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, otherwise they will be charged for use of both halves.
4. Guests (accompanied by resident) are permitted:

Sunday through Thursday, Noon–11:00 PM
 Friday, Noon–2:00 AM
 Saturday, Noon–3:00 AM

Guests must sign in at the Security Desk, showing some valid identification, i.e. driver's license, credit card, or school ID card, to the guard. Guests without proper identification are not permitted. **The propriety and sufficiency of the identification is within the sole discretion of the Y. Upon departure, guests must sign out at the same place. The resident must escort guests in and out of the building and is responsible for the guest's signing in and out.**

5. Overnight guests are permitted as a courtesy to residents; arrangements must be made with the Residence Department for one guest to stay for not more than two nights in one week. There is a nominal charge for a guest staying overnight. Guests will be issued a guest pass. Upon request, linens and a mattress will be provided to the

overnight guest. Arrangements must be made prior to 2:00 PM of the working day you wish to have the guest. **Overnight guests must always be accompanied by the resident host while in the building.**

6. Room keys must not be duplicated or replaced by residents, nor may they be loaned to anyone else, including friends or other residents. Keys should not be left in mailboxes.
7. You are provided with weekly maid service, at which time you are provided with fresh bed linen. In summer one blanket will be provided; in winter a second blanket will be issued upon request. None of the above is to be removed from your room. You will be responsible for their loss or damage.
8. No furniture other than that supplied by the Y may be brought into the room without prior permission of the Residence Department. The existing room furniture may not be moved from its present position. Room fixtures, such as lamps or window blinds, may not be changed or removed.
9. Windows are to be kept in their present locked positions and may not be obstructed by furniture. Nothing is to be kept on the outside ledges of windows, or hung from them.
10. Nothing may be painted on the walls. Masking tape may be used on walls, never cellophane or double-sided tape. Any damage to the walls, floors or furnishings caused by the resident, or his/her guest, will be deducted from the security payment.
11. Regarding use of the Y's Buitenvliet Library, you will be responsible for payment of fees for late return of books or replacement cost for lost books.

II. Conditions of the Residence

1. The 92 Street Y is a Smoke-Free facility. Smoking is prohibited in all areas of the building, including Residence rooms. Failure to comply will result in fines.
2. The possession or use of drugs not prescribed by a physician and deemed harmful or injurious by medical authorities, or illegal, is not permitted.
3. Alcoholic beverages are not permitted in the Residence, either in the dining rooms, or in your own room.
4. Explosives and/or firearms may not be brought into the Y.
5. In observance of the Kasruth (Jewish dietary laws), pork products and shellfish may not be brought into the Y.
6. The use of electrical equipment in your room other than that provided by the Y (or for which special permission has been granted) is forbidden by the Y and the NYC Fire Department. This includes electric cooking, heating and toasting appliances. Such equipment will be removed without notice. Personal refrigerators not larger than 2 cubic feet are permitted with the written permission of the Residence Department.
7. Debris, garbage, cigarette butts and other objects may not be thrown from the windows, as this is a tremendous hazard.
8. The 92nd Street Y is not responsible for any items disappearing from a resident's room. Valuables should be locked inside the closet. A limited amount of space is available in our Accounting Office Safe (accessible Monday to Friday, 10 AM to 4 PM only) for keeping small envelopes containing cash money, passports, airline tickets, etc. Please ask our office staff for more details.
9. While the de Hirsch Residence screens each applicant, we do not vouch for the behavior of any of our residents.

continued

- 10. Complaints relating to the Residence and/or its residents should be reported in writing to the Residence Office. Urgent matters should be reported by calling the Residence Office during regular business hours or by contacting the security guards at either the 91st or 92nd Street entrances.
- 11. Quiet is to prevail on residence floors at all times, between 11 PM and 8 AM, so as not to disturb other residents who may be sleeping or studying. No calls on the public hall phones are permitted between these hours.
- 12. Residents who practice musical instruments may contact the Music School in order to make arrangements for the use of practice rooms. The practicing of musical instruments in residents' rooms may be a disturbance to other residents who do homework in their rooms or any other activity requiring quiet surroundings.
- 13. Residents may not use the name of the Y in any way for business purposes, or in any form of advertising.
- 14. Except for personal messages, such as telephone calls and appointments, no other written materials, such as printed handbills, solicitations, or posters shall be placed on the door of the resident's room. Bulletin boards are provided on each floor for appropriate postings, which must have prior approval of the Residence Department.
- 15. Residents must show their Y identification cards every time they enter the building.
- 16. No locks, other than those provided by the Y, may be installed by or for a resident on any room or closet door.
- 17. Residents may not use any room or space in the Y other than their own for meetings or gatherings without prior permission of the Residence Department.
- 18. The roofs of the 92nd Street Y in both the North and South buildings are totally **OFF LIMITS** after 6:00 PM.
- 19. Bicycles may not be brought up to or stored in resident rooms. Residents must use the space in the Bicycle Rack, 4th floor, South Building.
- 20. Each resident is responsible for checking his or her assigned mailbox daily, since any messages from the Y or outside sources will be left there.
- 21. No pets are permitted in the Residence.
- 22. Authorized employees have the right to enter rooms for cleaning, repairs and for inspection.

- 4. A deposit is required for your key and identification card. This deposit is refunded upon the return of your key and identification card when you leave.
- 5. Changes in departure date require written notice. Extensions of stays require a two-week notice and approval of your request will be subject to availability. Early departures require a one-month advance notice, except for the Fall semester (September through December). Fall semester bookings are for the entire Fall semester only. If you depart prior to December 31, you will be required to pay the rent through to December 31.
- 6. Both you and the 92nd Street Y 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 the Y as licensee and landlord 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.

If the Y begins any court action or proceeding against you which asks that you be compelled to move out, you cannot assert a counterclaim unless you are claiming that the Y has not done what the Y was supposed to do about the condition of your room or building. If the Y, in its reasonable discretion, is compelled to bring a court action, you are responsible to reimburse the Y for its reasonable legal fees, court costs and expenses in conjunction with the action.

I have read the items above, and agree to abide by these rules or any amendment thereof after reasonable notice. I further agree in the event the 92nd Street Y makes a determination that I have breached the rules and terminates my residence, to vacate my room within one week after receiving written notice of such termination from the 92nd Street Y.

Signature

Date

Print Your Name

III. Financial Responsibilities

- 1. Rent payments are usually on a monthly basis, with advance payment due on or about the first day of the month. No bill will be issued. It is the responsibility of the resident to make payments directly at the Residence Department Office, 8th floor, North Building. Major credit cards are accepted. Third party checks are not acceptable.

Rent is subject to change and residents will be notified in writing of such changes.

The 92nd Street Y reserves the right to impose a late fee for rent not paid by the 10th of the month. Residents will be responsible for paying a penalty fee for returned checks.

- 2. For residents on a monthly rent schedule, a security deposit must be paid upon admission. This security deposit will be retained until the end of the period of residence. If you comply with all the terms and conditions of this agreement at the end of your residency, the 92nd Street Y will return the security deposit to you. However, if you do not carry out all the terms and conditions of this agreement, including but not limited to leaving the room in good condition and giving the Y proper notice of your intention to leave, the Y 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, the Y may utilize your security deposit toward rent and late charges past due and owing.
- 3. A registration fee, payable upon moving in, is mandatory and non-refundable.

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