THE ROCKEFELLER UNIVERSITY
HOUSING DEPARTMENT

Student Housing Handbook
Academic Year 2016-2017
The Rockefeller University
Student Housing Handbook
Academic Year 2016 - 2017

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The 2016-2017 Student Housing Handbook is your guide to student housing at The Rockefeller University. One of the main goals of the Student Housing Program is to foster a supportive environment for study, research, and social community among the students. Familiarizing yourself with the information and policies provided will save time and confusion later. If you have any questions, you may visit the Student Housing Office, located on the second floor of Graduate Students Residence, or call 212-327-8670.

INTRODUCTION

Mission Statement – Rockefeller Housing

The Rockefeller University is a dynamic and growing scientific institute. In order to further its scientific goals, the University makes apartments available to students, faculty, and postdocs. The University continues to explore ways to address its current and expected growth by expanding its housing resources. The Housing Department works in collaboration with the Senior Administration and the Dean's office to ensure that University housing resources meet demand during each season. Interim measures have been and continue to be adopted to address student needs.

Organization and Staff

The Student Housing Office (part of the University's Housing Department) is located on the 2nd floor of Graduate Students Residence (GSR) on the southeast entrance near the Bronk building. This office is responsible for the maintenance and upkeep of all student housing units in GSR, Sophie Fricke Hall (SFH), and Faculty House (FH). For maintenance questions or referrals, you may contact Marnel Herbert in the Student Housing Office at 212-327-8670 or herberm@rockefeller.edu.

The Housing Department works closely with the Dean's Office, Weill Medical College of Cornell University, and the Student Housing Lottery Committee of the Student Representative Council (SRC) in guiding yearly housing assignments and assisting in the resolution of various housing issues. The Housing Department is located on the first floor of Scholars Residence at 63rd Street and York Avenue. The Housing Department works with the Dean's Office to set student housing policies and determine student housing rents. The Housing Department also determines the student units which will be available to the student housing pool and finalizes housing assignments, including arranging lease signings and setting moving and vacancy dates. If you have questions regarding any of these areas, contact Marnel Herbert at 212-327-8670 or herberm@rockefeller.edu.

The Dean’s Office, located on the first floor of Founders Hall, is the center for all student issues. As noted above, the Dean's Office works in conjunction with the Housing Department to set student housing policies and to determine student housing rents. The bulletin board outside of the Dean's Office also serves as the communication center where postings of the apartments available during the lottery process appear.
The Student Housing Lottery Committee organizes and maintains the annual Student Housing Lottery. The Committee is made up of the SRC and an appointed student to help administer the lottery process. These representatives work directly with the Housing Department and the Dean's Office in providing input and voicing concerns on housing policies, procedures, and assignments.

Note to Incoming Students

Well-intentioned members of the Rockefeller University community often seek to advise newcomers on the best way to obtain the ideal apartment or dormitory assignment. Relying on advice from friends or colleagues is risky; resources available at the time of their arrival, as well as policies and procedures relevant to assignment, differ from one season to the next. Keep in mind that policies are subject to change. The Housing Department should be your only source for information regarding available apartments and procedures applying to your assignment during the season of your arrival. To verify your understanding of these policies or to learn about changes, contact Joseph Alonzo.
HOUSING FACILITIES

**Campus Housing:** There are currently two campus dormitories serving the student body. The following amenities represent a few reasons students choose campus housing:

- Free Ethernet and cable TV hook-ups in each building
- Facilities for students covered under the Americans with Disabilities Act
- Educational support programs
- A conveniently located computer lab
- An exercise facility located on the 6th floor of Founders Hall, squash courts in the basement of GSR and an outdoor tennis court

**Graduate Students Residence (GSR)** is a 4-story elevator building built in 1959. GSR's address is 1226 York Avenue, New York, NY 10021. GSR presently consists of:

- 39 one-bedroom apartments
- 9 two-bedroom suites with private bathrooms, kitchen, and common living room
- 1 studio with kitchenette and private bathroom

Each apartment features windows equipped with newly installed air conditioners. There is a laundry facility located on the second floor of the building. GSR also features two newly renovated squash courts on the lower level.

**Sophie Fricke Hall (SFH)** is a 5-story elevator building, built in 1964. SFH’s address is 1230 York Avenue. SFH consists of 48 apartments including:

- 30 studios with kitchenette and private bathroom
- 17 one-bedroom apartments
- 1 two-bedroom suite with private bathrooms, kitchen, and common living room

SFH also houses the Brooke Astor Student Center, which is equipped with a full kitchen, meeting space, and TV lounge. There is a laundry facility located on the first floor of the building.

**Off-Campus Housing:** Student units are located in Faculty House (FH). FH’s address is 500 East 63rd Street and is located at the corner of 63rd Street and York Avenue. The building is linked to campus via the Campus Community Bridge. Other Faculty House amenities include:

- An onsite building superintendent
- Elevator building
- A location central to area restaurants and shops
- Spacious accommodations
- 24-hour doorman service
- Onsite laundry, exercise, and recreational facilities
Student housing available in FH includes 19 two-bedroom, shared bathroom suites and 6 three-bedroom, 2 bath suites, each with a full-size kitchen, and a living room. Utilities are also included.

**Lyden House (LH),** owned by the Animal Medical Center, is located at 320 East 53rd Street between 1st and 2nd Avenues. The amenities of this building include:

- Fully-furnished apartments
- 24-hour doorman service
- All apartments offer a separate kitchen and bathroom. Kitchens are furnished with a refrigerator, stove, microwave, and kitchen table and chairs.
- Laundry room
- Within walking distance to Rockefeller University and also close to the M15 bus line on 1st Avenue
- Utilities included
- Immediate area offers great dining and shopping

The Lyden House units offer additional housing units for student use over a finite period of time. Policies governing the use of these apartments have been generated for the protection of students who opt to utilize these units. Since these policies will be amendable, they will affect the entire student population.

**Alternatives To Standard Student Housing:** Alternative housing is available for students who are willing to pay the higher rents charged to postdoctoral fellows and associates. Students can apply for postdoc housing no more than 6 months before their arrival. Students interested in applying for faculty housing will be placed on a wait list and will be notified by a representative from the Housing Department when an apartment is available. If you are interested in faculty housing, contact Sharisse Brown at 212-327-7970 or email her at: browns@rockefeller.edu.
## 2016 – 2017 RENT SCHEDULE

### Apartment Types by Location:

**Sophie Fricke Hall**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>Private Bathroom and Mini-kitchenette</td>
<td>$640</td>
</tr>
<tr>
<td>One-Bedroom</td>
<td>Private Bathroom, Kitchen, Living Room</td>
<td>$865</td>
</tr>
<tr>
<td>Jumbo one-bedroom</td>
<td>Oversized family unit</td>
<td>$930-$1,130</td>
</tr>
</tbody>
</table>

**Graduate Students Residence**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>Private Bathroom and Mini-kitchenette</td>
<td>$640</td>
</tr>
<tr>
<td>Shared Two-Bedroom Suite</td>
<td>Private Bathrooms, Kitchen, Living Room</td>
<td>$760</td>
</tr>
<tr>
<td>One-Bedroom</td>
<td>Private Bathroom, Kitchen, Living Room</td>
<td>$890</td>
</tr>
<tr>
<td>Jumbo one-bedroom</td>
<td>Oversized family unit</td>
<td>$930-$1,130</td>
</tr>
</tbody>
</table>

**Faculty House**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Bedroom</td>
<td>Private Bathroom, Kitchen, Living Room</td>
<td>$1,130</td>
</tr>
<tr>
<td>Shared Two-Bedroom Suite</td>
<td>Shared Bathrooms, Kitchen, Living Room</td>
<td>$760</td>
</tr>
</tbody>
</table>

**Lyden House Apartments**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Two-Bedroom Suite, Shared Bathroom and Kitchen</td>
<td>$735</td>
<td></td>
</tr>
<tr>
<td>Studio</td>
<td></td>
<td>$935</td>
</tr>
</tbody>
</table>

**Security Deposits**

All students are required to pay a security deposit at the time their Lease Agreement is executed. Security deposit amounts vary based on the individual's monthly rent. This deposit is held in an interest-bearing account until the occupant leaves Rockefeller University student housing. As part of their move-out process, students will need to provide a forwarding address to the Housing Department to receive a refund of their deposit. Costs associated with lost or damaged items within the apartment and costs associated with any move-out fines will be deducted from the security deposit prior to reimbursement.
FREQUENTLY ASKED QUESTIONS

Where do I pick up my keys to my apartment?  An envelope will be prepared with your name, building location, apartment number, and a pre-coded key card (for campus assignments only). This envelope can be picked up at the security desk on the first floor of Founders Hall. Once you have received your identification card from the Security Department, the key card from your envelope should be returned to Marnel Herbert in the Student Housing Office. For students assigned to FH or LH, an envelope with your name and a key to your assigned apartment can be picked up at the Front Desk of Faculty House or Lyden House.

What type of furniture will my apartment have? Inventory permitting, apartments are provided with a standard complement of furniture: twin/full size bed, desk, chair, dresser, nightstand, table with three chairs (depending on space of unit), coffee table, end table, sofa, easy chair, and assorted lamps. The welcome package that you receive from the Dean's Office includes a housing questionnaire with an itemized furniture selection list. This itemized furniture list should be filled out and returned to the Student Housing Office so that furniture may be placed or removed from your room before your arrival.

How do I arrange for landline telephone service? If you wish to have a land line you may contact Verizon at 212-890-2350 for telephone service. When ordering service, be sure to give the specific address of your building to avoid delays in installing service. When access to your apartment is necessary, you must be present to provide it to the Verizon representative. Please remember that it is your responsibility to cancel this service when you vacate your apartment.

How do I arrange for cable TV? Time Warner Cable of New York at 212-674-9100 provides basic cable service. Again, when ordering service, give the specific address of your building to avoid delays in installing service. When access to your apartment is necessary, students must be present with the Time Warner Cable representative.

How do I receive my mail? The United States Postal Service delivers on-campus mail to the mail center located in the basement of Founders Hall. Students living on-campus should contact Kristen Cullen in the Dean’s Office regarding mailbox assignments. For students living in FH and LH, a keyed mailbox will be assigned to you there.

Can deliveries be made to my door? To maintain security for the on-campus facilities, delivery personnel and vendors will not be allowed past the 66th Street security booth located at the entrance to the University. When you are planning to have a delivery, please instruct the delivery personnel to call you from the guard booth at 66th Street Gate. For students living in FH, large items (furniture, etc.) must be scheduled via the Building Services Office. A certificate of insurance that meets RU Housing standards is required. FH tenants must be home to accept fresh food deliveries. Packages received by USPS/.Fed Ex/UPS etc. are picked up from 500 East 63rd Street package room. Tenants must present yellow slip received via mailbox. This ticket along with ID must be presented in order to receive the package.
What do I do in case of an emergency? For a facilities/maintenance emergency during normal working hours (e.g., flood, severe electrical problems, elevator breakdown, etc.) in the campus buildings, contact Marnel Herbert at 212-327-8670. If this type of an emergency occurs after working hours, contact Plant Operations at 212-327-8421. For all other emergencies requiring immediate assistance (e.g., fire, medical, etc.), call 1111. In case of fire, pull the nearest fire alarm as you leave the building and notify the Founders Hall Security Desk immediately at 212-327-8295. For emergencies in Faculty House occurring during normal working hours, contact Joseph Alonzo at 212-327-7544. For emergencies at all other times, contact the FH Front Desk at 212-327-7500. In the event you hear a fire alarm, follow the safety procedures posted on the back of your entry door.

What happens if I lose my keys or lock myself out of my apartment? Students in campus buildings who lock themselves out or lose their keys during normal working hours should contact Marnel Herbert at 212-327-8670 to receive a replacement set. If you are locked out of your apartment at any other time, you should contact the Founders Hall Security Desk at 212-327-8295 in order to gain entry to your apartment. For students living in Faculty House, contact Joseph Alonzo at 212-327-7544 during working hours or the FH Front Desk, 212-327-7500 at all other times. For students living in Lyden House, contact the LH Front Desk, 212-355-1692.

The keys that you will receive for your apartment are valuable items and can only be reproduced by the Housing Department. Once you have signed for your keys, you are responsible for them. Lost keys will be reproduced at a cost to the occupant (actual cost varying dependent on the type of key and building).

What happens if I lose my key card? The Security Department produces keycards. A $10 replacement fee must first be paid at the Cashier's Office located on the second floor of Founders Hall. Take the Cashier's receipt to the Security Department located on the first floor of the Nurses Residence for the replacement of the lost key card.

How do I make a maintenance request for repairs needed in my apartment? For repair-maintenance requests for campus buildings, e-mail studentrepairs@rockefeller.edu and cc: Marnel Herbert, herberm@rockefeller.edu, on the email request. In Faculty House, tenants use the online maintenance system to report apartment/building wide repairs; https://www.rockefeller.edu/housing/request/account/login.php. In Lyden House, maintenance requests should be told to the LH Front Desk, but you should also email Marnel Herbert stating your request and when it was given to the Front Desks of the buildings. Maintenance staff must have your permission before entering your apartment in your absence to complete the requested repair work. No charges will be assessed for damages due to normal wear and tear. You will be charged, however, for damages and repairs caused by misuse, abuse, or accidental breakage. Please do not attempt repairs yourself.
HOUSING POLICIES

Housing Assignments for Incoming Students

During the month of April, the Dean's Office sends out a welcome package, confirming acceptance to the Rockefeller University student program. To determine housing needs, the office includes a housing questionnaire with an itemized furniture selection list. By late August, all new incoming students should be notified of their housing assignment, the amount of its rent, and the address of their assigned unit.

In general, first- and second-year students can expect to be assigned to single rooms in Sophie Fricke Hall (with private bathroom and micro-fridge); shared two-bedroom apartments in either Graduate Students Residence (with two private bathrooms and a half-kitchen), Faculty House (one shared bathroom and a full kitchen), or Lyden House (one shared bathroom and a full kitchen); or a shared three-bedroom apartment in Faculty House.

Overview of the Student Housing Lottery

The objective of the student housing lottery is to allocate housing to students equitably based on seniority. These lottery rules have been approved by and are subject to change resulting from discussions between the Housing Department, Student Housing Lottery Committee (SHLC), Student Representative Council (SRC), and the Deans Office. If there are questions regarding lottery policies, please contact Joseph Alonzo, email: johnsod@rockefeller.edu, phone: 212-327-7544.

The lottery timeline is as follows:

April/May - Students register for the lottery rounds in which they would like to participate.

May/June - Lottery rounds and apartment selections occur. Students can view apartments that will be available in the lottery by appointment only. Section 18 of the student lease indicates that the "Landlord may show the Apartment to prospective purchasers and mortgagees of the building and, during the 2 months prior to the end of this lease, to prospective tenants of the Apartment, upon reasonable notice to the Tenant." Therefore, the SHLC, in conjunction with the Housing Department and students who are vacating their apartments, will set apartment viewing times during which interested students may visit the apartments. The SHLC will publish these times. Vacant units may be seen by scheduling an appointment with Marnel Herbert, extension 8670, email: herberm@rockefeller.edu. Students will be given one week to submit their rankings of apartments to the SHLC.
Student Housing Lottery Mechanics

The lottery is administered via the student housing lottery website http://housinglottery.rockefeller.edu/.

All students who plan to participate in the lottery are strongly encouraged to read the policies and procedures before they register for the lottery. Students must register on the lottery website in order to participate in the lottery. Registration for the lottery will only be possible once the lottery has commenced. Students may use any email account when registering (i.e. rockefeller, gmail, yahoo, etc.), but must have access to this email account throughout the lottery because this email will be the only means for receiving important information about the lottery (i.e. when a lottery round has begun, apartment ranking deadlines, apartment offers/refusals and their deadlines, additional information pertaining to specific lottery rounds, etc.). Also note that the registration information which is submitted will be checked for accuracy and will be changed if any incorrect information is submitted.

Once registered, the "Home" page allows you to sign-up for various lottery rounds, view which lottery rounds are set to begin ("Pending"), view lottery rounds that have begun ("Live"), and also view which apartments are available to be selected ("View Rankings" under the "Lottery Rankings for 20--") once the lottery round has gone "Live." Once a lottery round has gone “Live,” students will be able to rank the available apartments and also indicate apartments that they are not interested in. Rudimentary floor plans are also available on the website, giving basic information on the apartment size and the direction the apartment faces. Please note that once rankings are submitted they are final and that the deadlines for accepting and refusing apartments will be strictly enforced.

Students can sign-up for as many lottery rounds as they would like to participate in during the lottery once they are registered. Please note that students must have children to register for the “jumbo 1BR” lottery round and must indicate your roommate(s) to complete the sign-up for the “two- and three-bedroom” lottery rounds. Once an apartment is selected in an earlier round a student will not be able to participate in any later lottery rounds.

The available apartments list is subject to change from year to year, depending upon the needs and resources of the University. Students are not required to enter the lottery each year. If a student does not wish to choose a new apartment, their current apartment can be retained unless it is a two-bedroom apartment with only one roommate staying on (or a three-bedroom apartment with only one or two roommates staying on). Housing rules allow the remaining roommate(s) to identify other Rockefeller University student(s) as roommate(s), but require that the two-bedroom or three-bedroom apartment be released into the housing pool if roommate(s) (i.e. Rockefeller University student(s)) are not found to fill all bedrooms.

The lottery process is based upon seniority and the availability of the apartments the University can provide. All students will be capped at a maximum of 6 seniority points. This maximum is set based on the Rockefeller PhD program term limit of 7 years (6
points). Students who have children can continue to accumulate additional "personal space points" in addition to seniority points. The seniority points for students in the MD/PhD program, Training Program in Chemical Biology (TPCB) and transfer students are detailed in the “Other Policies” section. Students who wish to share a two- or three-bedroom apartment will use the seniority points of the highest-ranking student for calculation of placement in the lottery.

Students must submit rankings for the apartments within a lottery round in order to be offered an apartment within that lottery round. Students who do not submit rankings will be moved to the bottom of that lottery round’s selection list.

Only during the selection process can students indicate “Not Interested” on their apartment rankings for any apartment(s) which they are not interested in being offered during the initial selection phase. An indication of “Not Interested” will not count as a refusal and the student will remain on the waitlist for that particular lottery round.

“Not Interested” is not an option during the waitlist phase. Apartments will be offered to each student on the waitlist in the order that they appear on the waitlist. If a student on the waitlist refuses 2 apartment offers, the student will be moved to the bottom of the waitlist.

Please note that all apartment selections are final. Following the selection of an apartment, students should submit furniture requests to Marnel Herbert. Furniture will be moved in as part of the move-in process. The Housing Department will confirm move-in dates for selected apartments. Move-ins for apartments selected through the lottery occur during the period from late June through July.

Once a student selects an apartment, the selector’s apartment joins the pool of available apartments. Students will be asked to show their apartment to any interested students.

**Order of Housing Lottery Rounds**

The lottery rounds for various types of apartments are conducted in the following sequence:

1. Jumbo one-bedroom apartments for families
2. One-bedroom apartments
3. Three-bedroom apartments in Faculty House
4. Two-bedroom apartments in GSR, Faculty House, and Lyden House
5. Studios with kitchenettes

**Additional Information on Allocation of Available Apartments**

While allocation of the available apartments during the lottery is generally based on seniority, some of the apartment types have other information that must be considered before you enter the lottery round for that apartment type.
Jumbo one-bedroom apartments for families

Jumbo one-bedroom apartments, designated by the Housing Department, are utilized for housing students with children. A separate lottery list is maintained for these apartments. Students with children are given priority for these apartments. Ranking within this list is dependent on the seniority of the student as well as the number of children and their ages. Ranking is determined by (1) number of children, (2) age of child/children, and (3) years of seniority. Since children of different ages have varying needs for space, children 24 months and under will receive one personal space point, while those children older than 24 months will receive two personal space points. Students who are expecting a child when this lottery round begins are also eligible for the jumbo one-bedroom lottery.

If a student or their spouse/domestic partner becomes pregnant after the jumbo one-bedroom lottery round has finished, the student will either 1) be first in the general one-bedroom lottery round, if that lottery round is progress, or 2) be placed at the top of the waitlist for one-bedroom apartments. If no apartment becomes available by the 6th month of pregnancy and a student without children occupies a jumbo apartment, Section 30 of the University lease will be exercised. Section 30 of the University lease states: "Upon not less than sixty (60) days notice to Tenant, Landlord shall have the right to relocate Tenant to another apartment in a building used by Landlord for housing in furtherance of the University's needs ('Substitute Apartment') and terminate this Lease. Landlord and Tenant shall enter into a lease for the Substitute Apartment for the balance of the unexpired term under this Lease or under any renewal lease upon substantially the same terms and conditions set forth in this Lease and at a rental that is in accordance with Landlord's rental schedule for the Substitute Apartment." Students who are relocated by the Housing Department pursuant to Section 30 will not need to enter the housing lottery; they will be assigned another one-bedroom apartment.

Any jumbos left vacant after the lottery round may be placed into the general one-bedroom apartment pool.

One-bedroom apartments

All one-bedroom lottery selections are based on seniority (except for the separate lottery for students with children described above) and the point allocations detailed in the “Student Housing Lottery Mechanics” section.

Two- and three-bedroom apartments

Only a pair or trio of students may hold a two- or three-bedroom apartment respectively. Students who wish to share a two- or three-bedroom apartment will use the seniority points of the highest-ranking student for calculation of placement in the lottery. Students interested in occupying half of a two-bedroom or one-third of a three-bedroom may place their names on a list maintained by the SHLC.
If a student moves out of a shared apartment, then the right of the remaining student to the apartment ends unless he or she finds another roommate (i.e., a Rockefeller University student) within one month. Any student unable to locate a roommate may consult a list of prospective roommates provided by the Student Housing Lottery Committee. If no roommate can be found, and there are student pairs or trios on the waiting list for a two- or three-bedroom apartment, the student(s) will need to vacate the two- or three-bedroom apartment and relocate to a suitable apartment. In the event there are no waiting pairs or trios, the student may remain in the apartment alone, but the Housing Department reserves the right to assign another student to that vacancy.

If a student is in a two-bedroom apartment and does not enter the lottery, but wishes to be considered for a studio, seniority guides placement on the lottery list.

Other Policies

Harassment

Students must wait until the previous tenant has vacated the apartment before moving in. Harassment of the vacating tenant will not be tolerated.

Harassment can take many forms, including repeated inquiries concerning departure dates by email, telephone, etc. All cases will be judged by a joint meeting of the SHLC and the SRC.

A first offense will result in a written warning. A second offense will result in the immediate loss of both the offender's selection and rank on lottery lists for that year. At this point, offenders go to the bottom of the lottery list.

Students seeking information regarding the date that that their selected apartment will be available for move-in should contact Marnel Herbert.

MD/PhD Students

All MD/PhD students will be housed in Cornell housing for years 1-4 and in RU housing for years 5-8. Class of 2009 MD-PhD students who started with 3 points in 2014 will move up to 4 seniority points after one year of RU housing (one point added for each year in RU Housing). Class of 2006-2008 MD-PhD students currently living in Rockefeller housing will be grandfathered, and will be granted seniority points equal to their years in the program minus 1 (up to a maximum of 6 points) for the duration of their time in the program.

TPCB Students

Second-year TPCB students will receive 1.5 seniority points upon entering the lottery for the first time.

Transfer Students
The Dean’s Office will determine seniority points for transfer students.

**Visiting Students**

All visiting students are ineligible for participation in the lottery.

**Pets**

The University lease addresses pets as follows: Rule and Regulation #14: “No animal of any kind shall be kept or harbored in the apartment, unless the same in each instance be expressly permitted in writing by the Landlord, and such consent, if given, shall be revocable by Landlord at any time. In no event shall any dog be permitted in any public portion of the building unless carried or on a leash.”

Currently a tenant is normally granted the right to keep a pet in her/his apartment upon agreeing to abide by the following rules:

1. An acceptable pet is considered to be a cat, dog, or bird.
2. Each apartment is allowed the maximum of any (2) pets.
3. Owners are liable for damages or injuries caused by their pets.
4. Owners are to ensure that pets do not behave in ways that frighten or inconvenience other tenants. This includes elevator behavior, noises audible to neighbors while in an apartment, and/or behavior which causes tenants to complain.

**Dogs are not permitted in the campus buildings (GSR and SFH).**

*For dog owners:*

University policy requires that dog owners abide by New York City dog leash and dog waste (“pooper-scooper”) laws on all University properties, including all outdoor areas, parking areas, drives, and all public, lobby and entrance areas of buildings. Residents are prohibited from walking their dogs on roof tops. Dogs must be leashed at all times and dog owners must assume responsibility for picking up fully after their dogs. This would include any interior areas (elevators, hallways, etc.) or exterior areas (sides of buildings, planting beds, etc.). Failure to abide by the policy may result in the University denying the dog access to the University property, even in cases where the dog’s owner resides on University property.

1. Leashed dogs will be allowed on campus only to pass through along drives and sidewalks. All dogs are expected to be leashed, quiet and well-behaved at all times. Dogs also must be on a leash when in the hallways or other public areas in conformity with New York City laws.
2. Campus grounds cannot be used for running or relieving dogs. Dogs should be exercised off campus and relieved on public streets in accordance with city ordinances.
3. Dogs are not allowed in public rooms (student center/lounge or laundry rooms).

All pets must be reported to the Housing Department using the attached Pet Permit Form which must be turned into Marnel Herbert upon move-in or updated when a pet is obtained. The University reserves the right to evict pets or their owners due to non-compliance with any of the pet policy guidelines.

Noise

Common courtesy and good judgment require that stereos, TV sets, and any musical instruments be operated at reasonable noise levels that do not annoy neighbors.

Multiple Moves During Residency

Apartments are cleaned, inspected, repaired, and painted whenever a student moves in. To minimize turnover costs, a student may move no more than three times during his or her residency at The Rockefeller University. Additional moves will incur pro-rated painting charges. Students who have already moved three times as of Fall 2013 will be allowed one additional move.

Subletting

All University housing is available exclusively for University students, affiliates, and eligible family members limited to spouses, domestic partners, and children. Subletting University dwelling spaces is strictly forbidden and violators will be subject to eviction.

Vacating Housing

Every student must move out of his or her apartment no later than the end of June following his or her graduation, or within one month of termination of his or her status as a student. If there is difficulty with this deadline, the student must notify the Housing Department prior to May 1st of the graduating year. Only the Housing Department has the authority to grant extensions of these deadlines. Students should be aware that housing is in high demand and must be vacated promptly.
PET PERMIT FORM

I/We, _________________________________, of apartment ________________

(Check one):

Do NOT have a pet at this time ___________.  We agree to register any future pet obtained before housing it in the apartment, or

Have the pet(s) listed below ____________.  We agree to abide by the outlined Pet Policies.  We pledge that our pet is duly licensed as required by New York and that we will notify the Housing Office if this pet departs or another is added.

Pet #1: Kind of animal _________________________________

Pet’s name _________________________________

Pet # 2: Kind of animal _________________________________

Pet’s name _________________________________

Signature of Pet’s Owner(s)
___________________________________ Date ____________________
___________________________________ Date ____________________
SAFETY ISSUES

As with any large urban environment, it makes sense to practice good safety habits, incorporating them into your daily routines both on and off campus.

On-Campus Safety Suggestions

1. Keep your doors locked at all times. Lock the door when leaving even if your roommate is in.

2. Make sure you know who is at your door before opening it to visitors.

3. If you notice people whose behaviors make you feel uncomfortable or uneasy, notify the security staff.

4. Since you are responsible for the behavior of your visitors and guests, do not admit people you do not know.

Off-Campus Safety Suggestions

1. When going off campus, plan a route before setting out. As in any large city, consulting maps and seeming disoriented on the street will send signals that can make you vulnerable to muggers. Area bookstores sell assorted subway and bus maps in small-scale formats that you can check discreetly. Free transit information can be found on buses and in subway stations as well as in area libraries and on-line.

2. Be aware of your surroundings, walking with confidence and staying in areas where there is other pedestrian traffic. Cross the street if anything or anyone seems unusual.

3. As often as possible, travel with a companion. You may also have more fun. If you will be out alone, let someone know where you are going and when you plan to return. You may want to post a message board for this purpose.

4. Avoid counting or displaying money or other valuables on the street and in public areas. It's best in fact to avoid having quantities of cash or other valuables on your person when you move about the city.

5. If you have an emergency while off campus, call 911 at any telephone you can access.

6. Keep handbags, purses, and backpacks closed or zipped and always in attendance. On public transportation, place bags and backpacks in front of you.

7. Carry quarters for phone calls and enough money for cab fare back to campus for contingency situations. Have a spare Metro card.
8. Use care in disclosing your apartment location and phone number to people who do not need to have it.

9. Take particular care in using ATMs, preferring to visit them during the day.
STEPPING OUT: POINTS OF DEPARTURE

The guides to life in New York are as abundant and diverse as the area's array of resources. The following points of departure provide just a sampling of gateways to goods and services, events and attractions, education and recreation. Hours of operation and other specifics, accurate at publication, are subject to change. You may want to phone ahead.

Neighborhood Shops and Services

Popular Nearby Markets

Gristedes
1st Avenue near 65th Street, open 7:00 a.m. until midnight
2nd Avenue near 62nd Street, open 24 hours
Delivery available from both locations.

Gourmet Garage
301 W. 64th Street between 1st and 2nd Avenues
Daily 7:30 a.m. to 8:30 p.m.
Delivery available.

Additional NYC Food Source "Institutions"

Chelsea Market
75 9th Avenue between 15th and 16th Streets
Daily 8:00 a.m. to 7:00 p.m.

Bread, wine, meats, produce, gift baskets, Italian and Thai specialty items, and more in a mall-like setting.

Fairway Market
2127 Broadway @ 74th St.
Daily 6:00 a.m.--1:00 a.m.
Delivery available.

A veritable explosion of produce, cheeses, and international specialty items being selected by crowds of aggressive shoppers. Good prices and adventure.

Union Square Greenmarket
Union Square West and 17th St.
Monday, Wednesday, Friday, and Saturday

One of the city's 28 Greenmarkets, featuring produce, flowers, baked goods, cheeses, fish, meats, wine, etc. from sellers based throughout the Northeast.
Zabar's
2245 Broadway between 80th and 81st Streets
8:00 a.m.-7:30 p.m. Monday--Saturday and 9:00 a.m.--6:00 p.m. on Sunday

Cheeses, meats, prepared foods, gourmet groceries, chocolates as well as kitchenware. Zabar's will ship gift items.

Restaurants

Neighborhood restaurants and specialty food shops abound. On First and Second Avenues between 61st and 70th Streets alone, you can find sushi, Mexican, Chinese, French, Italian, Mediterranean, and other restaurants along with sweet shops, ice cream and pastry shops, bakeries, and delis. A specialty coffee shop is just west of 66th Street; a large liquor store is on the East side of First Avenue, between 63rd and 64th Streets. Walk out and discover the many offerings. For more information on restaurants all over Manhattan, two excellent guides include:

Time Out New York's *Eating and Drinking*, an annual guide available at newsstands
*Zagat's 2001 Restaurant Guide*, available at bookstores and other shops

Films

There are several movie houses in the neighborhood and others a bus or subway ride away. Check *online* for locations, schedules, reviews, and other pertinent information.

Banks

The closest neighborhood banks are Apple at 64th Street and First Avenue, Chase at 64th Street and Second Avenue, and Citibank at 69th Street and First Avenue.

Bookstores and Newspapers

The Cornell Medical College Bookstore, focusing on medical books, is west of York Avenue on 70th Street. The two closest Barnes & Nobles stores are on Lexington and 86th Street and on Third Avenue and 53rd Street. Find foreign-language newspapers and magazines on First Avenue at any of many magazine shops between 63rd and 67th Streets. *The New York Times* can be ordered and delivered to your door. To subscribe, call 1.800. 832.6878. There are often limited-time special rates for new subscribers.

Walking/Jogging

There is a footbridge at 63rd Street and York Avenue by which you can cross East River Drive to walk or jog along the east River Promenade. One and a half miles north, you will pass Carl Schurz Park at Gracie Mansion, the Mayor's Residence; the promenade continues north for another mile or so. Many people also enjoy walking and jogging in Central Park, accessible from 59th through 88th Streets on the East side. *Fodor's 2001 New York City* notes that Central Park boasts the lowest crime rate of any precinct in the
city but cautions park goers to enjoy the park in daylight hours, using common sense and staying in the company or within sight of others.

Laundries and Pharmacies

A large number of laundries and dry cleaners, many along side streets between York and First in the 60s are available. A full pharmacy is on the east side of First between 64th and 65th and another on Second Avenue and 63rd Streets.

Hospitals

New York Presbyterian Hospital is located at 525 E. 68th Street at York Avenue.
INFORMATION PORTALS TO NEW YORK CITY

A Sampling of Print Guides

Fodor's New York City, updated annually and including a pull-out map
Frommer's New York City
Access New York City
Let's Go New York
The New York Times Guide to New York City
New York Block by Block and Manhattan Block by Block
Dorling Kindersley's Kids' New York and Cool Parents' Guide to All of New York

Internet Resources

Up-to-date information on matters pertaining to transportation, events and attractions, and similar topics are available through area Web sites. The following URLs provide just a sampling. Note that the official New York City site links to a number of other sites pertinent to new residents.

New York City's Web site
http://www.ci.nyc.ny.us

New York City's official Web site provides multiple links under the general categories of agency lists, business resources, and attractions and events. Go to "Attractions and Events" for multiple links related to colleges and universities; elementary, middle, and high schools; museums and libraries; cultural attractions; and more.

New York Convention and Visitors Bureau
http://www.nycvisit.com
800.692.8474
810 7th Avenue

The Convention and Visitor's Bureau site offers a full range of sports and entertainment options and schedules. Newcomers may request a Visitor's Package by phoning or visiting the Bureau.

Are We There Yet?
http://www.fieldtrip.com/ny/index_ny.htm

This site extends descriptions of attractions and events to a statewide level and includes admission prices and directions. The site features a free newsletter, Are We There Yet?, focusing on special events.