



THE NEW YORK
CONSERVATORY FOR
DRAMATIC ARTS

Student Life Handbook

The New York Conservatory for the Dramatic
Arts (NYCDA)

Brooklyn Heights & Columbia Heights Waterfront

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HOUSING OPERATIONS AND MAINTENANCE

How to Submit a Maintenance Request

Maintenance requests are submitted through the StarRez portal. Maintenance requests take an average of three days to complete. Maintenance requests are prioritized based on the urgency of the request. If your maintenance request has not been completed after three days, you can reach out to the Property Manager at gm@brooklyn.foundstudy.com and request a status update. Please communicate with your roommates/suitemates to minimize reporting a maintenance request more than once. Submitting a maintenance request more than once will not quicken the response.

How to Register for StarRez

- Go to <https://foundstudy.starrezhousing.com/StarRezPortalX/>.
- If you already have an account, simply login.
- If it is your first time using StarRez, input the email provided to us by your host institution and click 'Forgot Password'.
- An email will be sent to you to reset your password.
 - Tip: Check your junk folder. The password reset email will come from information@foundstudy.com.
- Log into StarRez using your new password.

How to Submit a Maintenance Request

Step 1: On the top bar, click 'Maintenance Request'.

The screenshot shows the FOUND Study portal interface. At the top, there is a navigation bar with the following items: Home, Move In Information, Move Out Information, Guests Requests, Maintenance Request (circled in red), and Log Out. Below the navigation bar, the main content area is titled "Home" and contains the following text: "Hi DRAY FOUND STAFF - KRISHNAN !", "Welcome to the FOUND Study resident portal!", "To complete an application, please click on 'License Agreement' to get started!", "Step 1: Register & Create an Account", and "Step 2: Complete Application --> Lease Under Review Final Stage". On the right side of the page, there is a "Personal Details" section with the text: "To view and edit your personal contact information, or emergency information [Click Here](#)".

Step 2: Click 'My Jobs' and 'New Job'.

The screenshot shows the "Maintenance" section of the FOUND Study portal. The title "Maintenance" is displayed in bold. Below the title, there is a "Job Type:" label and a dropdown menu with "My Jobs" selected (circled in red). Below the dropdown menu, there is a message: "No maintenance jobs found". At the bottom of the page, there is a "New Job" button (circled in red).

Step 3: Click 'Select Room'.

Please select a Room Space for this maintenance job:

Actions	Room Description	Room Space	Room Type
Select Room	569LEX 1842	1842 - 1	Double - Large Deluxe

Step 4: Complete Maintenance Request details and click 'Save Job' at the bottom of the page.

General

Category:

HVAC

Item:

Cooling - Not Cooling

Description:

A/C is not blowing out cold air, only warm air.

Cause:

Unknown.

Comments (e.g. requested time):

Ideally between 1-5 pm

I agree to allow a staff member into my room while I am not there:



Internet Connections

Wireless Connectivity (Wi-Fi) is available throughout the building. In order to connect, you will need a Wireless enabled Laptop or PC Card for your desktop. In addition, each room is equipped with Ethernet jacks. While the residence does have wireless access, some programs and functions are better run using direct broadband service. In order to connect, please make sure your computer has a T-base 10 Ethernet card and a CAT-5 cable (we recommend bringing one that is at least 15 feet long). Before you use the residence internet service, be sure you read our Network Policy and Guidelines. You are expected to abide by all of them. Any tampering with the internet equipment or software will lead to suspension and/or termination of internet access.

For internet issues please submit a work order through StarRez.

Wi-Fi Log-in Information:

97 Columbia Heights:

Network: 97ColumbiaHeights-Main

Password: Pa\$\$word11

119 Columbia Heights:

Network: 117_119CH-Main

Password: Pa\$\$word11

Custodial Service

Basic custodial service is provided for common areas, including corridors, hallways, and lounges. Custodial service is not intended to alleviate residents from their responsibility to pick up after themselves and treat their environment with care. It is still the responsibility of each resident to dispose of waste appropriately. It is also the resident's responsibility to maintain their individual room and all shared areas. Custodial service is not available to clean personal space and residents are required to maintain hygienic conditions in their room. For maintenance concerns, submit a work order through StarRez.

Maintenance Repairs

If your room or the provided equipment and furnishings require any repair or maintenance, please do not attempt to repair it yourself. General maintenance and routine repairs (such as plumbing, electrical, or furniture/appliance maintenance, etc.) are performed without charge to residents. We encourage you to report damage immediately. Neglecting to report an issue (leaky faucet, water damage, etc.), could lead to further and more complicated problems. Emergency repairs include major leaks and flooding, inoperative door locks and any problem that endangers property or safety. In case of an emergency, please report to the front desk.

Residents are not permitted to paint or make any alterations to their rooms. If you alter anything in your room, you will have to repay the building for the cost of repairs (or replacements). Service or repair of any furnishings or equipment provided by residents is not the responsibility of FOUND Study. Do not put any nails, screws, hooks or sticky substances in/on the wall. You will be responsible for any damage caused to the room.

For safety reasons, do not try to clean the outside surface of your windows. Do not sit on ledges or lean out windows. This is for your own safety. Do not put anything on top of radiators or on windowsills - a small potted plant that falls out a window could potentially injure a pedestrian. Never attempt to exit through windows.

Key Replacement Fees:

- Resident ID: \$20
- Lock Change: Should any resident damage their lock, they will be billed a \$400.00 replacement fee.

Extermination Procedures

In order to protect the general health and safety of all our residents the following guidelines must be followed. There is an exterminator who performs weekly maintenance in common areas. If you find that you need to utilize this service, please file a work order through StarRez.

Exterminator Recommendations

Please keep your room free of debris and keep all food in sealed containers to help prevent a bug problem. We highly recommend that all unused boxes and plastic bags are properly disposed. Do not leave either item on the floor as this creates a breeding ground for unwanted insects and pests. The exterminator has been instructed to inform us of any rooms that violate these guidelines and a note to document such violations will

be submitted to you. You will be given 24 hours to correct all noted violations and a post-inspection will follow.

Bed Bugs

In the past few years, there has been a resurgence of reports of bed bugs in New York City – with complaints from luxury apartments, 5-star hotels, popular clothing stores, subway and theatres among them. We recognize the responsibility to investigate every report, take all possible precautions to prevent the spread of an infestation, and to eradicate any confirmed problems. FOUND Study is committed to an effective and efficient response to residents who suspect they may have bed bugs. Bed bugs are a serious community issue, and all residents are expected to comply with all instructions given to them immediately once bed bugs have been confirmed in their room. Visit the New York Department of Health and Mental Hygiene for more information on bed bugs.

Bed Bugs Guidelines

For the safety and comfort of all residents living in the residence, our staff will adhere to the following guidelines:

- As soon as a resident suspects that they may have bed bugs, they should report to the front desk.
- We will contact our designated licensed exterminator who will perform a thorough inspection of the room in question. Should a resident notify us on a weekend or holiday day, the exterminator will check the room the next business day. Residents who report suspected bed bugs will not be granted a room or furniture change. This is crucial so that we can prevent the spread of bed bugs if they are found to be in the resident's room and belongings.
- Residents may not, at any time, deny FOUND Study staff or an exterminator access to their room.
- If the exterminator concludes that there is no bed bug activity present in the room, then no further action will be taken. The resident will be asked to continue monitoring his/her living space, and to notify us immediately if there are further problems. It is crucial the residents remain in their own room to prevent contamination of other rooms.
- If the exterminator concludes that bed bugs are present in the room, we will provide the affected resident(s) with a detailed list of instructions for the removal and laundering of their personal items.
- Only the approved FOUND Study exterminator can confirm or deny the presence of bed bugs – not a resident or any outside person.

HOUSING, FACILITIES, AND COMMUNITY SPACES

Community Spaces

Lounges

There are several comfortable community lounges open to residents and meant for gathering, studying, and relaxing. All residents using these spaces must follow the below rules:

- Be respectful of others and mindful that this is a community space.
- Be courteous during organized events.
- All activities held in common areas must have a person that oversees the event/activity.
- During events, recreational activities are prohibited such as: video games, loud music, and loud conversations as it may be disruptive to the event.
- No tampering with the displayed artwork/decorations or televisions.
- No placing food and/or beverages on or near the pool tables or the table tennis/shuffleboard surfaces.

- Furniture must be utilized appropriately and cannot be moved from its original location.
- Please dress appropriately, wear shoes, shirts and pants/shorts/skirts at all times.
- Be responsible for your own personal items, should you leave something behind please read the following policy: Abandoned property policy.
- Clean up after yourself before leaving the lounge so everyone can enjoy a clean environment.
- No sleeping in public places (including furniture, floor, kitchen).
- Public spaces are under 24-hour surveillance.

Lounge Reservation Procedure

Students can reserve specific lounges at 119 Columbia Heights. Lounges need to be reserved 48 hours in advance through the form provided. Rooms can only be reserved for a maximum of two hours, between the hours of 10 am – 10 pm, and for academic reasons only.

Rooms Available for Reservation

- 119 Second Floor Study Room
- 119 Media Room
- 119 Conference Room

Rooms NOT Available for Reservation

- All common areas at 97
- 119 Second Floor Sky Lounge
- 119 Game Room
- Community Kitchens

Pool Table/Table Tennis Table/Shuffleboard

The use of all recreational activities is a resident privilege and not a right. Please keep all drinks and food off and away from the tables and respect the equipment so all residents can enjoy its use.

Kitchen

Community kitchens are provided for resident use throughout the residence. Keep in mind that operational hours are limited please check posted signs for accurate hours. We ask that all residents abide by the simple rules below so everyone can enjoy the space:

- Clean up after yourself.
- Do not sit on countertops, sinks or stovetops.
- Dispose of your trash in proper bins.
- Rinse out the sink and do not clog it by removing food from drain.
- Leave no trace of leftover food by wiping down counters.
- Do not place any items near the stovetop.
- Be attentive to your cooking/food.
- Remember you are on camera.

FOUND Study is not responsible for any items stored in Community Kitchens. FOUND Study also reserves the right to discard any spoiled or abandoned food. Utilizing the Community Kitchen is a privilege, which may be taken away from students who do not dispose of food properly, do not clean up behind themselves, or create any fire safety concerns.

Laundry Room

Please be mindful of your laundry. If you choose to leave it behind, make sure you know how long it takes to do a wash/dry. If you leave your laundry too long in a machine, someone may choose to move it for you. If you leave it unattended, FOUND Study is not responsible for items damaged, stolen or removed. After 48 hours, the staff will discard any items left unattended. If you are found guilty of damaging property and/or stealing, you will be held financially and legally responsible and may even face removal from residence. Please remember you are on camera.

Laundry Instructions: download the MyMagicPass app and follow the instructions to set up your account. Visit the Laundry Room and use the location code next to the kiosk. If you would like to report a problem with a machine or the area, please use the app to submit a service request.

Please do not remove someone else's items from the laundry room or leave property unattended for long periods of time. Items will be considered abandoned property if left for more than 24 hours. Residents are encouraged to allow a 10-minute grace period before moving someone else's laundry out of a washer or dryer that has completed its cycle, but residents are permitted to remove items (and set them aside in the laundry room) from machines that have completed their cycle and are left unattended for more than 10 minutes.

Fitness Center

Use of the Fitness Center at 119 Columbia Heights is a privilege and can be taken away if residents do not follow FOUND Study policies. FOUND Study shall have no liability for any injuries occurring as a result of a resident's use of the fitness center. FOUND Study does not assume any responsibility, risk or liability for your use of the Fitness Center and hereby expressly disclaims the same. By using any Fitness Center, you agree to the terms of this paragraph.

Fitness Center Member Conduct:

- No cell phone or camera use is allowed in the facility and residents should not take videos or photograph anyone using the Fitness Center.
- Personal trainers are not authorized and may not train residents within the fitness center. If found doing so the trainer and resident may lose access privileges.
- No smoking, drugs, or alcohol are permitted, and residents may not use equipment while under the influence.
- No loud and/or abusive language.
- No vandalizing or defacing materials or property including equipment, furniture, walls or any other aspect of the Fitness Center. If residents are found tampering with any equipment, they will be charged with all fees associated with the repair.
- Residents should not remove materials, equipment, or property from the Fitness Center without authorization.
- Indecent exposure, voyeurism, exhibitionism, or other lewd and lascivious acts are not allowed.
- Residents should wear a shirt and closed-toed athletic shoes.
- Skateboards, in-line skates, roller skates, scooters or other sports equipment are not allowed within the facility.
- Sleeping in the Fitness Center is not allowed.
- Everyone must clean up after oneself while using any part of the facility; this includes re-racking weights when finishing a set in the free weight area.
- Operational hours are limited please check posted signs for hours.

Electronics

FOUND Study is not responsible for any personal electronic equipment, including computers brought into the residence hall. All residents should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

Littering, Garbage, and Recycling

Residents are required to dispose of all garbage and trash in appropriate areas and receptacles. Residents may not dispose of litter in any form on the grounds or facilities. This includes, but is not limited to, cigarette butts, flyers, cans, bottles, etc. It is also prohibited to collect containers (i.e., bottles, cans, boxes, etc.) that may attract pests or cause other safety hazards. In accordance with NYC Law, recyclable materials are to be placed in the designated bins. All trash should be brought to the appropriate designated area.

ADMINISTRATIVE POLICIES

These policies govern the administrative and operational aspects of the St. Francis College Residence Life Program. Violation of these policies may result in administrative fees or fines, or delays in processing administrative requests. Extreme or repeated violations of these policies may result in appropriate action removal from the residence.

Room Assignments

Room assignments will be made in a collaboration between FOUND Study and partner schools, who reserve the right to change room assignments as reasonably required and will do their best to accommodate roommate requests. In the event of a roommate conflict, FOUND Study and partner schools reserve the right to relocate one or all roommates to another room equal to resident's current rental payment. Roommate changes are subject to full review by partner schools and FOUND Study.

If FOUND Study determines that you do not fit into a positive environment, or if we consider that you are a threat to our community, this will constitute termination of your lease. FOUND Study reserves the right to terminate your lease if it is determined that you cannot fit into the community in a positive manner.

Consolidation

FOUND Study and partner schools reserve the right to fill any vacant bed at any time. As partner schools and FOUND Study are continually placing residents, vacancies may be filled without notice. Residents with one or more vacant beds in their room can expect a new roommate or to be moved to a different room as the need for new resident assignments or consolidation arises. Residents must leave the vacant portion of their room or suite in a condition that will allow another person to move in easily. Residents should not place their belongings in a vacant portion of the room.

Room Change Requests

As partner schools have different processes for room changes, please reach out to the contact at your partner school if you desire to change rooms. The partner school will work with FOUND Study to determine if a room change can be accommodated. Room changes are never guaranteed.

Roommate Conflicts

Residents bear the primary responsibility of resolving conflicts they may have with roommates. Residents are encouraged to take action in a timely manner if they feel a conflict is developing between them and their roommate. Residents are expected to approach disagreements with their roommates in a mature and

respectful manner. If they are not able to reach a positive outcome themselves, residents should enlist the assistance of their partner school.

Improper Room Transfer

A resident who moves to another room or suite without proper authorization from the FOUND Study or their partner school is considered to have conducted an Improper Room Transfer. The resident is subject to an improper checkout fee of \$75 and may be subject to disciplinary action, including removal from the space.

Check Out Procedures

Residents leaving an assigned space for any reason (room change or move out) must complete the check-out procedure. Any portion of the check-out procedure not completed will result in a charge/fine. The check-out procedure generally includes:

- Make an appointment with FOUND Study or partner school staff at least 24 hours before departure to check-out.
 - NOT Cleaning the room (i.e., remove garbage, vacuuming, wiping all surfaces etc.)
 - NOT Returning furniture to original position
 - NOT Removing ALL belongings
 - Any items left behind will be considered abandoned and will be discarded after check-out.
- Residents must return any room keys issued in order to avoid a fine.

Residents are permitted to use an EXPRESS CHECK-OUT process (is available) if they so desire. This process allows the resident to submit their room key and/or resident ID to a lock box using a special check-out envelope and form. This process calls for the condition of the student's room will be reviewed and evaluated by the housing staff after their departure.

Housing Cancellation

All residents wishing to cancel housing must communicate with their partner school. Direct leasers should reach out to Leasing at leasing@foundstudy.com for any questions regarding their lease.

Health and Safety Inspections

Resident rooms will be inspected a minimum of once a semester to ensure compliance with health and safety related aspects of the FOUND Study policies. Staff are not required to notify residents in advance. In most cases, residents will be given the opportunity to resolve health and safety concerns before a re-inspection. Roommates can be held jointly responsible for health and safety violations that exist in their room or suite.

Abandoned Property

Residents are encouraged to keep personal items secure in their rooms. Public areas of the residences (including lounges, community bathrooms, hallways, etc.) are not intended for storage of personal belongings. Items found that are left behind in public spaces, or rooms after checking out or the contract period has ended, will be donated or discarded.

Posting

Notices, flyers, ads and other informational items may not be posted in common areas. Exhibiting or affixing any sign, advertisement, notice or other lettering, flags or banners on any part of the outside of your room, door or the building (including signage inside your room if it can be viewed from the outside) is prohibited, as

is attaching or hanging any projections (radio or television antennas, awnings, flags, banners, etc.) on the outside walls or windows of the building.

Guest Policy

The policy outlined below is the guest policy of FOUND Study. Students should refer to their specific school's policy to determine if a more restrictive policy applies to them. Guest policy exists to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. All guests must be registered in StarRez.

- Any person who is not a resident of the building is considered a guest.
- A resident can host up to a maximum of 2 guests at any given time.
- Guests are expected to abide by the Licensee Terms and all other rules and regulations.
- Residents are responsible for the behavior of their guests, including restitution for any damages caused by residents' guests.
- In order to have a guest, residents must have the consent of roommate(s) as applicable on each occasion.
- Extended visits (i.e., more than 3 consecutive days, or more than 5 days in any 2-week period) are not permitted, nor is cohabitation (residency with someone other than the officially assigned roommate).
- FOUND Study does not provide beds, bedding, or key cards to guests.
- NO guests under the age of 18 are permitted in the residence.
- It is the responsibility of the host to meet their guests in the lobby and to remain with the guest when the guest is in the residence.
- If the host departs the building the guest must also depart and is not permitted back into the residence until the host is able to personally escort them.
- All guests must check in at the front desk by showing proof of a valid unexpired photo identification card. This ID must be left at the desk where it will be stored while the guest is onsite.
- When the guest leaves the residence, they must be escorted to the lobby by the host and must sign out at the front desk.
- Resident ID cards are NOT transferable and should never be possessed by a guest at any time.
- No person who is required by law to register as a sex offender may be a guest in the residence at any time.
- FOUND Study has the right to temporarily or permanently ban any guest for any reason as needed.
- Visitations for residents are a privilege and can be revoked by the Licensor at any time for conduct, public health, or other reasons.
- Guest policies and procedures are determined by the Licensor and can be altered at any time.

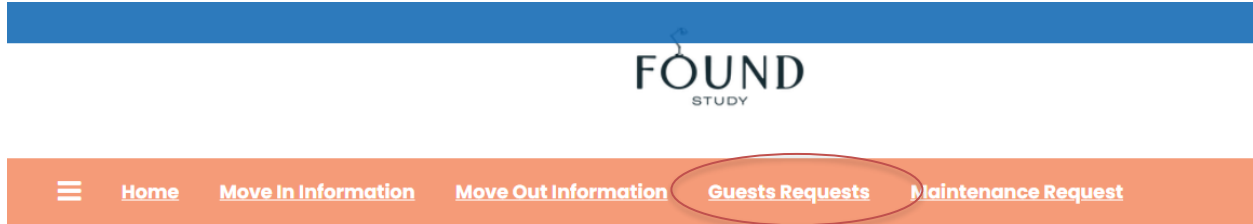
Guest Registration Procedures

How to Register for StarRez

- Go to <https://foundstudy.starrezhousing.com/StarRezPortalX/>.
- If you already have an account, simply login.
- If it is your first time using StarRez, input the email provided to us by your host institution and click 'Forgot Password'.
- An email will be sent to you to reset your password.
 - Tip: Check your junk folder. The password reset email will come from information@foundstudy.com.
- Log into StarRez using your new password.

How to Register a Guest

Step 1: Click 'Guest Requests' at the top of the page.



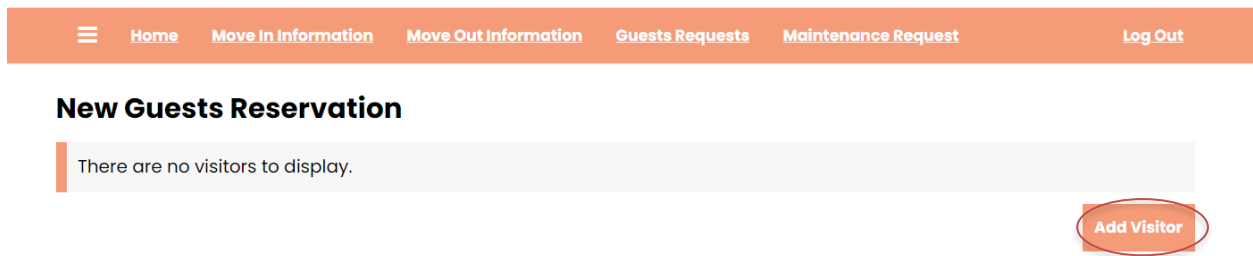
Step 2: Click 'New Reservation'.

Historical Guests

There are no visitors to display.

New Reservation

Step 3: Click 'Add Visitor'.



Step 4: Complete Guest Details.

Step 5: Complete Guest Reservation Details, including length of stay and type of visitor.

Guest Reservation Details


Arrival Date:

Wed, 30 Aug 20  14:19 

Departure Date:

Thu, 31 Aug 202  14:19 

Visitor Type:

(Please Select Type) 

Go Back

Save & Continue

Step 6: Acknowledge Guest Policy and Confirm Guest Request.

Guest Check In & Check Out

When the day comes for your guest to arrive, please meet them in the front lobby and have them provide ID to the front desk staff. They must pick up and drop off their photo ID as they come and go for the duration of their stay.

STUDENT LIFE HEALTH, SAFETY, AND SECURITY POLICIES

Alcohol Policy

NYCDA is a dry program, meaning no alcohol is permitted in the residence regardless of age. Residents who are determined to be under the influence in a manner that compromises safety may have limited access to the residence or referred to medical professionals. Students below the legal drinking age who are found consuming alcohol or under the influence may be referred to the New York Police Department.

Drug/Controlled Substance Policy

No drugs or controlled substances are permitted in the building regardless of its legal status. If we find any resident or visitor to a residence room to be in possession of or using, selling or distributing marijuana or other controlled substances (or in the case of prescription drugs, without a valid prescription) within any residence, we will refer the resident to the student conduct process and/or contact the New York City Police Department.

Discrimination

A resident will be found responsible for discriminatory harassment, intimidation or bullying who engages in conduct directed at a specific group or individual, based upon race, creed, color, national origin, ancestry, age, marital status, sexual orientation, familial status, disability, nationality, sex, gender identity or expression.

Harassment and Intimidation

Everyone living in residence has the right to live free of intimidation, harassment or bullying. If after an investigation, it is determined that a resident is harassing, bullying, or intimidating another resident, FOUND Study may take appropriate action to cause such behavior to cease including, without limitation, terminating the lease and right to be in the residence.

Should the conduct of a resident threaten or constitute a danger to personal safety or property, or substantially interfere with the residence hall community, summary action may be taken against the resident. A resident may also be subject to summary action if, following a warning by a FOUND Study or partner school staff member to desist, the resident continues to engage in conduct that violates FOUND Study policies, summary action may be taken. Summary action may include (but is not limited to) removal from residence, reassignment, restriction of guest privileges, and/or the implementation of a “no contact order” or “behavioral contract”. In such cases involving removal from residence, if necessary and appropriate, steps will be taken to eject the resident from the premises.

Disruptive Conduct

Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. No resident shall create a condition that endangers or threatens the safety or well-being of themselves or others—this includes staff members, security guards and building staff.

Prohibited Items

Residents are not authorized to have any of the following items:

- Halogen lighting equipment
- Electric or gas-powered heaters
- Appliances other than air fryers (not with oven combination), automatic shut off coffee makers, and automatic shut off water kettles. No microwaves, mini fridges, toaster ovens, or any appliances not provided by FOUND Study.
- Candles, incense, pipes (including water pipes or bongs)
- Flammable decorations such as Christmas lights, etc.
- LED Light Strips
- Outside furniture or mattresses
- Illegal substances of any nature
- Explosives, fireworks or weapons of any kind
- Smoke laden materials/vapors, fog machines and/or instruments
- Hover boards, self-propelled or electric scooters
- Bikes of any kind
- Space heaters or heated blankets of any kinds
- Weights over 10 pounds
- Large speakers or DJ equipment
- Pets of any kind (except approved service animals)

If these items are found in the room, they will be confiscated. Residents will be given 72 hours to determine where to send their items. After this time period all items will be disposed of. Drugs or drug paraphernalia will be immediately disposed of.

Restricted Areas

Residents are strictly prohibited from going into certain areas including but not limited to electrical closets, storage closets, and areas in the lower/basement level. Residents cannot take emergency exits unless there is an emergency. Residents are strictly forbidden to be on the roof at any time for any reason unless escorted by a Residence Life staff member. Any violation of this policy will lead to disciplinary action.

Fire Alarm Procedures

All fire alarms are to be taken seriously. If you ever see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest your room. It is extremely important that you familiarize yourself with all applicable fire safety procedures. Falsely activating a fire alarm is against the law. Residents will be fully evicted and are subject to punishment under the law. As a resident, you are strongly advised to maintain renters' insurance. You can usually add your possessions to your parents' homeowner's or tenant homeowner's insurance policy through a rider.

If the fire is in your room all persons are to vacate the room immediately in the safest possible way. If you are able to, please do the following:

- Call 911 after you exit the building.
- Do not try to extinguish the fire by yourself.
- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.

- Pull Fire Alarm station, if possible, as you exit.
- Alert other people by knocking on their doors or yelling on your way out.
- Use the nearest stairway to exit, NEVER use the elevator.
- Learn your locations evacuation plan and know your predetermined path for exiting from the building.
- Assemble across the street and maintain absolute silence so instructions can be heard.
- Wait until the appropriate officials indicate that you can re-enter the building.

If the fire is not in your room:

- If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
- Stay inside your room and listen for instructions from safety personnel unless conditions become dangerous.
- If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can exit your room safely, follow the instructions above for a fire in a room.
- If you are unable to safely leave your room, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If the condition in the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

Fire Alarm Warning System

All residences have a state-of-the-art computerized fire warning system and trained fire/security personnel on the premises. During the year, the Fire Department will test all fire warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must follow all instructions given by the emergency staff via the announcement system.

Kerry Rose Sprinkler Act

FOUND Study is committed to providing a safe environment for the entire community and to that end we would like you to know what fire safety devices are located in our residences. This advisement complies with the “Kerry Rose Fire Sprinkler Notification Act” (A.5715-a/s. 4180-B). These are the fire safety systems you will find in the residence; fire sprinkler system, fire extinguishers, smoke detectors, CO detectors, heat detectors, fire alarm pull boxes, emergency lights, public address system, and emergency exits. The fire extinguishers are checked to ensure that they are in working condition in accordance with the law. There will be at least one fire drill per semester.

Residents are provided with the Fire Safety Evacuation Plan for their location at the elevator landing on their floor. It is important that you know the location of these fire safety devices and immediately report any device that needs repair or has been tampered with. Remember fire safety is everyone’s business and together we can lessen the threat of fire.

All residents should evacuate when a fire alarm is activated. Residents should always follow the building’s Fire Safety Director’s directions and procedures.

How to Avoid an Accidental Alarm

- When using a microwave, oven or stove use lower time intervals and continue to reheat your food until it is ready. Do not leave something in for long periods of time which may cause a fire or excessive smoke.
- If you are making popcorn, please make sure that you are watching it very carefully.
- Never leave the food warming area unattended while you are cooking food.
- Be certain to keep all other items that can catch fire away from the cooking surface.
- Cook only when you are **ALERT** – not when you're sleepy, drowsy from medication(s) or after alcohol use.
- All residences are in a smoke free environment, please smoke outside the building at least 25 feet away from the entrance per NYC law.

Fire Safety Disclosure

All halls are equipped with smoke detection alarms, alarm pull stations, and sprinklers. It is a violation to tamper with or disable any fire protection equipment in the residence. Violations include, but are not limited to:

- Removing smoke alarm from rooms (this includes taking out batteries or removing from hard wire).
- Removing a fire extinguisher from its prescribed location.
- Discharging a fire extinguisher for any purpose other than putting out a fire.
- Setting false alarms.
- Tampering with the covers on fire alarm pull stations.
- Tampering with common area and room sprinkler systems.

Any action by a resident that places other residents at risk will result in the violator being held financially responsible for all costs associated. Additionally, the violator will be subject to disciplinary sanction taken by FOUND Study and/or legal authorities.

Fire Alarm Procedures

The signal to evacuate a building for a fire, fire drill, or other emergency is a series of rings on the building's fire bells in the hallways accompanied by flashing lights. A voice may sound through all room speakers to advise of an emergency and the need to evacuate. Evacuation of the facility is mandatory until the signal to re-enter has been given by appropriate personnel and the alarm bells have ceased ringing. The following procedures are to be followed any time a fire alarm sound:

Procedure:

1. Once the fire alarm sounds everyone must evacuate the building. While staff may be present to help vacate the building, you should assist by knocking on your neighbor's door to the left and right of you.
2. Leave the building in an orderly manner by means of the safest stairway or exit. **DO NOT USE THE ELEVATORS.**
3. Once outside the building, you must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
4. Staff must investigate and determine the cause of the alarm. Upon completion, students will be given an "all-clear" by building staff to re-enter the building. If at any point throughout the semester you are unable to walk down the stairs, inform FOUND Study staff immediately. FOUND Study will notify the front desk and a log will be kept of who needs to be escorted down.

Anyone found in their room who has not evacuated during the sounding of the fire alarms will face disciplinary action. There are designated meeting spots to allow for emergency personal easier access to the building and staff can more easily account for their residents and be aware of any missing persons. Upon evacuation all residents will proceed to their respective meeting location below.

97 Columbia Heights

ALL FLOORS

Meet across the street in the Fruit Street Sitting Area (Promenade) near the sitting benches.

119 Columbia Heights

ALL FLOORS

Meet across the street of Columbia Heights.

Entry into Resident Rooms

FOUND Study staff reserves the unconditional right to enter rooms occupied by residents in the interest of health, safety, and conduct. FOUND Study Staff or maintenance may enter a resident's room at any time for cleaning, inventory, maintenance, inspection, repairs or investigation upon reasonable grounds in the belief that a crime or violation of FOUND Study policies and procedures has been or is being committed, without prior notice. FOUND Study Staff and other authorized personnel may enter a resident's room for any of these purposes, whether or not the occupants are present. At the time of such an entry, any prohibited articles that are in plain sight may be reported and confiscated.

Furnishings

Residents are responsible for all furnishings provided in their rooms. Residents may rearrange furniture in their room but may not exchange it with other furnishings from other rooms. Room furnishings may not be removed from assigned locations. Alterations or damage to furnishings will result in charges for replacement or restoration to original condition. If furniture is missing, the resident will be charged for the replacement furniture.

Waterbeds, lofts, personal mattresses, or homemade bunk beds are not permitted. Due to limited space and safety, residents are not permitted to bring large additional furnishings. FOUND Study Staff reserves the right to have residents remove personal furnishings from a room if those furnishings are believed to pose a safety risk, impede movement within the room, or represent a fire hazard.

Community and lounge furniture may not be removed or relocated. Appropriate lounge furniture is provided, and other furnishings will not be permitted in community/lounge areas. If community/lounge furniture is found within a resident's room, a charge will be assessed to the resident(s) and the resident will be subject to disciplinary action.

Residents are permitted to bring personal items, such as rugs, throw pillows, and bedspreads. Residents are encouraged to use personal items that are fire retardant. Furnishings and any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows.

Residents are not permitted to cover lights, drape, or hang items from lights, windows, safety equipment or ceilings in any manner. Paper or other flammable decorations should be used with care as to not increase the "fire load" of the room.

Noise and Quiet Hours

Residence Life prohibits excessive noise after 10:00pm-10:00am Monday-Thursday, and 12am-10am Saturday & Sunday. At no time should a resident's noise level interfere with the community. Additionally, residents should practice 24-hour courtesy hours. Residents are responsible for discontinuing noisy activity if requested to do so by another resident or staff member at any time. Sound carries easily throughout the residence.

Voices, stereos, televisions, and sound amplification equipment can often be heard in other rooms on the floor and floors above and below, and in neighboring buildings. Playing drums and amplified instruments is strictly prohibited. Residents playing non-amplified instruments in their rooms and/or in common areas may be asked to stop playing if it disturbs others. Subwoofers and large speakers are not permitted.

Burning Substances

Burning any substance in the residence is not permitted. This includes, but is not limited to, burning candles, matches, water pipes smoking, and incense. Water pipes, candles and incense are prohibited in the residence, if found these will be confiscated and disposed of by staff. Staff reserves the right to enter the rooms at any time without warning if staff has a reasonable suspicion that burning substances are occurring.

Pets

No pets of any kind are permitted in the Residence Hall, including fish. Residents found with animals in their custody will be subject to disciplinary sanction and will be required to remove the pet immediately.

Emotional Support and Service Animals

The owner of any emotional support animal (approved by FOUND Study) or service animal is ultimately responsible for the actions of the animal. Residents must ensure proper noise control, hygiene and care of their approved emotional support/service animal, so that it is not disruptive to the educational pursuits of the community. Before the animal is brought to the residence all correct paperwork must be on file with FOUND Study. Animals must remain in the resident's assigned room, at all times, with the exception of being taken outside.

Property Loss or Damage

FOUND Study assumes no responsibility of any kind for loss or damage to personal property caused by fire, water, theft, the actions of other residents or guests, or any other cause whatsoever. Personal property stored in residents' rooms shall be stored at the owner's risk. Residents may also be eligible for coverage under the insurance plan of a parent or guardian. We highly encourage residents to investigate these options or secure a Renters Insurance policy.

Residents are expected to take reasonable precautions to ensure the safety of their items, including keeping valuables (particularly computers, phones and other electronic devices) elevated (off the floor) and away from windows in case of minor flooding or water leaking from windows. In addition, residents should always lock their doors when they leave their room to reduce the possibility of theft.

Storage

There is no extra storage space available. Please do not bring more personal property than you can keep within your room. Summer storage is also not available, and anything left behind will be considered abandoned (see Abandoned Property section) and you will incur appropriate charges.

Safety Equipment

The tampering of any safety equipment is unlawful and strictly prohibited. This includes, but is not limited to; smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. Such behavior may result in a monetary summons, disciplinary action, criminal prosecution, or any combination.

Searches and Confiscation

FOUND Study may request a resident's cooperation in searching concealed areas. They may confiscate any suspicious, unauthorized, or illegal items that they may find in the room or on their person. Residents will be asked to immediately dispose of items that are prohibited in their residence or pose a danger to the safety of the individual or community. If an item is removed from a resident's room in their absence, the resident will be issued documentation indicating the removal.

Smoking

Residents and guests are strictly prohibited from smoking in the residence, including rooms, common areas, lobbies, lounges, activity rooms, stairways, doorways, and elevators. The area immediately around the main entrance to each residence is also considered a non-smoking area. The use of vapes, and E-cigarettes are also prohibited in these areas. Smokers must remain 25 feet from any residence. Failure to do so may result in a fine and/or disciplinary action.

Sports in the Halls

Horseplay is not permitted anywhere in the residence hall. Such activities include, but are not limited to, frisbee, football, rollerblading, dribbling a ball, etc. Disruption or damage caused by any such activity will be billed to the residents responsible.

Stalking, Harassment, Bullying

No resident shall perform acts that are intended to harass, threaten, or alarm another person. Examples include repeatedly following such person; repeatedly committing acts that alarm or seriously harass or threaten such other person and that serve no legitimate purpose; and repeatedly communicating by mechanical, electronic means, third party or any form of written communication with such person in a manner likely to cause alarm. Incidents in which stalking, harassment, or bullying is alleged may result in the summary re-location or suspension of the accused pending resolution of the matter.

Solicitation

It is prohibited to conduct any business or commercial enterprise from the residence. You are prohibited from unauthorized solicitation, membership recruitment, subscription, polling, posting, placing materials underneath doors, canvassing, and commercial sale of products, services, or tickets in any residence.

Tapestries

Some Tapestries are permitted. However, cannot be hung from the ceiling, or covering the ceiling, and cannot be hung as a bed canopy. Tapestries cannot cover windows, electrical outlets, any sprinkler or fire alarm and lights cannot be strung around or be touching the tapestry. FOUND Study Staff has the right to remove any tapestries that are deemed a fire safety concern.

Weapons

All weapons are strictly prohibited from the residence. Weapons include instruments used to inflict harm, or that could reasonably cause fear or inflictions of harm, and any item that may be deemed weapons under applicable laws, including but not limited to a pistol, revolver, shotgun, rifle, firearm, stun gun, BB or pellet gun, taser, electronic dart gun, and other instrument that launches a projectile by pressure resulting from combustion of propellant material, including a weapon related to or using air, sound, flare, hunting, or springs; bombs, grenades, mines, explosives, or incendiary device (which can include "ignition devices", aerosols and fireworks) and daggers, stilettos, swords, switchblade knives, gravity knives having a blade exceeding four inches in length; and including parts, components, spare parts, or ammunition relating to the above. A disarmed weapon is a weapon.

Windows

Throwing objects from a window is strictly prohibited. The use of slingshots or other related items is not permitted. Tampering with or removal of window stops, or other safety equipment is not permitted and will result in a fine.

Bicycles and Rollerblades

You are permitted to have a bicycle or rollerblades. However, either object must be stored in the resident's room. If you have a roommate, you will have limited space. You are NOT ALLOWED to ride them anywhere inside the building, including the lobbies. Any bicycle or rollerblades left outside in the hallway is a safety hazard and will be promptly confiscated. Bicycles cannot be stored in buildings or resident rooms.

Gambling

Gambling in your room or anywhere within the residence is not permitted.

Vandalism

Any resident who defaces public property or any area in any residence (or the surrounding neighborhood), including Residence Life postings and bulletin boards, will be subject to disciplinary sanction, appropriate fines, and responsible for cleaning and repairing the defaced area.

STUDENT LIFE JUDICIAL PROCESS AND SANCTIONS

FOUND Study wants every resident to feel comfortable and respected in their home. Living in a community as complex as New York City requires the residence to maintain policies that are designed to provide a safe living and learning environment and also to create a community where all members feel safe to express their points of view. Living in a residential community is a learning experience, and it is expected that you conduct yourself in a responsible and mature manner while in the residence. Accordingly, the FOUND Study has the authority and responsibility to maintain order within the residence and to exclude those who are disruptive to the community.

We care about your rights in the residence hall setting, and we are committed to providing you with fair procedure in the event of a judicial meeting. As a resident, you are bound by the FOUND Study Student Life Handbook and policies and procedures. You are also responsible for the conduct of your guests/visitors.

All residents can expect fairness from the FOUND Study staff in addressing alleged violations of the Student Life Policies and Procedures. Failure to comply with the terms of a sanction will be considered further violation and may result in additional, extended and more severe sanctions.

Student Life Judicial Process

1. When there is an allegation that student life policies or procedures have been violated, a Student Life Staff member will arrive as soon as possible to document the incident based upon what they have observed. This information will be compiled in an Incident Report (IR).
2. The Incident Report will include the names of all people present during the alleged violation. Each resident named in the report shall receive a violation email with a request to schedule a judicial meeting. Residents who were not present for the incident but were involved may be added to the Incident Report at a later point and called in for a judicial hearing.
3. Residents may review all written and/or physical information that is included in the judicial file.
4. Judicial meetings are required appointments. It may be necessary to schedule more than one judicial meeting to reach a resolution. Failure to attend or reschedule a judicial meeting in a timely manner may result in a decision being made without the resident's input and could adversely impact the outcome of the case.
5. Residents may provide a written statement in response to the Incident Report to be submitted within 24 hours of the judicial meeting.
6. Residents will receive an email notification of the decision within seven (7) business days after the judicial meeting, unless circumstances related to the investigation prevent this from occurring.
7. Residents found responsible for violating policies and procedures will be required to sign a Consequence Agreement Letter outlining any sanctions for policy violation.

If you choose not to appear, or do not set up a judicial meeting, a decision will be made based on information received. You will be informed of decisions via email.

Sanctions

FOUND Study believes that sanctions serve as a learning tool for residents. One of our goals is to help you with your growth and development and to prepare you for life outside of the student housing experience. We strive to determine fair and appropriate sanctions that are reasonable and effective. We hope to enhance your learning, as well as create a comfortable and enjoyable environment for each community member.

Sanctions are implemented as a means of helping residents understand the consequences of their actions, the impact of their behavior on others, and to accept responsibility for their misconduct. Residents who fail to complete a required sanction will be referred through the judicial process and may be found responsible for additional violations and more severe sanctions.

General Sanctions include, but are not limited to the following:

1. **Warning:** A verbal or written warning stating that the resident has been warned that their actions or behaviors are not acceptable and additional incidents may result in further action.
2. **Loss of Privilege:** This includes, but is not limited to, removing a resident's ability to have guests, being ineligible to have or gain access to buildings or residential spaces other than their own, and removing a resident's eligibility for extending their lease.
3. **Loss of visitation rights:** A resident may no longer be permitted to have guests.

4. **Student Life Probation:** Residents placed on probation are on notice for a specific period of time that future violations of student life policies may result in disciplinary action and the possibility of more severe sanctions, such as eviction or termination of their lease.
5. **Restitution:** The resident is required to make payment to FOUND Study or to other persons, groups, or organizations for damages for which they are responsible. This is true whether the action was intentional or an accident. If an act was deemed intentional, other sanctions may also apply.
6. **Termination of Lease (Eviction):** When a resident's lease is terminated, that resident will have a set amount of time, as determined by Student Life, with which to vacate the living space. The ability to return to the residence halls will be determined by the Student Life staff.
7. **Fines:** The resident is required to pay a fee based on the offense detailed by Student Life Office.

FINES AND DAMAGE CHARGES

The following is a partial list of fines that may be imposed to sanctions and/or repair of damaged items. All items are subject to change:

Policy Based Fines	
Failed Health and Safety	\$50
Failure to Evacuate	\$50
Pets	\$50-\$200
Possession of unauthorized appliances	\$50
Smoking anywhere in the residence	\$75
Second offense/repeated	\$150
Tampering with fire/life safety equipment	\$150
Tampering with windows, screens, or window guards	\$50
Unauthorized possession of residence property	\$50
Use or possession of prohibited materials	\$50
Improper check-out from residence hall	\$50
Noise violation (Quiet or courtesy hours)	\$25 1 st Offense \$50 2 nd + Offense
Unauthorized room change	\$100 per day
Lockouts after the first week	\$10 per lockout
Replacement ID	\$20
Bugs from trash or spoiled food	\$100
Trash Removal	\$25 per bag
Large Item Removal	\$50 per item
Entering a restricted area	\$100
Activating fire alarm due to negligence	\$100
Fire Extinguisher	\$150

Entrance Door- Exterior	
Room Sign	\$75
Electronic Key Lockset	\$400

Standard Doorknob	\$50
Door Defacement	\$150
Door	\$450
Entrance Door- Interior	
Evacuation Sign	\$50
Fire Safety Notice	\$40
Room	
A/C Filter	\$10
A/C Knob	\$10
A/C Unit	\$450
Base Molding	TBD
Bed Frame	\$200
Blinds (per blind)	\$75
Cable Box	\$150
Cable/Fittings (per fitting, plus repair)	\$50
Ceiling Plastering & Painting	\$250
Chair	\$50
Closet/Hanging Rack	\$250
Data Modem	\$150
Desk	\$325
Drawers for beds/desks/ nightstands	\$75
Dresser	\$200
Excessive Cleaning	\$50-150
Mattress	\$200
Microwave	\$150
Nightstand	\$195
Overhead Lighting Fixtures	\$100
Painting (Full Room)	\$350
Painting (One Wall and/or Plaster)	\$100
Paint Chips (Per Chip)	\$10
Refrigerator	\$350
Refrigerator Shelving	\$25
Smoke Detector	\$120
Television	\$500
Television Mount	\$50
Television Remote Control	\$25
Wall Mounted Lamp	\$200
Window	\$200
Window Stoppers	\$15
Window Unit	\$350

Bathroom	
Bathroom Door	\$450
Bathroom Door Saddle	\$85
Bathroom Doorknob	\$50
Floor Tiles (per tile)	\$50
Shower Rod	\$50
Shower Fixtures	\$350
Basin	\$225
Medicine Cabinet	\$250
Medicine Cabinet Shelves	\$25.00 per shelf
Mirror	\$250
Light Fixtures	\$100
Sink/faucets/knobs/ fixtures	\$150
Toilet Tank	\$150
Toilet Seat Cover	\$25
Toilet	\$250
Toilet Paper Roll Dispenser	\$25
Towel Rod	\$50
Tub Re-glazing	\$350