

The Christian Dorm Program

Dorm Guidelines

New York School of Urban Ministry

31-65 46th St., Long Island City, NY 11103

At NYSUM it is understood that we as Christians will give,
“...No cause for offense in anything in order that the ministry be not discredited.”
II Cor.6:3 NASB

12 MONTH PROGRAM

1. The NYSUM Dorm Program is a **one year program**.
2. The NYSUM Dorm Program reserves the right to shorten or extend each resident’s length of stay based upon the resident’s compliance with the Dorm Coordinator and dorm guidelines.
3. The NYSUM leadership will determine the time each resident resides in the Dorm Building.
4. A re-evaluation will take place at the 10-month mark of the Dorm residents move in date, and will continue annually thereafter.
5. Re-admittance into the dorm program on the anniversary of the residents move in date is at the discretion of the dorm coordinator and will be based upon the resident’s compliance with the Dorm Coordinator and dorm guidelines.

GENERAL

1. Please refrain from making loud noises inside and outside the building, on the roof, and in the garden patio area. We need to be considerate of our neighbors and other residents.
2. To maintain security standards, no strangers are allowed in the building. Please make sure that you **personally greet your visitors** before allowing them to enter the building. This is your personal responsibility.
3. There is to be **no** smoking, drinking, drugs or firearms in the building or on NYSUM property.
4. NYSUM Dorm Program residents agree not to use alcohol (except for religious ceremonies) or drugs on or off the premises.
5. It is understood that there should be a limited “after hours” (12:30am) entrance into the building. After hours are considered a rare occasion. This is not to be on a continual basis unless work or school demand otherwise.

LOUNGE

1. Please do not lie or sit on the backs of the couches, or put your feet on the furniture at anytime. Please do not remove cushions from the couches or move any furniture.
2. Food, snacks, and beverages are only allowed in the kitchenette area, and dining area.
No food is allowed in the lounge or dorm room.
3. Do not leave any personal items in the lounge area.
4. The dormitory TV and lounge area is open from
 - a. 7:30AM- 11:30PM Sunday thru Thursday
 - b. 7:30AM- 12:00AM Friday and Saturday

If you would like to watch a show or movie that will end after the curfew, you must ask permission from the dorm coordinator before you begin the show or movie.

5. The rating limit for TV shows and movies is G or PG.

If there is a movie or TV show that exceeds this rating limit and you believe that it is not inappropriate, you MUST ASK the Dorm Coordinator BEFORE you watch the show.

MONTHLY DORM PROGRAM PAYMENT

1. The NYSUM **dormitory coordinator** must receive your monthly dorm program payment from the **1st** to the **5th** of each month.
2. All payments must be made in the form of **check or money order** with the exception of your first month's payment which must be paid in the form of money order. No cash will be excepted unless written permission to do so has been granted by the dorm coordinator.
3. Any money received after 5:00PM on the 5th of each month is considered late, a \$25.00 late fee will be attached to you account and must be paid in your next months dorm payment.
4. Dorm persons that are delinquent the one month payment will receive a spoken or written reminder and warning and a \$25 late fee will be added to your account. The second month you will receive the same. If you do not pay a full months fee including late charges by 5:00pm on the 5th day of the third month, you will automatically be dismissed form the NYSUM Dorm Program and must vacate the premises immediately. This matter will be turned over to our attorneys and collection agency to collect all unpaid fees. **THERE ARE NO EXCEPTIONS.**
5. NOTE: A \$10.00 fee will be assessed for any keys made resulting from the need to replace lost keys and added to your dorm fee to pay in the next month's dorm fees.
6. Air Conditioning is not provided by NYSUM. If you would like to purchase your own, it is an additional \$25 per month during the time of use and the A/C must not exceed 6000BTU.

DRESS CODE

1. In order to maintain our Christian testimony in areas of dress, all clothing must be modest. No tank tops, form fitting shirts or pants (tight clothing), mini-skirts, or short-shorts are allowed in public areas.
2. Sandals or shoes are to be worn at all times in public areas.

DORM ROOM

1. Dormitory hallways **must remain clear** of all personal items. This is in accordance with **NYC fire marshall law**.
2. Please be sure that you are quiet in the room between 10pm and 8am.
3. Do not slam or bang doors.
4. **No men are allowed on the women's floor. (No exceptions)**
5. **No women are allowed on the men's floor. (No exceptions)**
6. **No food or drink may be kept in dorm rooms with the exception of water.**
7. **No refrigerators are allowed in dorms.**
8. **No microwaves are allowed in dorms.**
9. **No cooking devices are allowed in dorm rooms.**
10. Please keep any music/television low at all times and no music between 10pm and 8am.
11. Please make sure that all lights and appliances are turned off when you leave.
12. Please make sure that the window is closed when you leave the room.
13. All windows must have screen in place when opened unless they were not furnished at time of move-in.
14. There is an iron and ironing board available on each floor. Please keep them in the designated areas
15. No candles or incense or any flammable substance permitted on NYSUM properties in accordance with NYC fire Marshall.

TRASH REMOVAL

1. All dorm residents are expected & required to place their trash in the designated trash container located in the parking lot.
2. All trash must be properly tied & separated for recycling purposes.

REPAIRS

1. Repairs are made on an on-going basis
2. In order for repairs to be made, you must fill out a dorm repair form and place it in the file folder located on the 1st Floor dorm Residence office door.

DORMITORY LAVATORIES

1. Please rinse out your sinks after you use
2. Please flush all toilets after each use
3. Please DO NOT take paper towels and / or toilet paper out of lavatory for other uses. These items are for lavatory use only.
4. Please DO NOT place your trash in the bathroom lavatory trash- cans. These are for lavatory trash ONLY and NOT for dorm room trash.

SHOWER ROOM

1. Showers must be limited to 5 minutes. Please no showers after 11pm unless work or school demand otherwise.
2. Please do not leave personal items in the shower room. Anything found will be removed

KITCHENETTE AREA

1. Please be aware that the kitchenette area is community living area.
2. **All perishable food in the kitchenette and dining area must be covered and properly sealed in order to maintain a clean pest and rodent free eating environment.**
3. **Food in community refrigerators must have a name and date on them. If not the food will be discarded.**

4. **All food that is left unsealed in the kitchenette dining area or without name and date in the refrigerator will be thrown away each night at 11:00pm.**
5. **Kitchenette and cooking environments must be kept clean and wiped down after each use. This includes the stovetop and walls surrounding the cooking area.**
6. Please make sure that you clean up after yourself.

MAIL

1. All incoming mail received is placed in the mail bin on the wooden table by the front door.
2. You may have mail sent to you here at NYSUM. Please do by following suggestion:
Example: NYSUM
 C/o John Doe – Dorm Program
 RM# 204
 31-65 46th St.
 LIC, NY 11103
3. If you do have your mail sent to NYSUM, it is your responsibility to change your address after your move-out. Your mail will be dropped in the mailbox with “Return to sender”.

PARKING LOT

1. The parking lot is available for arrivals and departures for dorm residents only.
2. All dorm residents must use off-street parking. Parking is NOT available in the parking lot at the NYSUM Dorm Building.
3. Recreational parks are within a block of NYSUM. No ball playing, games, skateboarding, roller-blading, etc., is allowed inside or outside the building.
4. Never block the entrance of the building with a vehicle or block any vehicle in the lot.

MONTHLY IN-HOUSE MEETINGS

1. **You are required to attend monthly in-house dorm meetings from 6-7:30pm.** NYSUM provides the evening meal, fellowship, prayer for one another and communications on any present dorm program needs are discussed at these meetings.
2. Monthly meetings are posted on the bulletin board for your convenience.

Contact information

Please provide us with your home phone and cell phone if you have one. This is for our records in case we need to get in touch with you or for an emergency.

CELL: () _____ HOME: () _____

Dorm Program Guidelines **Agreement Sign-off**

I have read the above guidelines. I will submit to them and to the NYSUM leadership. I understand that in order to live at the NYSUM dorm program, I must adhere to them.

I also understand that If I do not comply with these guidelines and/or the NYSUM Leadership, I forfeit my residency at the NYSUM Christian Dorm Program. 31-65 46th Street, LIC, NY 11103

Signature: _____	Date: _____
Print: _____	