



Dear Friend,

Thank you for your recent inquiry about lodging at the New York School of Urban Ministry. Attached are the initial forms you will need to complete your registration process. Please be as detailed as possible on these forms as they enable us to make appropriate reservations for your group.

We have attached some information sheets and instructions for you to begin to properly prepare your team. Please take note of our guidelines and curfew times here at NYSUM.

Please review the attached material and let us know whether or not you will be attending on the dates selected.

Serving the King,

Ministry Services

,

.Please return the completed packet to reservations@nysum.org

Supporting NYC Pastors, Churches & Ministries
Packages for volunteers and Short term mission teams
\$40.00 per night - per person - per bed

PARKING

Please be aware that our parking is very limited. We encourage you to travel by other means if possible

Contact
Name:

Group/
Church
Name

Address:

City

State

Zip

Office #

Fax #

Home #

Cell #

Email

Date of
Arrival

Time of
Arrival

Date of
Departure

Time of
Departure

Total Count

Male Total

Female Total

How did you hear about NYSUM?

Ministry Partner
Name

Past Guest Referral
Name

ATTENTION NYSUM does not allow ANY food and/or beverages, brought into our ministry from the outside to feed and serve any groups during your stay. If this is not adhered to, NYSUM will automatically discard all food and/or beverage items, NO EXCEPTIONS. Meal plans are available to all groups who wish to purchase them ahead of time.

Linens

Linens will be provided which includes wash cloths, towels, sheets, pillows, pillow cases, and blankets. There is no need to bring these items. They will automatically be supplied by housekeeping. You will receive 1 set for the duration of your stay.

Meeting Space is available for team devotionals and other meetings.

MEETING ROOM INFORMATION

Chapel	50 - 75 people	\$75	Date	Time
B1/B2	50 People	\$50	Date	Time
B3	100 - 150 people	\$125	Date	Time
Dining Room	200 people	\$175	Date	Time

Transportation

This service is not offered before 6:00am

Note: Please make arrangements with other shuttle services if you need service before 6:00am.

1. Airport Shuttle Service: There is an 8 person minimum to LGA (15.00 round-trip) and JFK (20.00 round-trip) to use the shuttle service. (All prices are Round-Trip, per person)

WE DO NOT OFFER SHUTTLE SERVICE TO EWR (Newark).

*Please note that parking is first reserved for vehicles used for ministry. However, parking is available for other vehicles on the street, where signs permit.

2. Will need to park a van in our lot? How many?

Payment Policy

Credit Card Payments: Nysum will charge an additional fee of 2.49% for each payment made by credit card.

Financial Policy: A 25% non-refundable/nontransferable deposit must be received with the completed reservation packet for your reservation to be confirmed. A reservation scheduled 45 days or less prior to your arrival will require 50% of the balance upon receipt of your contract and the remaining balance 14 days prior to your arrival. At this point, it is best to be conservative in the number of people you are bringing. It is easy for us to add additional team members. We will then send you an updated contract giving the new team numbers.

Midway Payment: A second payment of 25% of the entire contract is due at midway point, which will be stated on your contract. New team members must be added no less than 20 days prior to your arrival, we request the additional payment be charged by credit card over the phone. Also, please confirm your gender split at this time. This enables us to properly make room assignments. At the midway point you are also committing to the class and ministry site curriculum that will be scheduled for your group during your stay here at NYSUM.

Cancellation: You will be confirmed for the number of guest you reserved at the time of your first deposit. You may increase this number up to 3 weeks prior to your arrival. If you cancel after the midway date, you are still responsible for PAYMENT IN FULL of the remaining balance due.

Balance: The balance of your contract is due and payable 14 days prior to your arrival date. (Please see dates listed at the bottom of your contract.)

I HAVE READ THIS PAGE IN ITS ENTIRETY AND AGREE TO TERMS.

YES

NYSUM Meal Plan Confirmation

In order to serve your needs, please complete the NYSUM Meal Plan Confirmation form of desired meals during your stay at NYSUM at the time of your reservation. This form is part of your contract with NYSUM.

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Thank You.

Meal Plans Monday – Sunday

Meal Times

Meal Cost – per person

PLEASE NOTE: Any changes that take place in the meal plan must be confirmed and finalized in writing with the group leader's signature on or before 2 weeks prior to the date of your arrival. To serve you and your group efficiently, no meal plan changes will be accepted or allowed after this time, (no exceptions). Thank You for your kind help. We look forward to serving you and your group!

By signing the NYSUM Meal Plan Confirmation Form, you accept and agree to all the terms as stated above.

Nysum Meal Plan Confirmation Form

Please complete this form at the time of your reservation and return it with your lodging packet. Facilities are not available to make meals here at NYSUM and food is not allowed in the dorm rooms.

Team Name

Meal Times	Meal Cost – per person
Breakfast 7:00 – 8:00am	Breakfast - \$6.50
Lunch 12:00 – 1:00pm	Lunch - \$7.00
Dinner 5:00 – 6:00pm	Bag Lunch \$4.75
Sunday's - Breakfast Only 7:00 – 8:00am	Dinner - \$10.95

NOTE: You will not be permitted to place your order at a later date and all changes must be finalized at least 2 weeks prior to your arrival. No changes will be accepted after that time.

Place an X in the boxes below to indicate your request

Day of Meal	Date of Meal	Meal/ Meals	BF Bag Lunch Lunch Dinner
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Day of Meal	Date of Meal	Meal/ meals	BF Bag Lunch Lunch Dinner
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Please Sign

ARRIVAL AND DEPARTURE INFORMATION

We prefer that groups arrive by the dinner hour 5:00pm. If you are unable to arrive by 5:00pm please make every effort to arrive by 8:00pm. This allows us to greet you and familiarize you with our ministry and facility.

Teams of 8 or more are required to attend a 30 minute NYSUM orientation upon arrival.

Flight Itinerary Information

LGA (15.00 round-trip) JFK (20.00 round-trip)

Arrival Day
& Date:

Arrival Time:

Airline:

Flight
Number:

Airport:

Departure
Day & Date:

Departure
Time:

Airline:

Flight
Number:

Airport:

Leader's
Name:

Leader's
Mobile
Number:

NYSUM'S

TEAM LEADER GUIDE

Overview

This is a Christian urban experience.

All types of lifestyles, ethics, and world views are welcome in New York City. As you wander its streets you will be confronted with all types of characters whom Satan has in bondage to pagan deviances. Most are appealing to the very fleshly nature in mankind through bombarding the lust of the flesh, lust of the eyes, and boastful pride of life (1 John 2:16). Be it dressing in seductive and skimpy clothing, to flaunting wealth and fortune, to racism and bigotry, to gleefully displaying sexual lusts in public, to antagonistic and rude driving manners, New York City has it all!

You may even be tempted yourself to take on some of the elements these worldly ways in your dress, actions, and attitude. Be forewarned, that's exactly the weak spot Satan will go after in your life. We have seen many students come to the city (even on some NYSUM mission trips) that make the choice to become more worldly when they get here. They "become free" and have their hair colored, get multiple body piercing, or start dressing in a provocative or loosely gang oriented way.

To ensure we keep a standard that adheres to NYSUM's, but even more importantly to the biblical standard (1 John 2:15) we have developed a set of policies and guidelines to keep you accountable. We have also attached a set of house rules that enable us all to live in community more generously and in consideration of others than you may typically do at home. It will also help to keep our facility clean and in good condition for others who will follow you.

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." (2 Corinthians 6:3)

We trust that this is the Christian lifestyle you will clothe yourself with during your ministry time here at NYSUM.

Student Behavior Guidelines

As a general rule, we expect students to model their lives after the F.A.T. acronym.

F= Flexible

Willing to do whatever is asked whether it fits your predetermined plan or not.

A= Attitude

Living each day with a positive, caring mood and not resorting to rebellious actions to prove your point.

T= Teachable

Be willing to learn from each leader, pastor, and staff member on outreaches and class training in a servant like manner.

Following are the specific “guidelines” of a Christian lifestyle and conduct that we expect you to adhere to throughout your ministry time at NYSUM.

1. No smoking, drinking of alcoholic beverages, or use of drugs.
2. No foul, threatening, or overly aggressive language.
3. No body piercings are allowed. Earrings on men are not permitted.
4. Conservative hair colors only.
5. In order to maintain our Christian testimony in areas of dress, all clothing must be modest. No tank tops, mini shorts/skirts, tight pants will be allowed. No mid-drift shirts or low riding jeans.

Dress Code

On Ministry:

Pants, and Capri's. Short sleeve shirts are ok.

Please no shorts, tank tops, or sleeveless shirts.

Ministry Soup Kitchens:

Long pants, close-toed shoes. Short sleeves shirts ok.

Showers:

Shower shoes must always be worn while using the shower rooms. Also robes are appropriate while walking in the hallways to and from the shower rooms

Days off:

Please respect NYSUM's dress code.

Men: Shorts to knees are fine

Women: No short shorts or shirts that show mid-drift are permitted while at NYSUM.

General Guidelines

1. Please do not enter areas or rooms that are under construction or you are not assigned to. No one is ever permitted to go on the roof of the building.
2. Do not invite anyone into the building. Ask them to wait outside while you find a staff member to assist them.
3. When you are on ministry do not give out NYSUM's phone number and address. Refer them to the church or ministry you are with.
4. Setting off alarmed doors will cause a \$100 fine from FDNY, which will be passed onto your team. Only use stairwells in case of fire.
5. Clothing must always be kept modest while at NYSUM and in community areas, and in hallways. No tank tops, short skirts/shorts, mid-drift shirts, or low riding jeans.
6. Curfew is at 11:00pm. Please do not leave the building between 11pm-6am.
7. In accordance with the NYC Fire Marshall there should be no burning candles, incense or any flammable substances permitted on NYSUM properties.

Entering and Exiting/Parking Lot

1. Entrance to the building is through the parking lot located on 47th Street.
2. Be courteous to our surrounding neighbors and businesses by keeping noise levels to a minimum, while entering and exiting the building.
3. Please we ask no ball paying, roller blading, or skateboarding in the parking lot.

Elevators

1. For your safety only 10 people at one time should ride in the elevator.
2. Please refrain from jumping in the elevators, and/or playing with the switches, phones, etc.

Lounge

1. The lounge is open from 7am-11pm. It is the only area designed for community socializing, and relaxing. We ask that you refrain from holding team devotionals and other meetings in this area.
2. Food and beverages are **not** allowed in the lounge areas. Feel free to call for take-out. **No cooking please.** We have no area where meals can be prepared.
3. Please help to keep this community area clean by cleaning up after yourselves, especially if eating or drinking.
4. Please make sure to take all your belongings with you when you leave the lounge area.
5. To help us maintain the furniture we ask that no one place feet on furniture (i.e. tables and couches). We also ask cushions and furniture be kept in its original place.

Kitchen/Dining Room

1. Meals are served for one hour. The kitchen will be closed after such time. Please be on time.

The dining room serving schedule is as follows:

Breakfast	7:00 – 8:00 am
Sunday BF only	7:00 – 8:00 am
Lunch	12:00 – 1:00 pm
Supper	5:00 – 6:00 pm

2. **All guest must participate in kitchen duty.** You will be given a schedule of your assigned times. Please help in keeping the dining room clean, chairs arranged around the tables, and food trays picked up after use.
3. No one is allowed in the kitchen area, unless assigned.
4. If using our meal plan, team members may be assigned to help with kitchen duty. Kitchen duty consists of serving and cleaning up after meals. If assigned; closed-toed shoes and long pants/ jeans must be worn. Long hair must be tied back. Please take your kitchen responsibility seriously.
5. No short-shorts, PJs or bare feet are allowed in the dining room at any time.

Shower Rooms

1. There are four showers on the men's floor and six showers on the women's floor.
2. Shower shoes must be worn at all times while using the shower.
3. Please keep showers limited to 5-10 minutes daily. (No showers after 11pm)
4. Please do not leave any personal items in shower rooms.

Dorm Rooms

1. NO MEN ARE ALLOWED ON THE WOMEN'S 3RD FLOOR!
NO WOMEN ARE ALLOWED ON THE MEN'S 4TH FLOOR!
2. To help us maintain the furniture, please do not rearrange the furniture in your dorm rooms.
3. Please be considerate of our neighbors and other residents by keeping "indoor noises". Quiet time is 11pm-8am. We ask that music be kept low at all times.
4. We ask that no "horse play" of any kind (i.e. slamming doors, running through the halls, kicking top bunks, stomping on floors), take place in dorm rooms or any other areas while at NYSUM.
5. Please keep your room orderly. Empty wastebaskets regularly into the brown trash bins in the hallways on dorm floors.
6. There is to be NO food or drinks on dorm floors or in dorms. Bottled water is allowed.
7. When leaving dorm rooms be sure that lights, fans and other appliances are turned off, and windows are shut.
8. Appropriate clothing is to be worn in hallways. Bathrobes should be worn to and from shower rooms.
9. Upon departure, double check that no personal items have been left. We are unable to ship any items unless shipped by UPS or FEDEX and cost is paid for in advance.

