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Resident's Handbook
2014 - 2015

15 E. 11th St., New York, NY

Housing for students attending the
Benjamin N. Cardozo School of Law of
Yeshiva University

The terms of occupancy of the facility are set forth in the license agreement and in the policies and rules established by the building's governing boards. This handbook is not intended to change or modify such policies and rules. Nonetheless, the guidelines, policies, rules and regulations set forth in this Resident's Handbook are binding upon all Benjamin N. Cardozo School of Law students residing at 15 E. 11 St.

The law school reserves the right at any time to modify the housing policies and procedures contained in this Handbook, at its sole discretion.

Revised 7/14

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I. A Short History of the Alabama

"The Alabama," as the residence hall building located at 15 E. 11th St. is often called, has a unique history that dates back to the mid 19th century. It was one of several row houses constructed on East 11th Street (west of University Place) by middle class families living along Fifth Avenue; the mansions and carriage houses of the more affluent lined the rest of Fifth Avenue.

In the early 1880's, the four brick buildings at 13-19 E. 11th St. were remodeled and converted into a hotel, The Bristol, which was bought by William Finn. After failing to acquire the surrounding carriage house and stable property, Finn sold The Bristol in two pieces; the east half (17-19 E. 11th St.) to William Rau in 1901, the west site (13-15 E. 11th St.) to Leopold Wertheim in 1902. William Rau hired New York architect, Louis Korn, and had his part of The Bristol demolished and rebuilt as a small seven-story apartment house called The Regina. He later sold The Regina to Wertheim. Wertheim hired the same architect and had the westerly site rebuilt as a nine-story hotel called The Alabama.

The Regina and The Alabama became Hotel Van Rensselaer, named after its Staten Island owners. After going through a period of decline, it was bought by an Iranian Jewish family, the Elghanayan family, in 1973. The building was refurbished and, in 1982, became a cooperative. By 1996, with more than two-thirds of its shareholders renting out their apartments, the building was again in decline.

Like most other urban schools, the Benjamin N. Cardozo School of Law faced the challenge of providing its students with affordable housing that is in close proximity to its classrooms. Yeshiva University's 1997 purchase of the majority of the building's units has enabled Cardozo to better meet the challenge of accommodating the housing needs of its students.

Based upon 'Cardozo Goes Residential' by Andrew Alpern '92, CARDOZO LIFE (Spring 1998)

II. Important Telephone Numbers and Contacts

The following is a list of important telephone numbers and contacts with which you should be familiar.

1. **Emergency Situations:** In the event of a police or fire emergency, please call 911 for the police and/or fire departments. You should also notify Yeshiva University Security as soon as possible by calling 212.790.0303.

For instructions on what to do if you are locked out of your apartment, see Section III (I) - Keys.

2. **All Maintenance Requests:** To ensure proper follow-up, please send an email to AlabamaServices@ngkf.com with your service requests.

For situations that occur after hours or that require emergency maintenance assistance only, you may call the superintendent, Tim Mucovic, at 917.682.7306. If it is an emergency and you are unable to reach Mr. Mucovic, please call the Newmark Grubb Knight Frank hotline at 1.800.259.6132.

3. **For All Other Housing Issues and Policies:** Please contact Newmark Grubb Knight Frank at 212.372.2000 or AlabamaHousing@ngkf.com during regular business hours.
4. **To Contact Cardozo Administration:** For situations requiring the law school's intervention (e.g., special requests based upon extenuating circumstances, roommate conflicts), please contact the Office of Student Services and Advising at 212.790.0429.
5. **Billing Questions:** For questions or concerns related to your housing bill, please contact Jon Goldberg, Director of Student Finance, at jgoldbe2@yu.edu or 212.790.0395.

III. House Rules

We have worked hard to provide you with a clean, safe and convenient environment in order to assure you a pleasant and less pressured place to live while you pursue your law school studies. In order to maintain this environment for you and your fellow students, it is important that you follow the relevant rules of conduct.

Cardozo students who reside at 15 E. 11th St. are subject to their license agreement, the documents governing Yeshiva University's ownership of the apartment, the rules and regulations adopted by the building's governing boards and the terms and provisions of this Handbook, including but not limited to the following information, rules and regulations.

A. *General Guidelines*

- While some renewal requests have been granted in the past, please note that housing assignments are for one academic year (approximately 10 months), with no guarantee of renewal.
- The license agreement permits the University to change students' room assignments at any time during the year.
- Residents are expected to act with common sense, good judgment and courtesy at all times. Residents in shared apartments are expected to respect the rights of their roommates.
- Common sense security precautions include making sure building doors are securely closed and only allowing building access to persons you are expecting.
- No bicycles, shopping carts or other items shall be placed in the lobby, public halls, passageways, stairways or other common areas of the building.
- No objects may be placed on windowsills or fire escapes, or discarded, thrown, pushed or dropped from the windows, windowsills or fire escapes.
- No sign, notice, advertisement or illumination shall be placed on or exposed at any window or other part of the building except those that have been approved in writing by the managing agent.
- All apartments are furnished by the University. University-owned furniture may not be removed from apartments. Furniture may not be taken into apartments from any other areas of the building.
- Halogen lamps are NOT permitted in any apartment.
- Although efforts will be made to respect privacy in student apartments, the building owner, the University and the managing agent reserve the right of entry for repairs, to show the apartment to prospective residents or the maintenance of health, safety and security and standards of conduct.
- Students may not erect any walls or partitions. Rooms may be divided with freestanding screens or curtains.

- Please take note that students will be charged for damage to their apartment, the building or its public areas, University property and facilities in their apartment or the study lounge or property or apartments of other building occupants.
- In the event that a student's roommate moves out and a new roommate is assigned by the University, the student is responsible for keeping the vacant space in "broom clean" and move-in condition for the new occupant.
- Subletting and assignments are not permitted.

B. Guests

- Overnight guests (other than the student's immediate family members for extremely short-term stays) are not permitted without prior written approval by Cardozo.

C. Noise

- Residents should bear in mind that there are other occupants in the building including those who are not Cardozo students. Residents should not make or permit any disturbing noises in or near the building that would interfere with the rights, comforts or convenience of other occupants. Please refrain from any loud noise or television, music or radio playing in or near the building between the hours of 11 p.m. and 8 a.m. Violators are subject to termination of their housing license.
- Congregating in front of the building is not permitted.

D. Maintenance and Services

- For all maintenance or emergency requests, please refer to Section II. Important Telephone Numbers and Contacts.

E. Laundry Facilities

- Card-operated laundry facilities are located downstairs on Level One (the basement level) of the building. The facilities may be used any day of the week between the hours of 8 a.m. and 11 p.m.
- Washers and dryers are not permitted in individual apartments under any circumstances. Dishwashers are only permitted where already installed; they may not be installed by students or someone selected by students.
- Residents should bear in mind that there are other residents using the laundry facilities. Please be courteous and promptly retrieve clothing from all washer and dryer units when done.

F. Garbage and Recycling

- Residents should use the garbage chutes, located on each level, to dispose of garbage and refuse. It is the responsibility of each resident to bring downstairs (to Level One, the basement level)

garbage items that do not properly fit into the chute. This is essential in order to prevent clogging of the chutes.

- Do not place recyclables including glass bottles, cans and empty cardboard boxes in the garbage chutes. In addition to cooperating in the recycling effort, your assistance with this will help avoid clogging of the chutes and injury to building staff.
- Recyclables are removed for collection every Monday morning and should be brought down on Sunday. Residents must bring all recyclables down to Level One and place them in the appropriate sorting bin.
- Residents are not permitted to leave any garbage or recyclables in any lobby, lounge, stairway, hallway, passageway, elevator or other common area.

G. Pets

- Pets are not permitted in the building. If a resident is found to be housing a pet, the University or managing agent will notify the resident that the pet must be removed. Failure to comply may result in eviction.

H. Fire Safety

- Fire safety is an extremely serious concern. Residents are expected to act with extra care with regard to fire matters. For example, when lighting candles, you must observe the following rules:
 - Never leave a lit candle unattended
 - Never leave candles burning when you go to bed
 - Never use candles near combustible materials such as curtains, drapes or bedding
 - Never spray an aerosol can near an open flame
 - Place candles properly in holders on a flat, stable, non-flammable surface
- There are smoke detectors and fire extinguishers on each floor. In case of emergency, act in accordance with the instructions which are posted in your apartment, by the elevator and in the lobby. Tampering with, blocking or disabling a smoke detector is prohibited.
- It is against the New York City Fire Code to leave anything in the hallways.
- In the event of any fire emergency, please call 911.

I. Keys

One set of three keys will be provided to each resident during check-in. Each student will receive a front-door key, an apartment key and a mailbox key. These keys may NOT be duplicated. Locks may not be changed, and no new locks may be installed.

- ***Lost Keys:*** There is a \$35 charge to replace each lost key. Checks should be made out to Yeshiva University. To obtain a new key, see Security personnel at the front desk at Cardozo.

- **Lockout Policy:** In most instances, if you are locked out of your apartment you should contact the superintendent. Upon proof of ID, the superintendent will provide admission to the apartment. There may be a charge each time the superintendent is required for admittance. It is highly recommended that you find a "lockout" buddy whom you may telephone or whose bell you can ring for admittance should you be locked out after 11 p.m. This will save you unnecessary fees and minimize the number of late night disturbances to the superintendent.

J. Smoking

Smoking is prohibited in all student apartments and all common areas, including: the lobby, study lounge, hallways, stairways, laundry room, front steps and entrance and elevators. Students may only smoke outside the building, and must keep the entrance clear.

K. Renter's Insurance; Personal Property

Each resident is responsible for his or her personal property. Therefore, residents are encouraged to consider purchasing apartment renter's insurance in order to cover theft, water and fire damage and liabilities that may occur within, or emanate from, the apartment. Residents should not expect either the University, Cardozo School of Law or the building or its governing boards and their officers and agents, including the managing agent, to accept responsibility for loss or damage to a resident's personal property. Personal property left in a resident's apartment after he or she vacates will be disposed of immediately and the former resident may be charged for removal of that property.

L. Study Lounge

Only Cardozo students residing in the building are authorized to use the study lounge, located on the main floor, Apt. 2G. The lounge is to be used only for the purpose of studying. Residents may use the lounge at any time, but must be considerate of others, clean up after themselves and minimize noise. Students may not unfairly monopolize the limited study spaces or share the access code to the lounge with unauthorized persons. Alcohol is not permitted in the study lounge. Students who fail to comply with these rules may be subject to termination of their housing license and eviction.

Cardozo, the University and the building owner are not responsible for books, laptops or other personal property left in the lounge; please do not leave them unattended.

Students violating any of the above policies and rules may be subject to termination of their housing license and eviction.

IV. Utilities

The information provided below regarding electricity, telephone, cable TV and Internet access was included in the managing agent's most recent letter to all student residents.

- **Electricity:** Yeshiva University has arranged for electric service to be available on the day you check-in. However, if you have not already done so, please contact the **Retail Division of Con Edison at 800.752.6633** and establish an account in your name and/or your roommate's name. **Con Edison has indicated to us that failure to contact them in a timely fashion may result in an interruption of electric service.**
- **Telephone Service:** To arrange for conventional telephone service, please contact either **Verizon at 800.837.4966 or any other local telephone service provider of your choice.** Please be advised that apartments are equipped with telephone jacks but not telephones.
- **Cable TV:** For cable service, please contact **Time Warner Cable Company at 212.674.9100.** Please note that Time Warner Cable will only allow one account per apartment.
- **Internet Access:** Wireless Internet access is available throughout the building. To connect to YUWireless, follow the same steps used to connect to wireless at Cardozo. After one or more unsuccessful attempts to connect at 15 E. 11th St., students should visit the Cardozo Library Reference Desk (7th floor).

V. Mail and Package Delivery

- Each apartment has its own mailbox. In order to facilitate delivery, all mail addressed to residents should include the apartment number. The mailing address is: 15 E. 11th St., Apartment #____, New York, NY 10003.
- Be advised that the superintendent will **NOT** accept packages for any resident. Therefore, if you are expecting a delivery, please be sure to make appropriate arrangements.
- In order for mail to be forwarded to your new address after you vacate, a form provided by the Post Office must be completed and submitted to the post office (either online or in person). The Post Office will only forward first-class mail. For all other classes of mail to be forwarded, you must file a change of address form with each publisher/sender.

VI. Moving Out -- Regulations and Procedures

The following is a list of procedures for you for moving out.

- Give ample advance notice to both Newmark Grubb Knight Frank, property manager, and the Office of Student Finance of your intended move out date and time. The requested date and time may not be available, since your move out will involve participation by the housing staff. Move out dates are not firm until confirmed by the property manager.

- Make sure the apartment is “broom clean” and the kitchen and common areas are clean and in move-in condition for the next occupant. **Additional charges will be assessed for extra cleaning including the removal and disposal of furniture, furnishings or food left in the refrigerator and/or cleaning rugs.**
- All appliances must be in working order and undamaged. This includes the refrigerator, stove and air conditioner. Ordinary wear and tear is understandable.
- Walls, floors, ceilings, electrical fixtures, and windows must be restored to their original condition; ordinary wear and tear is understandable. Shelving, brackets, temporary walls and curtains, etc. should be removed. Damaged walls are to be spackled and repainted by the departing resident, and charges will be assessed for this or other damage to the apartment.
- University-owned furniture must remain in the apartment and be returned in acceptable condition.
- All student-owned or supplied rugs, appliances, furniture and furnishings must be removed. **Once you have moved out, you cannot return to the apartment for items left behind without permission and an appointment from Newmark Grubb Knight Frank. There is no guarantee that permission will be granted or that charges will not be assessed.**
- **REMEMBER to close your accounts with Con Edison and cancel your telephone, Internet and cable TV service.** Please remember to do this so that the next occupant can set up their accounts and you won't be responsible for extra charges.
- On your move-out day, the superintendent will perform a final walk-through inspection of your apartment; you can be present. Residents should return all front door, apartment and mailbox keys at that time. You will be charged for any keys not returned. (See Section III(I) for amount of charges.) **DO NOT LEAVE YOUR KEYS WITH ANYONE ELSE BUT THE SUPERINTENDENT.**
- If the apartment is left in a condition which is consistent with your License Agreement and otherwise satisfactory to Cardozo, and you are in **full** compliance with all of the above, and all outstanding charges have been settled with the Office of Student Finance, your security deposit will be returned. Please allow at least four weeks for the return of your deposit.