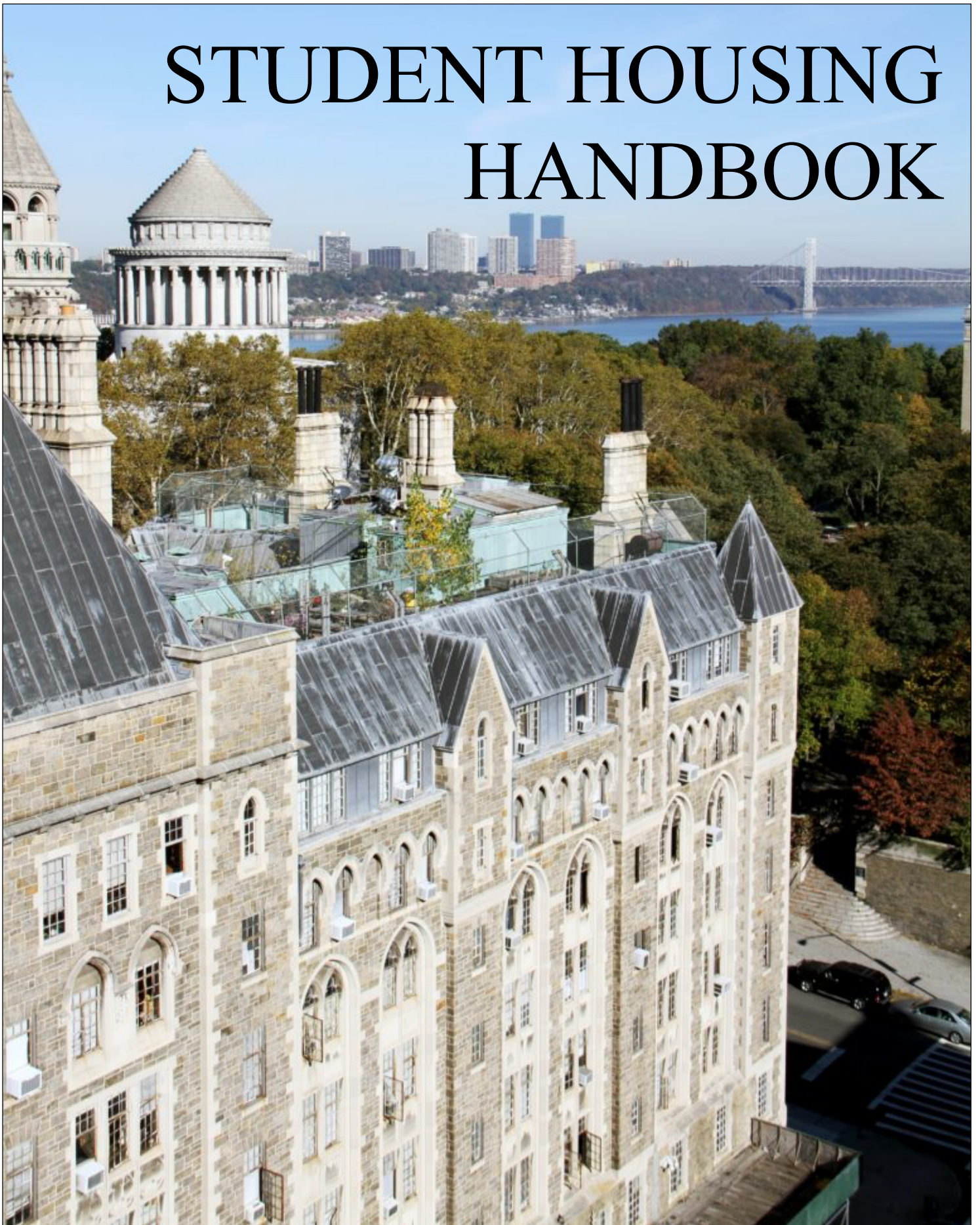


# STUDENT HOUSING HANDBOOK



Union Theological Seminary

# STUDENT HOUSING HANDBOOK

2022-2023

## TABLE OF CONTENTS

INTRODUCTION .....	1
CODE OF CONDUCT .....	1
RESIDENCE HALLS .....	1
FURNISHINGS .....	2
Hastings Hall .....	2
McGiffert Hall .....	3
ELIGIBILITY FOR STUDENT HOUSING.....	3
APPLICATION PROCESS .....	4
ASSIGNMENTS .....	5
PhD STUDENT HOUSING .....	6
FEES .....	6
RENT PAYMENTS .....	7
HOUSING RATES 2022-2023 .....	8
SUMMER OCCUPANCY - 2022 .....	8
ARRIVAL .....	9
FACILITIES SERVICES .....	9
BEDBUGS.....	9
STUDENT LIFE ASSISTANTS.....	10
CABLE/INTERNET .....	10
MAIL .....	10
PARKING .....	11
PETS.....	11
FIRE SAFETY .....	12
SMOKING.....	12
NOISE .....	12
BICYCLES.....	12
RECYCLING .....	13
COMPOSTING .....	13
SECURITY.....	13
POLICY ON THE PROHIBITION OF WEAPONS .....	14
SEMINARY ALCOHOL/DRUG POLICY .....	15
SUBLETTING.....	15
FLOOR PLANS OF SAMPLE UNITS IN HASTINGS HALL .....	16
FLOOR PLANS OF SAMPLE UNITS IN MCGIFFERT HALL .....	20
COLUMBIA HEALTH.....	23

## INTRODUCTION

This handbook contains information and guidelines on applying for and living in student housing at Union Theological Seminary during the 2022-2023 academic year. Please read it carefully before applying for Seminary housing.

Applications are available on-line at: <https://myunion.utsnyc.edu/myunion/housing-applications>.

Union Theological Seminary does not discriminate on the basis of race, color, gender, gender-nonconforming, sexual preference, age, marital status, religious belief, national origin, veteran status or disability. Qualified applicants are not discriminated against in the housing process, procedures, assignments or any aspect of housing provisions. The Seminary seeks to provide reasonable accommodations that do not impose undue hardship to qualified applicants.

## CODE OF CONDUCT

Union Theological Seminary seeks to foster on its campus an environment that is conducive to the theological education and the spiritual development of its students. The Seminary expects high standards of ethical conduct of all students, staff, and faculty, and it expects the same from family and household members of Seminary residents, and from others who may be on campus as temporary residents or visitors. Disruptive behavior or other conduct that is at a variance with the educational and spiritual aims of the Seminary will not be tolerated. Violations of ethical conduct standards will be subject to the discipline of the Seminary. Illegal behavior, such as illegal drug use, domestic violence, stealing, and other criminal behavior, will be subject to local law enforcement and prosecution. For further details refer to the Student Handbook.

Please contact the Housing Office at 212-280-1301 or ext. 1301, or email at [michaelo@uts.columbia.edu](mailto:michaelo@uts.columbia.edu) with any questions.

## RESIDENCE HALLS

Union Theological Seminary operates two residence halls for housing its student:

**Hastings Hall**  
**3041 Broadway**  
**New York, NY 10027**

**McGiffert Hall**  
**99 Claremont Avenue**  
**New York, NY 10027**

**HASTINGS HALL** – a seven story residence hall with both dormitory rooms and apartments directly connected to the central Seminary complex. Hastings enjoys all new heating and cooling systems, furnishings, locking system and new, sound reducing windows. Communal lounges are available on each

floor to allow students to cook and socialize together. Hastings has a main lounge in which to gather to socialize, study, watch television and relax in a beautiful and comfortable environment. Hastings provides laundry facilities, elevator service and a mail room. All bathrooms are gender neutral.

**MCGIFFERT HALL** - a seven-story residence hall with both dormitory rooms and apartments is located directly across the street from the central Seminary complex and is connected by a pedestrian tunnel. The residence hall provides laundry facilities, elevator service and a mail room.

Dormitory rooms are on the 2<sup>nd</sup> floor with students sharing a common kitchen and lounge. The bathrooms are gender neutral; shower stalls are curtained off to provide privacy but do not include latched doors.

Studio and one-bedroom apartments are available in McGiffert Hall. All are self-contained with a private bath and kitchenette.

**Storage is not available in the residence halls.**

## **FURNISHINGS**

### **Hastings Hall**

All units are provided fully furnished. Students are not allowed to bring their own furniture. Furniture and appliances provided include:

Dorms/Studios	Bed/Mattress (full or twin, space permitting), desk, desk hutch, chair, under-bed storage, wardrobe, bookcase, moveable file drawer, night stand (space permitting), mirror, and trash bin. <b>Studios also include</b> fridge/freezer, two- burner cooktop, range hood, microwave.
Suites/Flex Apt.	Bed/Mattress (full or twin, space permitting), desk, desk hutch, chair, under-bed storage, wardrobe, bookcase, moveable file drawer, night stand (space permitting), mirror, and trash bin, fridge/freezer, free standing four burner range, range hood, microwave.
One Bedroom	Bed/Mattress, (full or twin, space permitting), desk, desk hutch, wardrobe, bookcase, moveable file drawer, night stand (space permitting) mirror, and trash bin, fridge/freezer, two-burner cooktop, range hood, microwave.
Two Bedroom	Beds/Mattresses (full in each bedroom) desks, desk hutches, wardrobes, bookcases, moveable file drawers, night stands (space permitting), mirrors and trash bins, fridge/freezer, free standing four burner range, range hood, microwave, dishwasher.

Sheets, towels, pillows, bedspreads, and blankets are not provided. Curtains are not permitted. Windows, all of which are new and double-paned, are provided with black-out shades. Nails, fasteners, staples and tape are not allowed on the walls. Products that don't mar the walls such poster putty and 3M hooks are allowed.

Students living on dorm floors will need to supply their own kitchen utensils and cookware.



Seminary-owned furniture may not be altered in any way.

### **McGiffert Hall**

Dormitory rooms and studios are provided with a bed, desk, chair, lamp, and dresser. Sheets, towels, pillows, bedspreads, blankets, are not provided. Windows are provided with mini-blinds. Curtains are not permitted. Nails, fasteners, staples and tape are not allowed on the walls. Products that don't mar the walls such as poster putty and 3M hooks are allowed.

Students living on dorm floors will need to supply their own kitchen utensils and cookware.

**Furniture is not provided for one bedroom apartments in McGiffert Hall.**

Seminary-owned furniture may not be altered in any way.

### **ELIGIBILITY FOR STUDENT HOUSING**

Admission to Union does not in itself guarantee that Seminary housing will be available to the student. However, the Seminary makes every effort to accommodate all full-time Union students who apply for campus housing, renting units at student rates. This includes candidates for Master's Degree programs who register for full tuition units and PhD Degree candidates who register for full tuition units or are otherwise working toward fulfilling degree requirements on a full-time basis. The number of years a student may occupy Seminary housing is as follows:

Ph.D	Five years*
M.Div.	Three years
M.Div/Social Work	Two years
MA	Two years
STM	One year

\*Two of which must be while meeting Residency requirements for the degree. Housing for Ph.D's who enter Seminary housing after Residency requirements have been met, is limited to three years. (See Ph.D. Handbook)

A student who reduces their academic load below full time in a semester is not eligible for housing unless granted an extension by the Director of Housing in consultation with the Dean of Students.

Students taking a leave of absence are expected to vacate the Seminary by the time their leave begins. Exceptions, which are rarely made, must be requested in writing and approved by the Academic Dean and the Director of Housing in consultation with the Dean of Students. If the request is granted, rent will be charged at the non-Union student rate.

Students who are placed on academic probation will also be placed on on-campus housing probation. This means students will maintain their on-campus housing during one semester of academic probation. Students who remain on academic probation a consecutive semester will no longer be able to maintain on-campus housing unless an extenuating circumstance affected the student's ability to maintain satisfactory academic progress, such as an illness or personal/family crisis. For complete information on academic probation please refer to the Student Handbook.

Students who graduate, are dismissed or who withdraw from the Seminary are not entitled to remain in

housing and must vacate the premises. Housing assignments/leases are automatically invalidated upon dismissal by the Academic Dean or other appropriate officials of the Seminary.

For further information on the process for taking a leave of absence or withdrawing from the Seminary refer to the Student Handbook.

Non-degree students are not eligible for student housing.

## **APPLICATION PROCESS**

An *entering student* is one who has been admitted to a degree program who will enroll at the Seminary in that program for the first time at the start of the next academic year.

A *continuing student* is one who is currently enrolled as a full-time student and who will continue in the same degree program in the next academic year or one who left the status of a full-time student (as for a leave of absence, intern year, etc.) and who will return to resume regular student status.

**ENTERING STUDENTS** - Students formally admitted to Union Seminary will receive housing information and an application form following their admission and payment of deposit. The application must be completed and returned to the Housing Office within 30 days of receipt with the non-refundable application fee of \$50.00. The priority deadline is May 15, 2022. Final housing deadline is July 15, 2022.

**CONTINUING STUDENTS** – Full-time students in Union programs will receive housing information and applications on March 4, 2022. The completed application is due in the Housing Office by March 31st. **Students already in Seminary housing are not required to pay an additional application fee.**

Applications from continuing and returning students are processed prior to those from entering students.

Applications for student housing are processed in accordance with the priority categories as listed in this Housing Handbook and by the date the application, including the fee, is received in the Housing Office. Applications by entering students unaccompanied by the application fee will not be processed.

**Applications from students who are delinquent in their financial obligations to the Seminary will not be processed until clearance has been authorized by the Accounting Office, and will be considered as late applications if clearance is delayed.**

A continuing student who files an application after March 31st will not retain the right to occupy their current housing space.

Application for housing is for the entire academic year (September through May). All continuing students requesting residence during the summer (June 1 - August 31) must file a Summer Housing Application. Students who graduate in May or who will not be continuing at the Seminary the following September will be eligible for summer housing from June 1 – June 30 and must also file a Summer Housing Application. Newly admitted students are not eligible for summer housing. Refer to the paragraph **SUMMER OCCUPANCY** for further details.

## ASSIGNMENTS

This handbook sets forth the general principles by which the Seminary intends to follow in the assignment of housing. The Seminary will have sole discretion in the assignment and re-assignment of residences.

The Seminary will assign units on the basis of student preference as indicated on the housing application, as close to the first choice as possible. Students must indicate three choices in order of preference on the Application for Student Housing.

**ASSIGNMENT PRIORITY** - Assignment of apartment housing will be made according to the following priorities:

- |                 |  |
|-----------------|--|
| 1 <sup>st</sup> | Families - spouse/partner and children under the age of 18<br>(Extended family members such as parents, siblings, cousins, etc., does not give you priority for family housing.) |
| 2 <sup>nd</sup> | Couples  |
| 3 <sup>rd</sup> | Single students  |

In the event that two students require the same type of unit, the degree program will determine conflicts. The following degree categories will receive the indicated assignment priority for housing:

- |                 |                  |
|-----------------|------------------|
| 1 <sup>st</sup> | PhD              |
| 2 <sup>nd</sup> | MDiv             |
| 3 <sup>rd</sup> | MDiv/Social Work |
| 4 <sup>th</sup> | MA               |
| 5 <sup>th</sup> | STM              |

When there are students with the same credentials, a lottery will resolve the conflict.

The current student resident of a room or apartment will generally have priority over any other applicant for that space, provided she/he/they maintain eligibility for student housing. This would include any current student who has been accepted into one of the doctoral programs for the following year. Exceptions to this policy are as follows:

1. When the current occupant fails to submit her/his/their housing application indicating that unit as a choice, or fails to obtain clearance from the Accounting Office on the application, prior to the deadline of March 31st.
2. When the size of the current resident's household has decreased, altering priority for an apartment assignment.
3. If another apartment of comparable size is not available to house a family or couple with higher priority for an apartment assignment. (For example, a single person may be required to vacate a studio or one-bedroom apartment in order to make it available for a couple or family.)

An assignment letter, specifying the assigned residence, will be mailed/emailed to the applicant. The assignment letter includes information on the rental charges, the date occupancy begins, the termination date, and the deposit required.

All applicants must provide written acceptance of the assignment offered by returning one signed copy of the assignment letter to the Housing Office, with all required deposits, within 30 days of receipt of the housing assignment letter. Failure to return the assignment letter by the deadline will constitute a refusal of the assignment. Applicants who cannot be accommodated will be notified in writing and placed on a waiting list for openings.

Applicants are required to notify the Housing Office immediately of any changes in their student or family status occurring after the application is filed. If such a change significantly affects the student's assignment priority, the Seminary may terminate the original assignment and if it is possible, re-assign the student as appropriate. Misrepresentation of your family status is grounds for immediate revocation of your assignment and termination of your assignment.

If there is a dispute with respect to any housing assignment that cannot be resolved by the student and the Director of Housing, the student may request that the situation be reviewed by the Director of Housing in consultation with the Dean of Students.

## **PHD STUDENT HOUSING**

Doctoral students will be eligible for five years of Seminary housing (two of which must be during Residency). In addition, under special circumstances, a student may apply for an additional one-year extension at a higher rate. The Academic Dean, in conference with the Director of Housing will make this decision.

## **FEEES**

**APPLICATION FEE** - An application fee of \$50.00 must be paid by entering and returning students and by continuing students not presently in Seminary housing. It is paid at the time application is made for housing, and is not refundable.

**SECURITY DEPOSIT** - Students are required to pay a security deposit. The deposit amount is \$1,500. The deposit must be paid in full before taking occupancy of your room or apartment. Refunded security deposit checks will be processed after the end of each fiscal year (June 30) and mailed within sixty days after final departure provided the room or apartment and all Seminary furnishings, appliances, etc. have been left in good and clean condition. Students are responsible for notifying the Housing Office of a forwarding address to which refunds can be mailed.

During check-in procedures the student will sign a form that will give the inventory of furniture and appliances and the condition of the room/apartment. At that time photos will be taken of the unit and kept on file. During check-out photos will again be taken of the room/apartment.

The Housing Director and/or other Housing staff will inspect each room/apartment after the tenant has vacated. The student will be assessed charges for inadequate cleaning, for damage other than normal wear



and tear, and for missing property. If unusual cleaning or repairs are necessary or any Seminary property is missing, the Seminary will deduct from the security deposit the cost of restoring the room/apartment to good and clean condition, including replacement costs.

Students who break their student housing letter assignment agreement will forfeit their security deposit.

**CU HEALTH SERVICE FEE** – Health Service Fee Required semesterly for full-time and residential students regardless of insurance coverage. Waived for Columbia University degree candidates who pay Columbia directly.

**CANCELLATION** - Failure to claim the assigned residence in person by the first day of classes will cancel the assignment, unless written notification of a later arrival date has been sent in advance to the Housing Office.

## **RENT PAYMENTS**

Rent payments are due in the Business Office with tuition and other fees for the semester at registration. Part of January rent is included in each semester's cost.

Students who receive institutional and/or government aid will have their housing charges subtracted from that aid before any refund is dispersed.

Rental charges apply for the entire month if occupancy occurs prior to the middle of the lease month. When initial occupancy occurs after the middle of the lease month, one-half the monthly rental charges apply. Tenants who vacate an apartment or dormitory room on or before the middle of the lease month will be charged one-half the monthly rent for that month. Tenants in residence after the middle of the lease month incur charges for the full month.

**Failure to pay rent due for one month may result in the loss of assignment priority, and will suspend action on further housing application unless approved by the Business Office. More serious default on rental payments may result in the termination of the lease and legal proceedings against the tenant, unless payment arrangements satisfactory to the Business Office are made.**

## HOUSING RATES 2022-2023

### UNION STUDENTS\*

### RATES

RENTAL UNIT	ACADEMIC TERM (Based on 9 months occupancy. Rent is charged on a semester basis.)
Single Room**	\$7,880
Studio	\$13,442
Shared Suite (per room)	\$10,197
One-Bedroom	\$19,467
Two-Bedroom (Hastings Hall Only)	\$25,029

\* Housing in New York City is scarce and rental rates for Union students are below market. Rental charges include all utilities except for telephone, streaming services and cable service. Wireless access is provided free of charge.

\*\*Second person in dorm room will incur an additional \$900 academic year or \$450 per semester.

### SUMMER OCCUPANCY - 2022

Academic Year 2021-2022 housing agreements end on May 31st. No person is entitled to remain in Seminary housing beyond this date without specific approval, and without incurring summer rental charges. For current residents, the Summer Housing applications are due by April 15th. Newly admitted students are not eligible for summer housing. If approved, summer housing agreements will be issued as follows:

Continuing students in 2022-2023  
(Rent may be paid on a monthly basis)  
June 1 to August 31

Students graduating in May 2022  
(Rent due in full by May 15, 2022)  
June 1 - 30

If not applying for summer housing the room/apartment must be vacated by May 31st. Storage facilities are not available. The Seminary will not assume liability for personal belongings.

## **ARRIVAL**

**OCCUPANCY DATES** – Assignment Letters for entering and returning students take effect on September 1, 2022 and end on May 31, 2023.

**CHECK-IN PROCEDURES** – Early check-in days for incoming students are Wednesday, August 17<sup>th</sup> and Thursday, August 18<sup>th</sup>. For all other students, check-in day is Saturday, August 27<sup>th</sup>. All students will go to the Hastings Lobby to check-in and receive their keys/card keys and other information pertinent to living on campus. **Check-in hours are 9AM and 5PM.**

## **FACILITIES SERVICES**

The Facilities staff cleans student rooms and apartments for new tenants prior to occupancy. The staff cleans the corridors, elevators, public areas and communal bathrooms in the residence halls on a regular basis. The Facilities staff cleans communal kitchens at least six times a year. Dormitory residents are responsible for the cleanliness of their communal kitchen on a day-to-day basis and all its appliances and furnishings. This needs to be a cooperative effort by all residents on the floor.

The Facilities Office schedules housekeeping and maintenance services and processes requests for repairs of malfunctioning elevators, kitchen and bath fixtures, radiators, windows, locks, fuses, etc. To submit requests for repairs or services or other work orders use <https://utscolumbia.macmms.com>. Service requests can be handled more quickly if Facilities has access to your residence in your absence. If you request an appointment time, please email Facilities and include your residence hall, room # and the time between 8 am and 4 pm when you can be home, and they will set up an appointment.

If you feel your request has not been attended to within a reasonable period, please visit the Facilities Office or call the office at 212-280-1300.

The Seminary provides for pest extermination of all dormitory rooms and apartments, as needed, on a weekly basis. Anyone wanting this service should send an email to Facilities or go to the Facilities Office to fill out a work order form. The exterminator is on campus every Wednesday.

The Seminary reserves the right of emergency access to any room or apartment if necessary.

## **BEDBUGS**

Bedbugs continue to be a problem in New York City. If you suspect that you have bedbugs contact the Facilities Office and/or Housing Office immediately. The sooner the problem can be attended to and rectified the better. The Facilities Office will provide information on how to prepare your unit for the arrival of the exterminator. They can also assist with funds to help with your laundry. Bedbugs can be very insidious. Once again, an immediate and thorough response will help to contain and eliminate the problem. There should not be a stigma associated with bedbug infestation so please report them ASAP and your case will be dealt with respectfully.

It is advisable for all residents to purchase bedbug proof mattress covers for their mattresses.

## STUDENT LIFE ASSISTANTS

Student Life Assistants (SLA) serve as an important communication link between students and Seminary staff. They are available to provide support, conflict resolution and crisis response. SLAs facilitate community building by organizing residential life and community-wide events.

SLA's meet regularly with the Dean of Students and the Director of Housing to discuss problems and other matters of interest to students. SLAs make every attempt to greet new students during Orientation and throughout the semester.

**MASTER KEY POLICY** -SLAs are sometimes called upon to open rooms or apartments for residents who have locked themselves out. Residents are allowed two lockouts per year before incurring a penalty fee of \$15 per lockout. This amount is charged against the residents' student account.

Otherwise, master key entry by a SLA into a resident's room or apartment is permitted only under the following circumstances:

- with permission of the resident;
- with the authorization of the Dean, Director of Housing or Associate Dean for Student Affairs (in cases, for example, where an alarm or phone is incessantly ringing);
- in the case of a life-threatening emergency.

While it is expected that each student will directly and responsibly address difficult situations which may arise in residence life, the SLAs can, when necessary, offer assistance in resolving difficulties with other residents, securing necessary building repairs or services, etc.

## CABLE/INTERNET

Tenants in McGiffert wanting cable service need to contact Spectrum at 212-358-0900. The McGiffert Hall address is 95-99 Claremont Avenue. If you just give them the 99 Claremont address they will tell you that such a building does not exist.

Cable service is not possible or needed for Hastings Hall.

Both residence halls have wireless internet connectivity. The password is 123lucent7890.

## MAIL

Mailboxes are available in McGiffert Hall for residents of that building. A desk attendant is 24/7 to distribute packages.

The mailing address for Hastings Hall is: **3041 Broadway, Apt \_\_, New York, NY 10027.**

The mailing address for McGiffert Hall is: **99 Claremont Avenue, Apt \_\_, New York, NY 10027.**

**FORWARDING MAIL** - For departing residents, only first class mail will be forwarded for up to two months. As the Seminary is a *drop-off* location, the U.S. Postal Service will not forward your mail. To

receive magazines, phone bills, credit card bills, personal letters, etc., at a new address, residents must make arrangements on their own.

Residents, who want their mail forwarded while away from the Seminary, should arrange with either the McGiffert Desk Attendant or the Seminary Mail Room Attendant. The Seminary does not provide postage.

## **PARKING**

Students are strongly advised not to bring automobiles to the Seminary as there is no student parking available. Off-the-street public parking is very expensive; parking a car on the street in New York is both very inconvenient and highly risky. The Seminary is not responsible for any theft of or damage to automobiles parked on the street.

## **PETS**

Students who reside in Hastings Hall Floors 1, 6 and 7 are not permitted to have pets unless they have a registered disability for a service animal or emotional support animal with the Office of Student Life.

The pet policy for McGiffert residents and for Hastings residents living on the 4<sup>th</sup> and 5<sup>th</sup> floors is as follows:

**Students with pets will be required to pay a Pet Deposit of \$500 and purchase pet insurance.**

All pets must be registered with the Housing Office with proof of insurance. Pet owners must adhere to the rules and regulations of the City of New York for keeping pets in the city.

By New York City law, animals must be on a leash when out of the apartment, and dog walkers must pick up their pet's refuse from sidewalks, parks, streets, etc., and dispose of it properly.

For students currently living in Seminary housing with a registered pet, pets are permitted in apartments and the 1st floor North of McGiffert Hall provided they do not create a nuisance for other residents and the owners assume responsibility for cleaning up any accidents that may occur in the public areas of a Seminary building or grounds and for the safety of other residents. Examples of nuisance behavior for the purposes of this paragraph are:

- a. Pets whose unruly behavior causes personal injury or property damage.
- b. Pets who make noise continuously and/or incessantly for a period of 10 minutes or more to the disturbance of any person at any time of day or night (check local animal nuisance laws).
- c. Pets in common areas that are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in a pet carrier.
- d. Pets who relieve themselves on walls or floors of common areas.
- e. Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.
- f. Pets who are conspicuously unclean or parasite infested.

Residents are restricted to one pet per dorm room and two pets per apartment.

It is expected that owners of pets will be responsible members of the community by ensuring that their pets do not disturb or harm other residents. It is also expected that residents will prevent odors from litter boxes, bird cages, etc. from permeating the residence halls, disturbing other residents.

Pet owners will be assessed a cleaning fee if it is determined that their pet has soiled carpeting or other Seminary property.

Any pet owner unwilling or unable to abide by these rules may be asked to remove their pet from Seminary housing. The resident also risks losing their housing eligibility.

## **FIRE SAFETY**

Each room or apartment is equipped with a smoke detector. The Facilities Office staff inspects smoke detectors in every residential unit when vacant. Current smoke detector batteries have a life span of ten years. Please report any beeping and facilities will repair/replace your battery or detector.

Fire evacuation signs are posted on each floor of the residence halls. Residents should familiarize themselves with their building and stairwells to know how to evacuate in case of a fire or other emergency. Residents will be asked to volunteer to serve as Fire Wardens for their floor to assist in fire drills or any necessary evacuation of the residence halls. Unannounced fire drills are held on a quarterly basis.

Tot Finder and Pet Finder decals are available in the Housing Office for residents with children and pets. These decals should be placed in windows and on the outside of apartment doors to alert the Fire Department that pets and children are in your room or apartment.

For more information on our Fire Safety program please refer to the Emergency Response Protocols Handbook.

## **SMOKING**

Smoking or vaping is not permitted in any area of the seminary complex.

## **NOISE**

In residence halls the Seminary adopts as general policy an adherence to the laws and ordinance of New York City concerning noise levels, with particular consideration being given to the hours between 11:00 PM and 8:00 AM. Each occupant should be sensitive to the concerns of neighbors living on the same floor, and above and below them. The Seminary is an academic community, and all residents and their guests are expected to cooperate in maintaining an atmosphere and a living condition that are conducive to a pleasant and agreeable environment.

## **BICYCLES**

Space at the Seminary is limited and rooms are quite small. The Seminary provides two bike racks in the courtyard of McGiffert Hall for residents who bring bicycles, but space is very limited. All bicycles must be registered with the Housing Office. Bicycles may not be stored in hallways or stairwells. This is a fire hazard by New York State Law. After every academic year, on a date announced ahead of time, bikes left on the bike rack by anyone no longer living on campus will be removed and donated.



## RECYCLING

New York City law requires its residents to recycle. Recycled items include paper, cardboard, metal, glass and plastic. Recycling Centers are located on each dormitory floor in Hastings Hall and on the ground level of McGiffert Hall.

The Seminary also works with city government agencies to recycle used clothing and electronics. The clothing recycling bin is located in the McGiffert laundry room. The electronics recycling bin is located in Hastings Hall.

## COMPOSTING

This program will be re-instituted this Fall. Stay tuned for more information.

## SECURITY

**IDENTIFICATION CARDS** – Union Identification Cards are required of all residents, students and employees and must be presented to the desk attendant upon entering the Seminary. This also applies to any spouse, domestic partner and child over the age of 10 years who live in seminary housing. Resident I.D. cards for spouses, partners and children are available. Visit the Union housing webpage to apply.

**GUESTS** - Residential guests must be announced by a telephone call from the attendant at the security desk. Residential guests will be required to sign-in at the security desk.

Any guest staying on a dormitory floor for more than one night must receive approval from the Housing Office. The residents of the floor as well the Student Life Assistant for that floor must also be informed.

No guest/visitor may stay in the residence halls more than 5 days.

It is important to remember that visitors are guests of the dorm floor community. Residents are responsible for their guests. All guests must adhere to the rules and regulations of the Seminary. The Seminary reserves the right to revoke guest privileges to any visitor or resident who does not comply with the rules and regulations of the Seminary.

**DELIVERIES** - The security personnel or desk attendant at the building front desk will accept deliveries such as groceries, laundry and food. No delivery personnel are to be permitted beyond the front desk. **Residents must arrange to meet delivery personnel in the lobby.** Deliveries cannot be left in either lobby for later pickup by residents. **Times for grocery deliveries are 8am-6pm.** Please be sure to adhere to these hours.

## LOCKS

**McGiffert Hall** – Residents are given an access card to enter the residence hall. To access their room/apartment student will be given a hard key. Each unit is equipped with a high-quality lock which is very secure when in use. Residents are urged to lock their door, using the deadbolt lock, at all times. Locks may not be changed without the approval of the Director of Housing, and then only by Facilities staff. Tenants will be assessed a fee of \$150 to have their lock changed.

**Hastings Hall** – All locks will be electronic via the student Union ID card. This ID card will be programmed for both room/apartment entry and building entry.

**BUILDING ACCESS** - McGiffert Hall may be accessed by the McGiffert access card or by a buzzer system via Claremont Avenue, 122<sup>nd</sup> Street and the Seminary tunnel. Visitors can access the building at

101 Claremont Avenue, the door immediately north of the double door entrance to 99 Claremont Avenue. Hastings Hall is accessed through the main entrance of the Seminary at 3041 Broadway.

**KEYS/CARDS KEYS** –Keys and Card Keys may not be duplicated outside the Seminary, or given to persons not listed with the Housing Office as official occupants of the living unit. Replacement of lost or stolen keys will require a non-refundable charge of \$10.00 per key. Replacement of lost or stolen card keys will require a non-refundable charge of \$25 per card key.

These routine security measures are necessary for the safety and security of the entire Seminary community. All residents share responsibility for the security of their building. Carelessness with keys, propping doors open, or failure to observe procedures for screening visitors may endanger residents and their property.

The Seminary is not responsible for loss of personal property. Students are encouraged to purchase apartment insurance in an amount equal to the value of their belongings.

The Office of Housing and Campus Services is a member of the Advisory Committee on Campus Safety (the “Advisory Committee”) charged with the responsibility, together with the Seminary’s existing Facilities Department staff, to advise the administration on key issues regarding the safety and security of the Seminary’s faculty, staff, students, and visitors, as well as its premises and surroundings. This committee is available to the Seminary community to provide information about, or assistance with safety or security issues. For a full description of the Advisory Committee on Campus Safety refer to the Student Handbook.

### **POLICY ON THE PROHIBITION OF WEAPONS**

In accordance with state law [New York Penal Section 265], Union Theological Seminary prohibits the possession of weapons on campus by any faculty or staff member, student, visitor or independent contractor while on the premises of the seminary as well as off-campus on seminary business, whether or not the owner is licensed to carry such weapon.

On duty law enforcement professionals may carry weapons on campus. If they are not on duty when on campus, they must register their possession of a weapon with the Office of Campus Services.

Weapons may include, but are not limited to, guns, ammunition, knives, and explosives of any kind, crossbows, swords, Tasers or similar items with the potential to inflict physical harm. Included are disarmed weapons and simulated weapons which could reasonably cause apprehension. Possession of unlicensed or illegal weapons on the seminary’s campus is grounds for disciplinary action, up to and including termination, or student expulsion.

To the extent permitted by law, the seminary reserves the right to enter any room where a weapon is alleged to be present. This includes residential units, classrooms, lockers office spaces, etc.

## **SEMINARY ALCOHOL/DRUG POLICY**

The Seminary is committed to creating and maintaining a community, free of alcohol and drug abuse, complying with federal, state and city laws that promote the health and well-being of students, faculty, staff as well as visitors and friends of Union.

Union complies with New York State law and other applicable regulations governing alcoholic beverages for those on the Seminary's premises or participating in its activities. To that end, Union expects that those who wish to include alcohol as part of their activities will do so responsibly, lawfully, and mindfully, with consideration for the needs of the larger community. All members of the Union community (students, faculty, and staff), as well as visitors to the campus or contractors working on the campus, also must avoid, in particular, taking any act or engaging in any omission which threatens the physical or emotional well-being of another person, or which involves the forced consumption of alcoholic beverages or drugs as part of an initiation into, activity at, or affiliation with any group or organization.

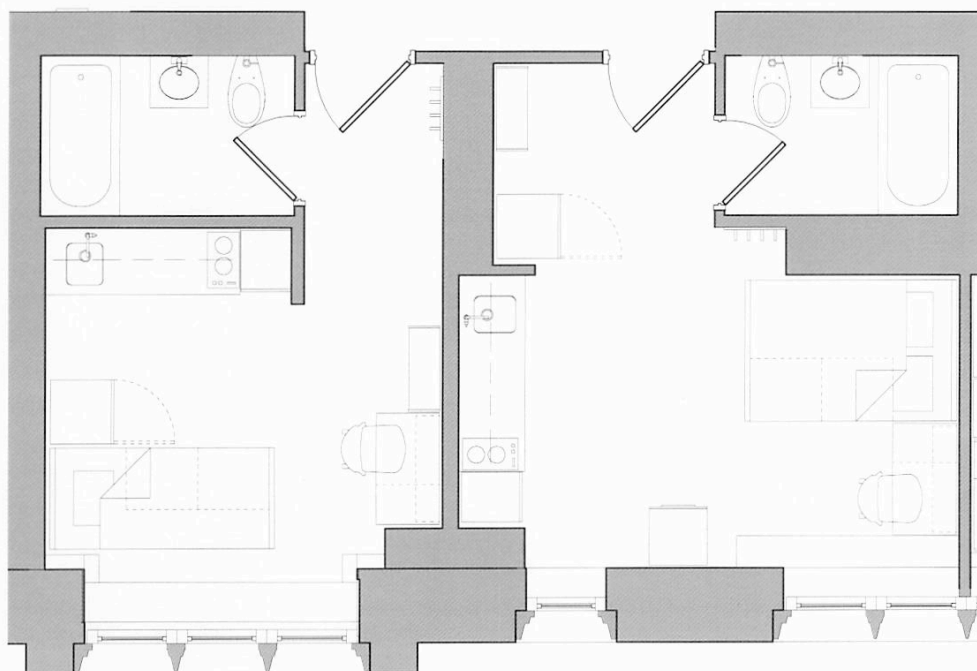
Any member of the seminary community who violates Union's alcohol or drug policy will be subject to discipline, which may require the offending party to receive a psychological or medical assessment, and/or counseling and appropriate treatment. Disciplinary action may result in suspension, expulsion, or loss of campus housing.

For the full policy on alcohol and drugs refer to the Student Handbook available on-line at:

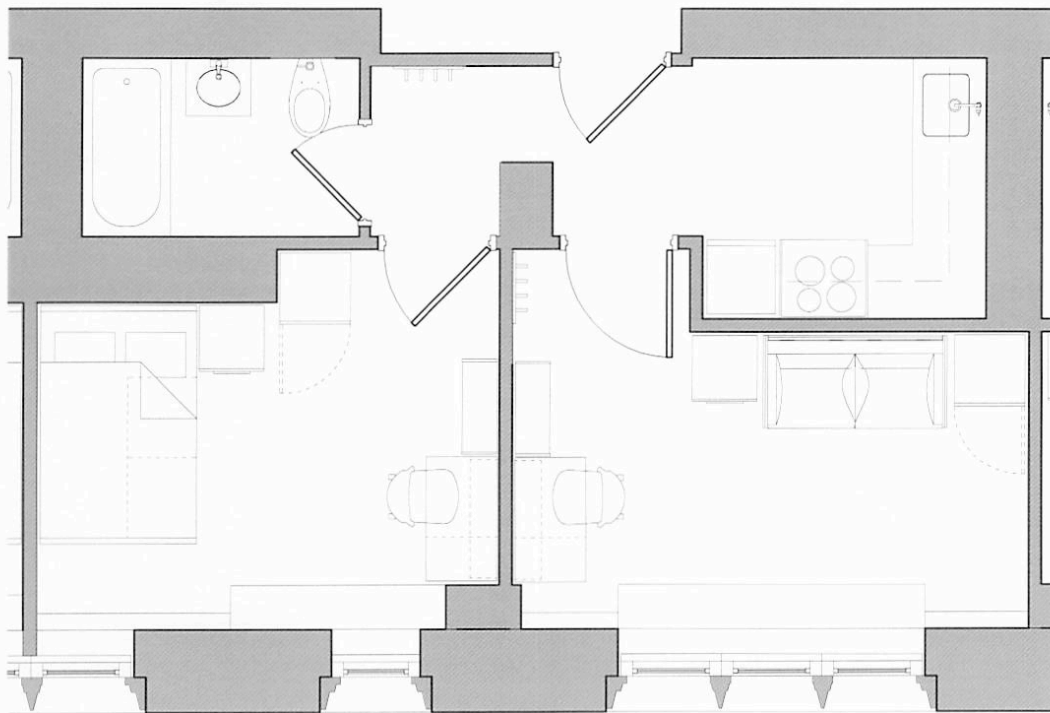
## **SUBLETTING**

Subletting and Airbnb rentals are not allowed. Residents may not sublet any part of their dormitory room or apartment. Doing so will result in the cancellation of the housing assignment on the last day of the last month of the semester in which the lease violation occurred. In the event the violation occurs during the summer, the student will forfeit any future housing eligibility at Union Theological Seminary. Misrepresentation of the truth will result in the loss of tenant's lease and housing eligibility.

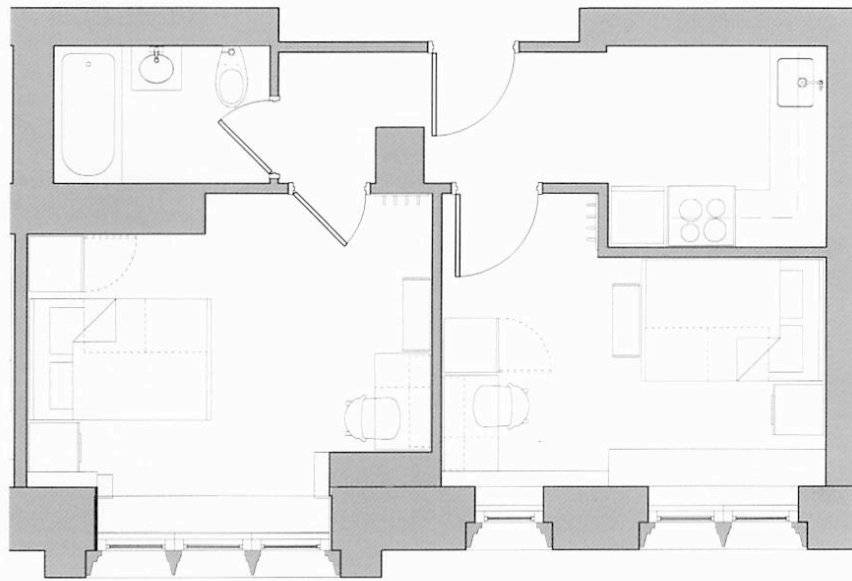
## FLOOR PLANS OF SAMPLE UNITS IN HASTINGS HALL



Hastings Studio  
Apartments Single Bed,  
Double Bed(303 and 305)

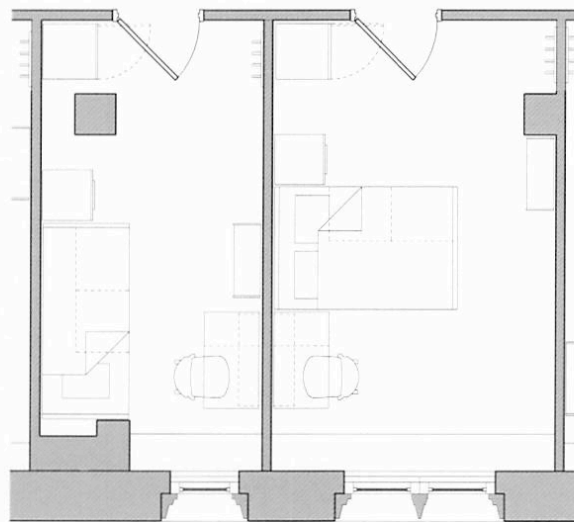


Hastings Swing Suite  
1 Bedroom, 1 Living Room  
(505)



Hastings Swing Suite2  
Bedrooms(409)

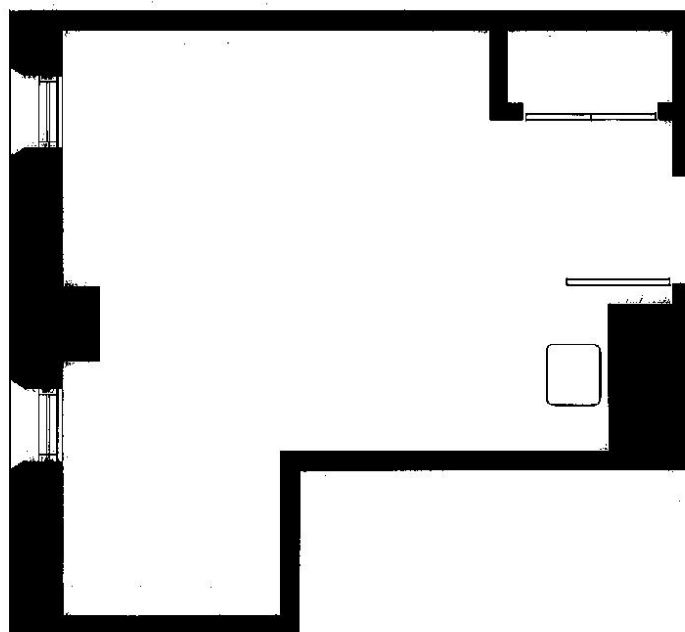




Hastings Dorm Rooms  
Single Bed, Full Bed  
(621,623)

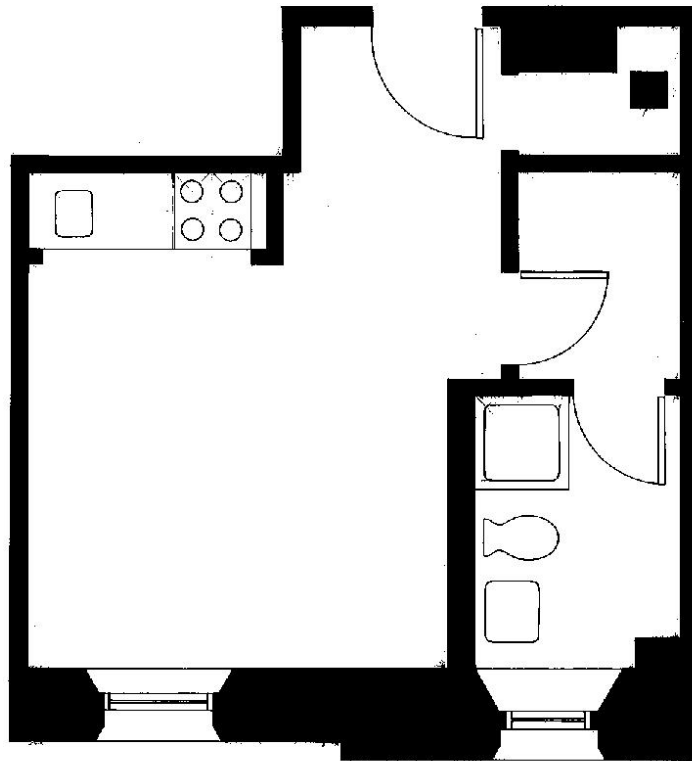
## FLOOR PLANS OF SAMPLE UNITS IN MCGIFFERT HALL

Small Dorm:



MCGIFFERT HALL 101  
 $\frac{1}{4}" = 1'0"$

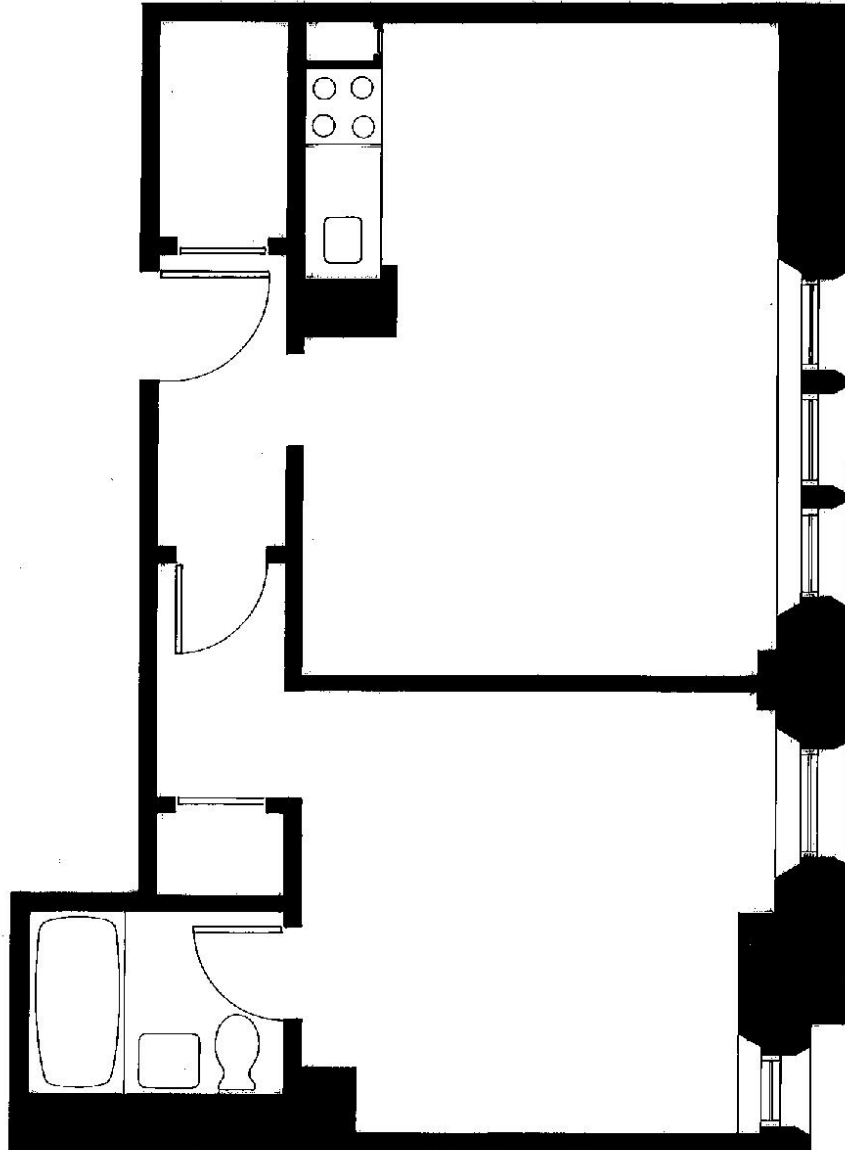
Studio:



McGIFFERT HALL 215  
3/4" = 1'0"

One-Bedroom:

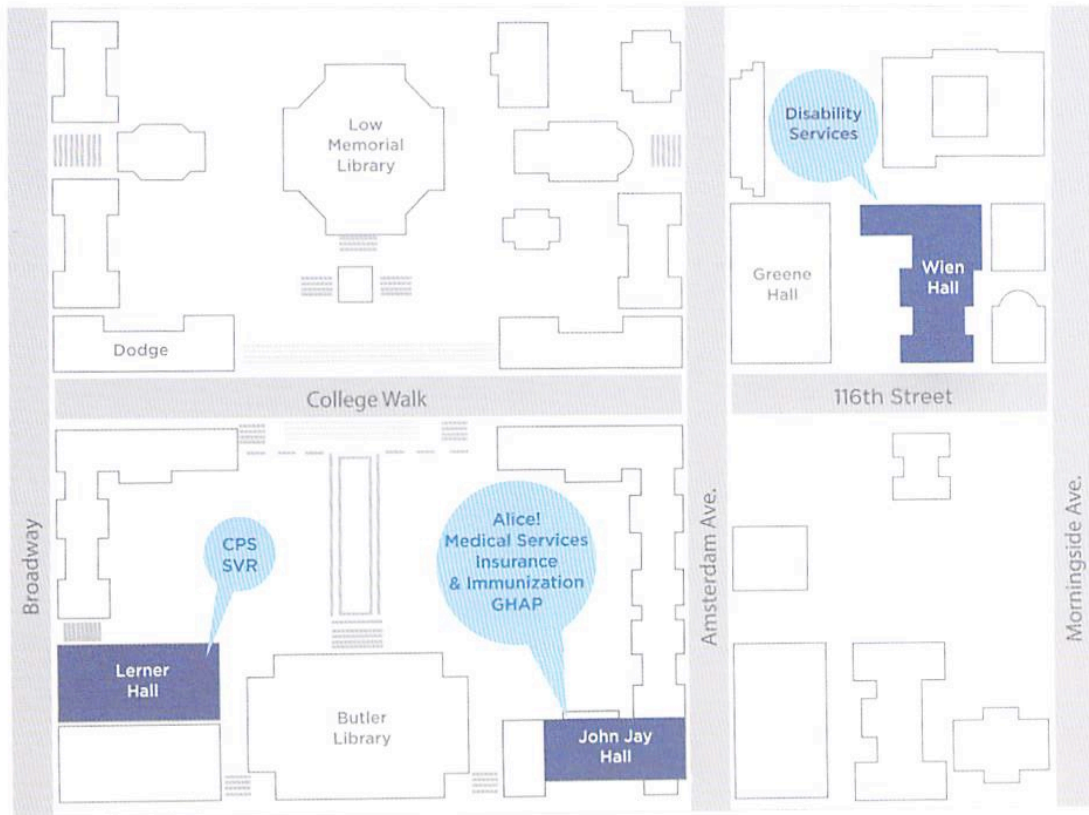
McGIFFERT HALL 311  
1/4"=1'0"



## COLUMBIA HEALTH



# COLUMBIA HEALTH



[health.columbia.edu](http://health.columbia.edu)  
@ and @columbiahealth



### EMERGENCIES

CU-EMS (Ambulance): (212) 854-5555

### 24/7 SUPPORT

Medical: (212) 854-7426

Mental Health: (212) 854-2878

Sexual Violence Response: (212) 854-4357 (HELP)

May 2019

# CONNECT WITH COLUMBIA HEALTH

## ALICE! HEALTH PROMOTION

---

health.columbia.edu/alice  
alice@columbia.edu  
(212) 854-5453  
John Jay Hall, 3<sup>rd</sup> floor

## COUNSELING & PSYCHOLOGICAL SERVICES

---

health.columbia.edu/cps  
(212) 854-2878  
Alfred Lerner Hall, 8<sup>th</sup> floor

## GAY HEALTH ADVOCACY PROJECT (GHAP)

---

health.columbia.edu/ghap  
ghap@columbia.edu  
(212) 854-6655  
John Jay Hall, 3<sup>rd</sup> floor

## SEXUAL VIOLENCE RESPONSE & RAPE CRISIS/ ANTI-VIOLENCE SUPPORT CENTER

---

health.columbia.edu/svr  
svresponse@columbia.edu  
(212) 854-HELP (4357)  
Alfred Lerner Hall, 700 (Morningside)  
105 Hewitt Hall, 105 (Barnard)  
Bard Hall, 206 (CUIMC)

### Call vs. Email?

Use the phone numbers for  
urgent and private matters.

## IMMUNIZATION COMPLIANCE

---

health.columbia.edu/immunization  
immunizationcompliance@columbia.edu  
(212) 854-7210  
John Jay Hall, 3<sup>rd</sup> floor

## STUDENT HEALTH INSURANCE

---

health.columbia.edu/insurance  
studentinsurance@columbia.edu  
(212) 854-3286  
John Jay Hall, 3<sup>rd</sup> floor

Aetna Student Health  
aetnastudenthealth.com/columbia  
(800) 859-8471

On Call International (travel assistance)  
oncallinternational.com  
(866) 525-1956

## DISABILITY SERVICES

---

health.columbia.edu/disability  
disability@columbia.edu  
(212) 854-2388  
Wien Hall, 108A (Morningside)  
Bard Hall, 105 (CUIMC)

## MEDICAL SERVICES

---

health.columbia.edu/medical  
(212) 854-7426  
John Jay Hall, 4<sup>th</sup> floor

Messages and appointments  
secure.health.columbia.edu