SUMMER 2019

VISITING STUDENTS AND INTERNS HOUSING CONTRACT AND APPLICATION
Applying for Housing
Housing is available on a first come, first served basis and is not guaranteed. However, we are proud that in past years we have been able to accommodate all housing requests. Priority for student housing is given to students who maintain full-time matriculation status. Vacancies may be filled with other students participating in LIM College programs and other eligible students, guests, and persons within the sole discretion of LIM College.

Housing Checklist:
☐ Review the terms and conditions of enclosed housing contract.
☐ Complete and sign the housing contract acknowledgement.
☐ Submit the completed and signed housing contract acknowledgement and $50 registration fee to:
   (The registration fee is due with the contract and is non-refundable).

   LIM College
   Office of Housing & Residence Life
   1760 Third Avenue
   New York, NY 10029

☐ Submit full payment to the Office of Housing & Residence Life prior to move-in (instructions will be sent)
☐ Students will be given their room assignment and roommate information when they arrive for check-in.

The date on which the contract and registration fee are received is utilized for assignment priority purposes. All students residing in LIM College housing will be required to sign a housing contract. Untimely completion of documents and payments may result in a denial of the application.

Move-in dates:

| May 19, 2019 | July 7, 2019 |
| May 26, 2019 | July 14, 2019 |
| June 2, 2019  | July 21, 2019 |
| June 9, 2019  | July 28, 2019 |
| June 16, 2019 | August 4, 2019|
| June 23, 2019 | August 11, 2019|
| June 30, 2019 |

*Check-in is between 12–3 p.m on Sundays and Check-out is Saturdays by 10 a.m.

*If you are unable to check in during these hours you must contact LIM College’s Office of Housing & Residence Life at 212-752-1530 Ext. 330 to make other arrangements.

Financial Note:
You will not be able to move into your assigned room until you are cleared by the LIM College Accounting Department. Financial clearance requires full payment to cover your total charges. If you have any questions about payment, please contact the Accounting Department at 212-310-0623.
LIM College Visiting Students and Guests Housing Contract
Summer 2019

LIM College and 1760 REALTY (OR DESIGNEE) are proud to offer visiting students and guest housing accommodations at 1760 Third Avenue, in Manhattan, for the Summer 2019 semester. You and LIM College share a mutual responsibility to assure a dignified, respectable, and constructive experience in group urban living. We do our best to provide a congenial, comfortable and culturally enriching atmosphere for all students. We expect you to abide by our rules and regulations so that we can maintain this environment.

Please read the following sections carefully, so that you become fully aware of the regulations and procedures in this contract. After you have read them, sign the Housing Contract and retain the rules and regulations for your review. Your signature indicates that you will comply with these terms and conditions, regulations and procedures. This document is a contract and summarizes the respective legal obligations between you and LIM College and is an agreement to the rules and regulations established by LIM College’s Office of Housing & Residence Life.

I. Room Occupancy and Guests

1. Priority for student housing is given to students who maintain full-time matriculation status. Vacancies may be filled with other students participating in LIM College programs and other eligible persons within the sole discretion of LIM College. This housing contract is for the Summer 2019 semester. Signing this contract obligates you for the costs of housing for the summer housing session(s) designated on the signed contract acknowledgement page.

2. LIM College makes every effort to give room assignments in accordance with lifestyle preferences listed on the housing application. Assignments are made without regard to ancestry, race, national origin, age, religion, disability, veteran status or sexual orientation.

3. No other person may use your room or any other bed in your room without the prior written consent of LIM College. You may not sublet or assign the rights to your room.

4. You must not occupy or intrude upon the other areas of the room in a way that deters your roommate(s) or future roommate(s) from occupying that space or interferes with your roommate(s) use of the room. If you do not comply with this provision, you will be charged for use of the additional space.

5. You must reside in your assigned room. You may not switch rooms or roommates or permit any part of the room to be shared by persons not assigned by LIM College. No changes in room assignments may be made without the prior written approval of the LIM College Office of Housing & Residence Life.

6. LIM College reserves the right to assign a new occupant to fill a vacancy, to make changes to room assignments, and to reassign or remove any student from the residence hall.

7. Room transfers may only be made after receiving written approval from LIM College’s Office of Housing & Residence Life or designee. LIM College reserves the right to reallocate a resident within its discretion. Consolidation may be necessary and may result in the College moving together residents who are paying for a double or triple occupancy room but are in a room by themselves. If a student refuses to move when requested, he/she will be charged for the use of multiple bed spaces.

8. Guests: Daytime Policy
Daytime guests are permitted in the building and in the rooms with express permission from all roommate(s) starting at 8:00a.m. every day and are required to leave by 12:00 a.m., unless the guest has received an overnight guest pass, as described below. Daytime guests must leave the building by midnight and return their visitors pass at the security desk or they will be considered an overnight guest.

Regardless of the length of stay, all guests are expected to abide by all LIM College and 1760 REALTY (OR DESIGNEE) policies, procedures, regulations and standards. The resident host is responsible for the actions of his/her guests at all times. Any guest who violates any LIM College or building policies while in a student’s room or any other areas of the building will be asked to leave the residence hall and will be subject to all applicable legal sanctions. All guests must register at the security desk with the resident host. Both the guest and the host must supply a current, valid photo ID.

Guests without proper identification are not permitted. The propriety and sufficiency of the identification is within the sole discretion of LIM College or 1760 REALTY (OR DESIGNEE) staff. Upon departure, guests must sign out at the security desk and return their guest pass. The resident host must escort guests at all times while inside the building and is responsible for the guest signing in and out. Guests under the age of 17 must be accompanied by their parent or guardian or receive written permission from LIM College’s Office of Housing & Residence Life at least three calendar days prior to visiting the residence hall.
9. **Guests: Overnight Policy**

Overnight guests are permitted in the building and in a resident host’s room with express permission from the roommate(s). If any residents do not want overnight guests in their room, it must be indicated on their roommate agreement. In these cases, overnight guests will not be permitted in the room without written permission from all roommates. It is the resident host’s responsibility to request an overnight guest pass by completing and turning in the Overnight Guest Form to LIM College’s Office of Housing & Residence Life no later than 10:30 p.m. the day of the visitor’s arrival.

All overnight guests must receive an overnight guest pass to remain in the building after designated daytime visiting hours. This pass must be carried with the guest at all times. In no event may a resident have an overnight guest for more than seven nights in any month, whether consecutive or not. There are no fees for an overnight guest the first three consecutive nights. A guest who stays between four and seven consecutive nights must pay $20 per day to the LIM College Office of Housing & Residence Life. This fee will be collected prior to the arrival of the guest if the stay is approved. If approved by the roommate(s), residents may host up to two guests for one night by using two of their allotted seven nights (two guests for three nights = six nights). However, no room can have more than double its room occupancy at any given time. **Guests must be accompanied by the resident host at all times while in the building.**

10. Room key cards may not be duplicated and/or loaned to anyone, including family, friends or other residents. Room key cards may not be left in mailboxes.

11. Individuals locked out of their room should go to the Office of Housing & Residence Life, which is open Monday to Thursday from 9:00 am to 6:00 pm and 7:00 pm to 11:00 pm. Friday 10:00 am to 3:00 pm and 7:00 pm to 11:00 pm. Saturday and Sunday 7:00pm – 11:00pm and to the security desk at all other times. Students will be charged a $5.00 fee by LIM College after the first lockout. This fee will be deducted from your LIM College housing security deposit and/or charged to the resident as a damage fee.

**II. Conditions of the Residence**

1. All students must abide by the policies, procedures and expectations in the Housing & Residence Life Handbook, which are incorporated into this document for reference. Current versions of these documents are also available on LIM College’s website www.limcollege.edu. Violations of any LIM College policies or procedures will result in disciplinary action up to and including a referral to the Disciplinary Hearing Board for dismissal from housing and/or the College. If a student is removed from housing for disciplinary reasons there will be **no refund of any payments made by or on behalf of the student.**

2. All maintenance concerns should be reported immediately through the website www.studentshousing.org/repairs. The Office of Housing & Residence Life or the 1760 REALTY (OR DESIGNEE) security desk should be contacted for emergency maintenance requests.

3. Each room is provided with a specific set of furnishings. Residents may not add furniture and furniture may not be taken out of the room. A fee of $100 per day will be assessed for any violations of this provision. Room fixtures, such as lamps or window blinds, may not be changed or removed. Residents may not remove or trade furniture with other rooms/residents. If the room has sustained damage beyond usual wear and tear, as determined solely by 1760 REALTY (OR DESIGNEE) and/or LIM College, residents will be charged the cost of repairs. Students may not remove any furnishings from the building’s lounge spaces. Those found in violation of this provision will be subject to disciplinary action by LIM College.

4. Nothing may be painted on the walls. Cellophane or double-sided tape may not be used. Any damage to the walls, floors or furnishings caused by residents or their guests will be deducted from the security deposit and/or charged to the residents as a damage fee.

5. Smoking is not permitted anywhere in the building, including your room. The use of vaporizers and e-cigarettes is also prohibited. To smoke, you must go outside of the building and be at least 20 feet away from the entrance. You may not smoke directly in front the building or block the entrance.

6. The possession or use of drugs not prescribed by your own physician, as well as illegal drugs and substances, is strictly prohibited. Students found to be in possession of controlled substances or paraphernalia are subject to disciplinary action by LIM College and referral to law enforcement authorities.

7. Alcohol, including beer, is not permitted on the premises, regardless of your age. Students found to be in possession of alcohol or in an intoxicated state are subject to disciplinary action by LIM College and referral to law enforcement authorities.

8. Noxious substances, incendiary materials, explosives and/or firearms or weapons of any kind are strictly prohibited. Candles, incense, flammable decorations such as Christmas lights etc., fireworks, smoke laden materials/vapors, fog
9. The use or possession of specified electrical equipment in residents’ rooms or common kitchens, other than those provided by 1760 REALTY (OR DESIGNEE) (or for which prior written authorization has been granted), is not permitted. This includes electric or gas-powered heaters, electric cooking appliances, heating and toasting appliances and halogen lighting equipment. Such equipment will be removed without notice.

10. Window guards are to be kept in their original positions. Nothing is to be kept on the outside window ledges or hung from the windows.

11. Nothing may be thrown from the windows.

12. 1760 REALTY (OR DESIGNEE) and LIM College are not responsible for any items that disappear or are stolen from residents’ rooms.

13. 1760 REALTY (OR DESIGNEE) and LIM College do not vouch for the behavior of any of the residents or their guests.

14. Complaints relating to the residence hall and/or its residents should be reported in writing immediately to the LIM College Office of Housing & Residence Life. Urgent matters should be reported by calling the Office of Housing & Residence Life during regular business hours at 212-752-1530 Ext. 330 or the Summer Conference Assistant duty phone at 646-529-7536 (between 7:00 p.m. and 7:00 a.m.) or front desk security at 212-600-5555 when the Office of Housing & Residence Life is closed. These numbers will be supplied again to all residents upon check-in to the residence hall.

15. Residents of this building shall not engage in objectionable conduct. Objectionable conduct is behavior that makes or may make the building or spaces within the building less fit to live in for you or other residents, and also includes, but is not limited to, anything that interferes with the rights of others to properly and peacefully enjoy their rooms, or causes conditions that are dangerous, hazardous, unsanitary, inappropriate, and/or detrimental to other residents, employees, or guests in the building.

16. Quiet is to prevail on residence hall floors between 11:00 p.m. and 9:00 a.m., so as not to disturb other residents who may be sleeping or studying. Courteous behavior regarding noise levels is expected at all times. **Quiet Hours are enforced 24 hours a day throughout final exams week (beginning with LIM College’s first scheduled finals).**

17. The residence hall is not designed for playing amplified musical instruments or high-watt stereo equipment. Students who wish to play or practice should wear headphones or muffle their instruments. Playing instruments is not permitted during Quiet Hours.

18. Residents may not use the name of 1760 REALTY (OR DESIGNEE) or LIM College in any way for business purposes or in any form of advertising.

19. No written materials, such as printed handbills, solicitations, or posters, may be placed on the door of residents’ rooms. Bulletin boards are available for appropriate postings, which must have prior approval from the LIM College Office of Housing & Residence Life.

20. Residents must swipe their identification cards/room key cards at the designated turnstiles each time they enter the building. No resident may use his/her identification card/room key card to allow another individual into the building. Residents must show their identification card if requested by LIM College or 1760 REALTY (OR DESIGNEE).

21. No locks, other than those provided by 1760 REALTY (OR DESIGNEE), may be installed by or for a resident on any room, closet or other door.

22. Residents may not use any room or space other than their own for meetings or gatherings without prior written permission from the LIM College Office of Housing & Residence Life and 1760 REALTY (OR DESIGNEE).

23. The roof and balconies of the building are off-limits.

24. Residents are not permitted to leave any items (including doormats) in the hallway. Items left in the hallway may be removed by building personnel.

25. Each resident is responsible for checking his or her assigned mailbox daily, since important messages from 1760 REALTY (OR DESIGNEE), LIM College or outside sources may be left there.

26. No pets are permitted in the residence hall at any time.
27. Authorized employees of 1760 REALTY (OR DESIGNEE) and LIM College have the right to enter rooms without notice for cleaning, repairs or inspection whether residents are present or not.

28. Residents are responsible for keeping their rooms clean. This includes keeping food in appropriate storage containers, regularly cleaning the bedroom and bathroom, cleaning eating utensils, promptly disposing of trash in the designated chutes on each floor, and keeping laundry clean, to help keep the room clean and free of pests. The staff conducts health and safety inspections of the residence hall rooms at least twice a semester. During the inspection, the staff will check for compliance with health codes, fire safety regulations, maintenance problems, and potential physical hazards. If a policy violation is observed during a health and safety inspection, the residents of the room will be subject to disciplinary action. Efforts will be made to notify residents of these inspections at least 24 hours in advance, but residents may not be notified of the exact time of inspection.

If it is found that a resident’s room is not up to health and safety standards (i.e. cleanliness, hazardous wiring, etc.) the resident will be given 24 hours to correct the situation. If, upon re-inspection, the room still does not pass, the resident will be charged a fee and will face disciplinary action.

29. Students are required to participate in all required mandatory meetings, emergency response and evacuation training programs sponsored by LIM College or 1760 REALTY (OR DESIGNEE). Failure to attend may result in a fee and/or disciplinary action.

30. Any infractions of the terms and conditions contained in this contract, or of any federal, state, or city law, or of any of 1760 REALTY (OR DESIGNEE) or LIM College’s rules or regulations may lead to disciplinary action, up to and including expulsion from the residence hall and/or LIM College without refund of the remaining housing fee or tuition.

31. Students are required to cooperate with 1760 REALTY (OR DESIGNEE) and LIM College officials when those officials have identified themselves and are acting expressly within their authority. LIM College officials include faculty and staff. Also included are student employees, such as Resident Advisors, who are carrying out assigned work responsibilities.

32. Parental Notification: In accordance with the Higher Education Act of 1998, LIM College reserves the right to contact the parent(s) or guardians(s) of students involved in dangerous and/or inappropriate behaviors that may be threatening to the student or others. This includes situations relating to alcohol and drugs. The determination whether to make such contact remains within the sole discretion of 1760 REALTY (OR DESIGNEE) and LIM College.

III. Financial Responsibilities

Priority for student housing is given to students who maintain full-time matriculation status at LIM College. Vacancies may be filled with other students participating in LIM College programs and other eligible students, guests, and persons within the sole discretion of LIM College. This housing contract is for the summer housing session(s) designated on the signed contract acknowledgement page. You are financially obligated for the housing session unless you give written notice to the Office of Housing & Residence Life 15 calendar days prior to the start of your contracted date of stay. If you have contracted for multiple weeks and have taken occupancy or have not given written notice of your cancellation within the designated 15 calendar days you will only be charged for one of the contracted weeks from the date of the cancellation.

Registration Fee………………………….. $50
The registration fee is due with the contract and is non-refundable.

Room Rates: The cost per space is as follows:
Summer 2019 Rates per bed………………….. $495 / week for doubles and triples
$990 / week for singles (based upon availability)

Full housing payment for the summer is due 15 calendar days prior to your arrival.

Checks are to be made payable to LIM College.

Please contact the LIM College Accounting Department at 212-752-1530 Ext. 403 if you have questions regarding your billing statement.
IV. Dates of Residence

Residence for the summer is limited to the following dates:

- **Week 1:** May 19, 2019 – May 25, 2019
- **Week 2:** May 26, 2019 – June 1, 2019
- **Week 3:** June 2, 2019 – June 8, 2019
- **Week 4:** June 9, 2019 – June 15, 2019
- **Week 5:** June 16, 2019 – June 22, 2019
- **Week 6:** June 23, 2019 – June 29, 2019
- **Week 7:** June 30, 2019 – July 6, 2019
- **Week 8:** July 7, 2019 – July 13, 2019
- **Week 9:** July 14, 2019 – July 20, 2019
- **Week 10:** July 21, 2019 – July 27, 2019
- **Week 11:** July 28, 2019 – August 3, 2019
- **Week 12:** August 4, 2019 – August 10, 2019
- **Week 13:** August 11, 2019 – August 17, 2019

May 19, 2019 is the earliest move-in date for the summer.

At the end of the designated summer session, you will be required to vacate your room no later than 10 a.m. Saturday on the designated date unless given written permission by LIM College’s Office of Housing & Residence Life.

V. Miscellaneous Charges

If your room has sustained damage beyond the usual wear and tear, to be determined solely by LIM College and/or 1760 REALTY (OR DESIGNEE), the cost of the repairs will be charged to you. You are responsible for all items that are placed in your room and residence hall.

VI. Refund Policy

The housing registration fee is non-refundable. You are financially obligated for the designated housing session unless you give written notice to the LIM College Office of Housing & Residence Life prior to 15 calendar days before your arrival that you will not require housing for the designated summer 2019 housing session. The $50 housing registration fee will be retained as a processing charge. Any damage to the walls, floors, and/or furnishings caused by the resident or any guests of the resident will be charged to your account. Unless the Office of Housing & Residence Life receives written notification from an occupant of a room being charged for damage stating their acceptance of the financial liability, all deductions will be apportioned to each resident assigned to the room.

VII. Conflict Resolution

You and LIM College agree to give up the right to trial by jury in a court action, proceeding or counterclaim on any matters concerning this agreement, the relationship of you, 1760 REALTY (OR DESIGNEE), and LIM College as licensee and landlord respectively, or your use or occupancy of the room. This agreement to give up the right to a jury trial does not include claims for personal injury or property damage.

If 1760 REALTY (OR DESIGNEE) or LIM College begins any court action or proceeding against you which asks that you be compelled to move out, you hereby waive the right to assert any counterclaim unless you are claiming that 1760 REALTY (OR DESIGNEE) or LIM College has not done what 1760 REALTY (OR DESIGNEE) or LIM College was supposed to do about the condition of your room or building. If 1760 REALTY (OR DESIGNEE) or LIM College, in its sole discretion, is compelled to bring a court action, you are responsible to reimburse 1760 REALTY (OR DESIGNEE) or LIM College for its reasonable attorney fees, court costs and expenses related to action.
Priority for student housing is given to students who maintain full-time matriculation status. Vacancies may be filled with other students participating in LIM College programs and other eligible students, guests, and persons within the sole discretion of LIM College. Please note: All housing is subject to availability and is not guaranteed.

Name ____________________________  Last  First  M.I.

Address  Street ____________________________  City ____________________________  State ____________________________  ZIP ______

Home Phone ____________________________  Cell Phone ____________________________

Email ____________________________  Date of Birth ______  Gender: ______

Current School ____________________________  HIGH SCHOOL: Freshman  Sophomore  Junior  Senior  

COLLEGE: Freshman  Sophomore  Junior  Senior  Graduate

*HOW DID YOU HEAR ABOUT HOUSING WITH LIM COLLEGE?
  LIM College Website  Internet/Google Search  Social Media  Mailing  Other: ____________

DO YOU HAVE ANY SPECIAL MEDICAL/PHYSICAL NEEDS THAT REQUIRE ASSISTANCE?  Yes  No
If you have a disability that requires accommodations, please contact the LIM College Office of Counseling & Wellness Services at 212-752-1530 Ext. 315 to discuss housing-specific needs.

*HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR, FELONY, OR PLED GUILTY TO A MISDEMEANOR OR FELONY?  Yes  No
If the answer to the above question is yes state the nature, date, city, and state in which conviction took place: ____________

Family Information
Parent(s) or Guardian(s) Name(s) ____________________________

Address (if different than applicant’s) ____________________________

Phone (Day)__________________________(Evening)__________________________(Cell) ____________________________

Email ____________________________

In Case of Emergency (if possible, please list at least one relative or close friend living in or near New York City)
(1) Name ____________________________  Relationship ____________________________

Address ____________________________

Phone Number (Day)__________________________(Evening)__________________________(Cell) ____________________________

Email ____________________________

(2) Name ____________________________  Relationship ____________________________

Address ____________________________

Phone Number (Day)__________________________(Evening)__________________________(Cell) ____________________________

Email ____________________________
Please check the following statements if they apply to you:

LIM does not guarantee students will be placed with students who share like interests.

_____ I am a smoker. (Please note: Smoking is not permitted inside the residence hall.)

_____ I plan to have overnight guests.

_____ I plan to go home on weekends.

_____ I tend to stay up late (past midnight).

_____ I tend to get up early (before 9 a.m.).

_____ I spend a lot of time studying.

_____ I study with background noise.

_____ I keep my room very clean.

_____ I keep my room slightly messy.

_____ I am very messy.

Please circle the type(s) of music you enjoy listening to:

Rap   R&B   Pop   Classical   Alternative   Classic Rock   Easy Listening   Heavy Metal   Punk

International   Jazz/Blues   Country   Rock

My hobbies / interests include:

__________________________________________

Roommate Request: I would prefer to live with the following student:

Roommate #1: ___________________________________________

Roommate #2 (if triple): ___________________________________

Although LIM tries to accommodate all requests, we cannot guarantee roommates. Requests will not be honored unless all parties make the request.

_____ Week 1:  May 19, 2019 - May 25, 2019

_____ Week 2:  May 26, 2019 – June 1, 2019

_____ Week 3:  June 2, 2019 – June 8, 2019

_____ Week 4:  June 9, 2019 – June 15, 2019

_____ Week 5:  June 16, 2019 – June 22, 2019

_____ Week 6:  June 23, 2019 – June 29, 2019

_____ Week 7:  June 30, 2019 – July 6, 2019

_____ Week 8:  July 7, 2019 – July 13, 2019

_____ Week 9:  July 14, 2019 – July 20, 2019

_____ Week 10: July 21, 2019 – July 27, 2019

_____ Week 11: July 28, 2019 – August 3, 2019

_____ Week 12: August 4, 2019 – August 10, 2019

_____ Week 13: August 11, 2019 – August 17, 2019

Please read carefully and sign below:

I agree that, if accepted for summer housing, I will abide by all LIM College and 1760 REALTY (OR DESIGNEE) rules, regulations, and codes of conduct and that I may lose my housing privileges and any payments made should LIM College determine that I have violated any of its rules, regulations, codes of conduct, or those established by 1760 REALTY (OR DESIGNEE) or for any violation of any federal, state or city law.

By signing below, I represent the information I provided is true to the best of my knowledge and belief. I understand that if it is determined that any information provided is false or materially inaccurate, LIM College may take whatever action it deems appropriate including, but not limited to, denying my application, removing me from LIM College housing, and referring the matter for further disciplinary action.

Please sign this housing contract and keep a copy for your records. Any alterations of the preprinted contract make this contract null and void. Return this original signed page to the Office of Housing & Residence Life along with a check for the non-refundable $50 registration fee and full housing costs made payable to LIM College.

I have read the items contained in this contract and agree to abide by these rules or any amendments thereof. I further agree, in the event 1760 REALTY (OR DESIGNEE) or LIM College makes a determination that I have breached the rules and terminates my residence, I will vacate my room within 24 hours after receiving written notice of such termination from 1760 REALTY (OR DESIGNEE) or LIM College.

______________________________ Date

Signature

Print Name

Parent/Guardian signature for students under the age of 18* __________ Date

*Applicants under the age of 18 must also request and turn in the parental waiver form if their parent / guardian will not be staying at 1760.

LIM does not discriminate based on race, religion, color, age, gender, national origin, physical disability, sexual orientation or any other characteristic covered by law.