Please read all information contained in this packet carefully. If you have any questions, please feel free to contact the Office of Housing & Residence Life at:
212-752-1530 ext. 330
residencelife@limcollege.edu

We hope you will enjoy your stay and take advantage of the many opportunities while living on campus at LIM College and in New York City this summer.
1760 3rd AVENUE HOUSING OVERVIEW

THE NEIGHBORHOOD

The Residence is located in the upscale neighborhood of Manhattan’s Upper East Side. This 19-story high-rise features state-of-the-art, eco-conscious facilities, and easy access to an abundance of cultural landmarks. Just a few blocks away from Museum Mile – a stretch along 5th Avenue that boasts nine of the city’s best museums, Central Park, and views of the East River Esplanade. The neighborhood is primarily residential, with a multitude of small restaurants, shops, and services. Everything from supermarkets to pharmacies to 24 hours convenience stores, are located within walking distance of the residence.

Subway stops: The 6 train is located just two short blocks away at 96th Street and Lexington, and it is one stop away from the 4/5 express trains at 86th street. There are also numerous buses in the area including the M96, M98, M101, M102, and M103. For more detailed directions, please refer to your student handbook.

HOUSING FACILITY

Bedrooms are either doubles or triples. Rooms come fully furnished with beds, desks, and wardrobes/dressers, including free high-speed Internet, TV with cable, and a full refrigerator/microwave. There are also fill-sized communal kitchens on every other floor, including a fitness center, numerous student lounges, computer lounge, game room and laundry facility on the first and concourse level of the building.

MAIL AND PACKAGES

You will be given your room number when you check-in. Unfortunately, we cannot accept any mail or packages for residents before check in. Incoming mail will be delivered by the post office to the LIM College Office of Housing and Residence Life packages should be taken to a Post Office. The residence halls cannot accept any C.O.D mail, or food, pharmacy & laundry deliveries.

To receive mail, please use the following address below:

Your Name
LIM College, Room #
Name of group/school
1760 Third Avenue
New York, NY 10029
CHECK IN / CHECK OUT

CHECK- IN
Check-ins are held on Sundays between 12 noon and 3PM. If you are unable to check-in during these hours, you must contact the office of Housing & Residence Life to make other arrangements.

CHECK- IN PROCEDURE
When you arrive, the Housing & Residence Life staff will be available to assist you to ensure a smooth check-in.

- Bring a valid photo ID with you to expedite the process.
- There will be paperwork to fill out in order to check-in and receive a room key.
- Large rolling bins are provided in the lobby area. (They are shared between students so quantities may be limited).
- Bring your own cart or hand-truck to help move your things for a quicker check in process.
- Pack belongings in boxes and other containers for easier transportation from car to room.
- Label all of your belongings with your last name.
- Directly outside of the residence is metered parking and any cars left unattended are subject to a ticket and/or towing.
- Staff members will instruct you where to go once you arrive. There are parking garages nearby, however there is a fee to park.

CHECK- OUT
Check-outs are held on Fridays from 7-10pm and on Saturdays from 8-10am. (Please specify which time-slot on your housing registration questionnaire online). If you are unable to check-out during these hours, you must contact the office of Housing & Residence Life to make other arrangements.

When checking out of 1760, the student must go to the front desk located in the lobby of the hall and check out with an LIM College staff member. LIM College’s Office of Housing and Residence Life will not be held responsible for any belongings left behind or unattended.

CHECK- OUT PROCEDURE
Housing & Residence Life Staff will be available to assist you to ensure a smooth move-out.

- All residents and guests are required to remove all of their belongings from the room at the time of check out.
- The room should be cleaned and all furniture left in its place.
- All keys must be returned to the staff member conducting the check out and all paperwork signed and completed.
- Large rolling bins are provided in the lobby area. (They are shared between students so quantities may be limited).
- Directly outside of the residence is metered parking and any cars left unattended are subject to a ticket and/or towing.
**Included in your residence hall room is:** A twin bed and mattress, desk and chair, two short dressers, standing armoire, flat screen TV, refrigerator with freezer, and a microwave. Rooms have private bathrooms with standard white shower liner. Rooms have tile floors and window blinds.

We recommend that you bring only that which you cannot live without, as your room will fill up quickly. Remember you can always purchase additional items or have them sent after you move in. No items that interfere with fire safety equipment and laws are permitted.

**Linen Service will be provided for Summer Fashion Lab Students** *(Includes blanket, pillow, sheets and towels)*

<table>
<thead>
<tr>
<th>Identification</th>
<th>Other Items (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Driver’s license or state ID</td>
<td>□ Fan</td>
</tr>
<tr>
<td>□ Health Insurance card/info</td>
<td>□ Area Rug</td>
</tr>
<tr>
<td>□ Bank card/check book</td>
<td>□ Humidifier</td>
</tr>
<tr>
<td></td>
<td>□ Umbrella</td>
</tr>
<tr>
<td></td>
<td>□ Alarm clock</td>
</tr>
<tr>
<td></td>
<td>□ Small sewing kit</td>
</tr>
<tr>
<td></td>
<td>□ Camera &amp; (charger)</td>
</tr>
<tr>
<td></td>
<td>□ Small vacuum</td>
</tr>
<tr>
<td></td>
<td>□ Wastebasket</td>
</tr>
<tr>
<td></td>
<td>□ Plates, Mugs and silverware 1-2</td>
</tr>
<tr>
<td></td>
<td>□ Chargers (cell phone/iPod)</td>
</tr>
<tr>
<td></td>
<td>□ Desk Lamp/ floor lamp</td>
</tr>
<tr>
<td></td>
<td>□ Cleaning supplies</td>
</tr>
<tr>
<td></td>
<td>□ Microwaveable dish</td>
</tr>
<tr>
<td></td>
<td>□ Flashlight/batteries</td>
</tr>
<tr>
<td></td>
<td>□ Can opener</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Toiletries</th>
<th>Other Items You Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Shower supplies (shampoo, conditioner, Body wash, etc.)</td>
<td>□</td>
</tr>
<tr>
<td>□ Shower caddy</td>
<td>□</td>
</tr>
<tr>
<td>□ Deodorant</td>
<td>□</td>
</tr>
<tr>
<td>□ Toothbrush/toothpaste</td>
<td>□</td>
</tr>
<tr>
<td>□ Shaving supplies</td>
<td>□</td>
</tr>
<tr>
<td>□ Glasses/Contacts/Contact solution (if applicable)</td>
<td>□</td>
</tr>
<tr>
<td>□ Tissues</td>
<td>□</td>
</tr>
<tr>
<td>□ Hand sanitizer</td>
<td>□</td>
</tr>
<tr>
<td>□ Toilet Paper</td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laundry/Clothing Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Laundry basket or bag</td>
<td>□</td>
</tr>
<tr>
<td>□ Detergent, fabric softener</td>
<td>□</td>
</tr>
<tr>
<td>□ Hangers and pant hangers</td>
<td>□</td>
</tr>
<tr>
<td>□ Over the door shoe holder</td>
<td>□</td>
</tr>
<tr>
<td>□ Over the door coat rack</td>
<td>□</td>
</tr>
<tr>
<td>□ Iron &amp; Ironing Board</td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Items You Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>□______________________________</td>
</tr>
<tr>
<td>□______________________________</td>
</tr>
<tr>
<td>□______________________________</td>
</tr>
</tbody>
</table>
1760 “WHAT NOT TO BRING” LIST

Prohibited Items- (Leave at Home!)

☐ Tapestries
☐ Halogen lamps (fire hazard)
☐ Candles/Incense
☐ Flammable decorations (holiday lights, etc.)
☐ Illegal substances of ANY kind
☐ Explosives, fireworks, smoke laden materials
☐ Pets (no fish, hamsters, reptiles, etc.)
☐ Furniture of any kind including but not limited to couches, chairs, desks, tables or dressers)
☐ Cooking appliances (George Foreman grill, toaster, hotpots, coffeemakers, rice cookers, blenders or ANY items with a hotplate)
☐ Alcohol or liquor of any kind. We are a DRY residence hall.

If you have any questions about what you should not bring, please contact the Office of Housing & Residence Life at (212) 752-1530 ex. 330 or residencelife@limcollege.edu
*Parking Garages near 1760 Third Avenue:

<table>
<thead>
<tr>
<th>Imperial Parking Systems</th>
<th>Manhattan Parking</th>
<th>Super Arrow Parking</th>
<th>MHM Parking Corporation</th>
<th>Gallant Parking Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>175 E 96th St New York, NY 10128 Between Park &amp; 3rd</td>
<td>215 E 96th St New York, NY 10128 Between 2nd &amp; 3rd</td>
<td>222 E 97th St # 97 New York, NY 10029</td>
<td>215 E 95th St New York, NY 10128 Btwn 2nd &amp; 3rd</td>
<td>182 E 95th Street 3rd &amp; Lex, New York, NY 10128 Between 3rd &amp; Lexington Ave</td>
</tr>
<tr>
<td>(212) 426-2538 (212) 348-8361</td>
<td>(212) 410-5270</td>
<td>(212) 876-0994</td>
<td>(212) 735-6767 (212) 828-0800</td>
<td>(212) 289-9366 (212) 289-9760</td>
</tr>
</tbody>
</table>

*Please note that parking garages are not affiliated with LIM College.

Hotels near 1760 Third Avenue Residence  
(Upper East Side)

<table>
<thead>
<tr>
<th>The Franklin</th>
<th>The Marmara Manhattan</th>
<th>Courtyard by Marriott (The East River Hotel)</th>
<th>Hotel Wales</th>
<th>Carlyle A Rosewood</th>
</tr>
</thead>
<tbody>
<tr>
<td>164 E 87TH St B/W 3rd &amp; Lex 212-369-1000 From $200</td>
<td>301 E 94TH St B/W 1st &amp; 2nd (corner of 94th &amp; 2nd) 212-427-3100 From $249</td>
<td>410 E 92ND St B/W 1st &amp; York 212-410-6777 From $219</td>
<td>1295 Madison Avenue B/W 92nd &amp; 93rd (212) 876-6000 (866) 925-3746 from $295</td>
<td>35 East 76th near Madison Ave (212) 744-1600 From $672</td>
</tr>
</tbody>
</table>
Directions to 1760 Third Avenue

By Subway/Train:

*MTA:* From Grand Central Station: Take the Lexington Avenue 6 train to 96th Street. The 1760 building is located one block over between Lexington and Third Ave on 97th Street.

*From Penn Station:* Take E uptown to 51st Street and transfer to uptown 6 to 96th Street

From Local Airports:

*Shuttle:* Shuttle services are available from JFK, Newark, LaGuardia, and Kennedy Airports for under $50 per person. For more information, please see [www.goairlinkshuttle.com](http://www.goairlinkshuttle.com)

*Air Tran:* There is an air-train from JFK Airport to Jamaica train station. Please see [http://www.mta.info](http://www.mta.info) for more information.

By Car:

*Quick Tip:* Fill up your tank at home. The gas in Manhattan is pricey.

**Bridges & Tunnel Tolls (One Way Toll)**

Verrazano-Narrows Bridge Cash = $16, E-Z pass = $11.08
Throgs Neck Cash = $8.00, E-Z Pass = $5.54
Henry Hudson Bridge Cash = $5.50, E-Z pass = $2.54
Lincoln, Holland Tunnel, GWB Cash = $15, E-Z pass = $10.50 Off-Peak Hours & $12.50 Peak Hours

*From New Jersey:* From Route 80 East take Keep LEFT to take I-80 EXPRESS LN E toward I-95/NEW JERSEY TURNPIKE/George Washington Bridge ($12 toll)
Merge onto I-95 EXPRESS LN N/NEW JERSEY TURNPIKE N. -95 EXPRESS LN N/NEW JERSEY TURNPIKE N becomes I-95 N (Portions toll) (Crossing into NEW YORK).
Take the HARLEM RIV DR exit, EXIT 2, toward FDR DR
Merge onto HARLEM RIVER DR.
HARLEM RIVER DR becomes FDR DR S
Take EXIT 14 toward E 96 ST.
Stay STRAIGHT to go onto FDR DR/FRANKLIN D ROOSEVELT DR.
Turn RIGHT onto E 97TH ST.
Turn RIGHT onto 3RD AVE

**-OR-**
Take the Lincoln Tunnel ($12 toll) to enter Midtown Manhattan at West 40th Street. Take Henry Hudson Parkway to West 96th Street and cross Central Park on 96th Street. Turn Left on Third Avenue.

**From Connecticut:**
From I-95 South Keep LEFT to take I-278 W via EXIT 6B toward TRIBORO BR. Take the exit toward RANDALLS-WARDS IS/MANHATTAN/FDR DRIVE. St Merge onto FDR DR S. ay STRAIGHT to go onto Robert F. Kennedy Bridge (formerly TRIBOROUGH BRIDGE) ($6.50 toll) Merge onto FDR DR S. Take EXIT 14 toward E 96 ST. Stay STRAIGHT to go onto FDR DR/FRANKLIN D ROOSEVELT DR. Turn RIGHT onto E 97TH ST. Turn RIGHT onto 3RD AVE.

**From Upstate NY:**
Take I-87 to the Robert F. Kennedy Bridge (formerly Triboro Bridge) ($6.50 toll). Take the FDR Drive Ramp and merge onto FDR Drive South. Take EXIT 14 toward E 96 ST. Stay STRAIGHT to go onto FDR DR/FRANKLIN D ROOSEVELT DR. Turn RIGHT onto E 97TH ST. Turn RIGHT onto 3RD AVE.

**From Long Island:**
Take I-278 East Take the exit toward MANHATTAN/RANDALLS-WARDS IS/DOWNING STADIUM. Stay STRAIGHT to go onto Robert F Kennedy Bridge (formerly Triboro Bridge) ($6.50 toll) Merge onto FDR DR S. Take EXIT 14 toward E 96 ST. Stay STRAIGHT to go onto FDR DR/FRANKLIN D ROOSEVELT DR. Turn RIGHT onto E 97TH Street. Turn RIGHT onto 3RD AVE.
NYC Transportation Information

Simply buy your MetroCard right in the subway station with cash, credit, or debit card!

The base fare for subway and local bus is $2.75
The fare for a single subway ride is $2.75
The fare for an express bus ride is $6.50

✔ 7-Day Unlimited Ride MetroCard
Cost = $30
Good for unlimited subway and local bus rides until midnight, 7 days from the day of first use.

✔ 30-day Unlimited Ride MetroCard
Cost=$116.50
Good for unlimited subway and local bus rides until midnight, 30 days from the first day of first use. This card is insured against loss when purchased at a vending machine with a credit or debit/ATM card.

Helpful Tips:
- Put $5 or more on your MetroCard and receive a 5% bonus.
- It will cost you $1 for every new metro card you get, by refilling your existing card you will save some money.
- You cannot buy a MetroCard on the bus. You must have the EXACT change!
- You can check how much money or time is left on your MetroCard whenever you swipe your card at a MetroCard Reader in any station. The reader also tells you the card's expiration date.

For More Information please visit:
- http://www.mta.nyc.ny.us/
- www.hotspot.com

1760 is near the #6 train @ 96th & Lexington
As well as the M96, M101, M102, & M103
All finished moving in? Let’s eat…

**American- burgers, fries, etc**
- Joy Burger Bar- Lexington Ave & 100
- Merrion Square- 2nd Ave & 95th St
- Barking Dog Café- 3rd Ave & 94th street
- Subway Sandwiches- 2nd Ave B/W 95th & 96th
- McDonalds- 2nd Ave B/W 95th & 96th

**Italian & NY Pizza**
- Rays Pizza- 2nd Ave B/W 94th & 95th
- Osco Busco- 3rd Ave and 93rd

**Coffee**
- Dunkin Donuts- 2nd Ave B/W 95th & 96th
- Starbucks- Lexington Ave & 96th St
- Corner Bakery- 3rd Ave & 92nd St

**Cafes, Sandwiches, Wraps, Salads**
- Effy’s Café- 3rd Ave B/W 91st & 92nd
- Champignon on Madison – Madison B/W 96th & 97th

Also check out www.menupages.com for more places to eat.

**Need a Supermarket to stock up?**

<table>
<thead>
<tr>
<th>Supermarket</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gristedes</td>
<td>96th &amp; 3rd</td>
</tr>
<tr>
<td>Associates</td>
<td>96th &amp; Lexington or 102nd &amp; 2nd</td>
</tr>
<tr>
<td>Key Food</td>
<td>92nd &amp; 2nd</td>
</tr>
<tr>
<td>CVS</td>
<td>97th &amp; Lexington (24 hours)</td>
</tr>
<tr>
<td>Walgreens</td>
<td>86th Between Lexington &amp; Park</td>
</tr>
<tr>
<td>Duane Reade</td>
<td>3rd Ave Between 93rd &amp; 94th</td>
</tr>
<tr>
<td>Duane Reade</td>
<td>86th Ave Between Lexington &amp; Park</td>
</tr>
<tr>
<td>Rite Aid</td>
<td>2nd Ave. Between 95th &amp; 96th</td>
</tr>
</tbody>
</table>
WHAT YOU SHOULD KNOW WHEN YOU CHECK IN:

ROOM CONDITION AND SAFETY
Students are not permitted to paint, damage, or make any changes to room walls, floors, bathroom or furniture. Students violating this policy will be required to pay for the room to be restored. Do not put any nails, screws, hooks or sticky substances in/on the wall. Putty can be purchased at any local hardware store, which is to be used as a safe wall adhesive. For safety reasons, do not lean outside of your window, climb outside your window, sit on the ledge or fire escape or try to clean the outside of your window. Do not tamper with your room’s cable hookup, smoke detector, sprinkler systems, appliances, window treatment or heating/air conditioning unit. Do not put anything on top of radiators or your personal air condition units or on windowsills.

TRASH AND RECYCLING
Students are responsible for maintaining a reasonable level of cleanliness in their room and in the entire residence hall. LIM College’s Office of Housing and Residence Life does not provide the cleaning of student bedrooms or room trash bags. Each student is expected to place their garbage in trash bags which are securely tied shut to prevent and spill leakage. Each student is expected to deposit their trash in the location designated by the housing staff. No trash is to be left in any hallway, public area, and stairwell or on the exterior of the building except in the designated trash location. Leaving trash in any unauthorized location will be grounds for trash removal charge of $100 per incident. Three or more incidents may subject you to termination of your stay. LIM College’s Office of Housing and Residence Life reserves the right to enter student rooms to inspect and assess health and safety conditions.

MAINTENANCE PROCEDURES
Once you move in, it is required that you complete a Room Condition Report within 24 hours upon your arrival. You are responsible for reporting any damage that may be in your room upon move in. Failure to do so may cause you to incur damage costs at the end of your stay. If any maintenance is required in a room or to furniture or fixtures, students should not attempt to repair it. Please stop by front desk and complete a work order form to report any repairs that are needed in the room. Housing maintenance staff will respond to the request as soon as possible. General maintenance and routine repairs (such as a stuck toilet, a leaky faucet, a water leak, furniture/appliance maintenance, etc.) are performed without charge. If anything is damaged by the student, the cost of repairs or replacement will be deducted from the housing fee. LIM College’s Office of Housing and Residence Life cannot service or repair any furnishings or equipment provided by students.

STUDENT IDENTIFICATION CARDS AND KEYS
Upon check in, each housing student will be issued:

- Personal Identification Key Card is needed to enter the building. This card must be electronically swiped to enter the building through turnstiles. The card will also serve as the room key. The replacement cost for the ID card is $20.
GUEST POLICIES
Any invited guest must also follow the same rules mandated for all housing students. All students and their guests are expected to be considerate of all other students.

FIRE AND EMERGENCY PROCEDURES
1760 Residence has a fire warning system. During the course of the year, the Fire Department, or a private contractor, has tested all fire-warning systems in accordance with New York City regulations.

In the event of a fire drill, all students should immediately evacuate the building during any sounding of the fire alarm using the stairwells only. PLEASE SEE EXIT SIGNS POSTED IN ALL PUBLIC AREAS AND ALSO VIEW THE BUILDING FIRE ESCAPE PLAN WHICH WILL BE POSTED IN FULL VIEW OF ALL RESIDENTS.

Here is important fire emergency information provided by the New York City Fire Department:
Things to know:
- The layout of your floor.
- The location of all stair exits from your floor. Use the nearest stairway to exit, do not use the elevator.
- The number of doors between your room and the exit stairs or your room and the fire escape. This is essential knowledge to find the exit in the dark.
- Where your apartment key is located. Take the key and ID card with you if you are forced to evacuate.
- The location of fire alarm boxes (if your building has them).

COMMUNITY ETIQUETTE AND BEHAVIOR
Disorderly or aggressive behavior will not be tolerated. LIM College’s Office of Housing and Residence Life has the right to warrant strikes as they deem necessary for unacceptable behavior. Students shall not engage in inappropriate behavior with other occupants of the building and students of the opposite sex should never be alone in apartments. Students will treat RAs, chaperones, and fellow students with respect and courtesy.

QUIET HOURS
Each student is expected to be considerate towards other students who choose to go to sleep early. Quiet Hours begin at 9:00pm and end at 8:00am Sunday through Thursday and begin at 12:00am and end 9:00am Friday and Saturday. During quiet hours, noise must be kept to a minimum. No students will be allowed to loiter in the hallways. Radios, stereos, and televisions must be played at lower volume levels.

DELIVERY SERVICES
All students must pick up their food, laundry and other deliveries in the lobby. No grocery deliveries should be made to the room. Do no ask a resident advisor or any building staff person to provide this service for you. No delivery people are allowed past the lobby.

DRUGS, ALCOHOL, AND TOBACCO
1760 Residence is a dry residence hall. The possession, use, or consumption of alcohol, tobacco and/or illegal drugs is strictly prohibited inside the buildings. We will contact the New York City Police Department or report the following activity inside the building:

- Consumption of alcohol by those under 21 or illegal drugs by any student or guest.
- A student, whether over or under the age of 21, who provides alcohol to an underage student or guest.
- Discovery of any student or guest to be in possession of or using, selling, or distributing marijuana or other controlled and/or illegal substances, (or in the case of prescription drugs, without a valid prescription) within the apartment building. In this case your license agreement will be immediately terminated and all monies paid forfeited.

Smoking is no permitted anywhere in the building, including student rooms and stairwells. If a student desires to smoke, they must go outside. Be aware that the smoking of cigarettes by those under the age of 18 is illegal in New York and is punishable be a fine and/or imprisonment should you be caught by a police officer patrolling the streets. Please do not stand directly in front of the building, and do not block the entrance. Please dispose of your butts in the trash cans.

**FOOD, DRINKS & CIGARETTES**

Food, drink, and cigarette smoking are not permitted in the hallways. New York law dictates that there is to be no smoking in any area of the residence.

**WEAPONS POLICY**

Firearms, knives, and other dangerous weapons are prohibited in housing. Any device that has the appearance and/or function of a serviceable weapon or is being used in a manner of a real weapon or as a prop is also prohibited in residence halls.

**KEYS, LOCKS, & LOCKOUTS**

Room keys are not permitted to be given to anyone, including an authorized guest. If you have been locked out of your room, the first lockout is free of charge. Thereafter, there is a cost of $25.00 for each time you require a building staff member to unlock your room. If you have lost your key card, the cost of replacement keys can be found below.

**FIRE SAFETY**

The use or possession of candles, incense, other open-flame devices, halogen lamps or open-element electric cooking units (such as hot plates) and/or use of cooking fats and greases is prohibited.

**CARE AND CLEANLINESS OF APARTMENT AND ROOMS**

Students are responsible for the cleanliness and care of their rooms, as well as common areas, for health and safety reasons. Each student will be accountable for any deterioration of the room or its contents (beyond normal wear and tear). Charges will be assessed for such damages and deterioration. Students are expected
to keep their rooms, kitchen and bathroom facilities clean and sanitary. Please see the Check-out Procedure section on how to properly leave your room.

KITCHEN AND COOKWARE

It is the responsibility of each individual to clean up after themselves and clear any kitchen items/utensils from the common area after each use. Students will be held financially responsible for any missing or broken appliances in the communal kitchens.

BELONGINGS

LIM College’s Office of Housing and Residence Life and its staff do not guarantee and are not liable for the safety and security of room contents at any time.

STUDENT RESPONSIBILITY

Because of the inherent risks involved within any housing in any urban environment, students are expected to be alert and to maintain personal responsibility for their safety. Students must lock their doors to their rooms. If there is a problem or concern, students should report the issue to the Head Resident Advisor.

FURNISHINGS

No furniture may be moved from one room to another, and no furniture may be removed from the building.

REPAIRS AND QUESTIONS

All questions, inquiries, repair requests, etc., should be first directed to the front desk to fill out a work order form. If there is an emergency, please notify the Resident Advisor on duty.

SIGNAGE

Affixing any signs, flags or banners on any part of a student room door, hallways, stairwells, student lounge, lobby, bathrooms, outside the windows, or outside the building is strictly prohibited.

SPORTS

Playing sports in the hallways, lobby, and stairwells is strictly prohibited.

STORAGE

There is no storage space available. Please bring only what you can keep inside your room.

VANDALISM

Any student, who vandalizes public property in or out of the residence, will face disciplinary action.
CLEANING, DAMAGE AND OTHER FEES
On the following pages you will find the schedule of costs for cleaning, damaged furniture and items in your room, and other fees you may incur while living in or moving out of housing.

CLEANING FEE AND DAMAGE CHARGE RESPONSIBILITY POLICY
If a student has a single room then all damage or necessary cleaning in that room is the student’s responsibility. If a student has roommates then responsibility for the damage or necessary cleaning is split between the roommates regardless of which roommate is alleged to have caused the damage. All students are responsible for the damage costs or any necessary cleaning required in the common areas which include but are not limited to the hallways, bathrooms, & kitchen. The ONLY exception to the division of responsibility for damage costs is if a student claims full responsibility for any damage costs in writing. Cleaning fees cannot be made the responsibility of any one student unless it is a student in a single room. THESE FEES WILL BE CHARGED AUTOMATICALLY TO THE STUDENTS CREDIT CARD ON FILE SHOULD THE FEES EXCEED THE DAMAGE DEPOSIT.

BULK ITEM REMOVAL FEES
Students who fail to remove their personal property prior to checkout will be charged a fee of $150.00 for any personal items left behind, including items left in the refrigerator. This is to include items that are discarded in & around the building, except as permitted in the trash location.

CLEANING FEES
Students who fail to clean their rooms prior to the check-out inspection will be charged a fee of $100. A “cleaned” room includes the following:
- Clean floors
- Garbage removed
- Refrigerator/ freezer cleaned (and emptied of food)
- All furnishings should be free of personal effects and wiped clean
- Walls free of adhesive, holes or punctures

FURNITURE DISSASSEMBLY FEES
Any disassembly, alteration or rearrangement of the room configuration provided by 1760 Residence will result in a fee of $125.00 per piece of furniture disassembled or moved. This fee applies for furniture items that were disassembled & reassembled incorrectly. Also, you are not permitted to remove or trade furniture with other students. If you need a piece of furniture replaced, please advise LIM College’s Office of Housing and Residence Life.
STANDARD DAMAGE CHARGES
If your room or room furnishings have been damaged beyond the usual wear & tear, the cost of the repairs and/or replacement of those items will be charged to you. Such damage include any LIM College’s Housing and Residence Life owned property including wall damage incurred by wall hangings due to nails, screws, thumbtacks, or anything causing the removal of paint. Below is a list of repair/ replacement charges for items within your room & within public spaces.

IMPORTANT ROOM SAFETY INFORMATION
- Always lock your door behind you
- Do not give your key card to anyone!
- Recognize who belongs on your floor and who is a stranger
- Immediately report to the front desk if you are uncomfortable with anyone’s visitor
- Always make sure you are familiar with whom you are inviting into your building….Please don’t sign in a guest who may prove to be a potential safety risk
- Never allow your visitor to wander unescorted throughout the building