



**Icahn
School of
Medicine at
Mount
Sinai**

Real Estate Division
1249 Park Avenue, 1st Floor
New York, NY 10029-6574
Tel: (212) 659-9630
Fax: (212) 831-3093
Email: housing@mountsinai.org

ARON HALL HOUSING POLICIES

The Aron Hall Housing Policies supplement the Occupancy Agreement you have signed. Please contact the Real Estate Division at (212) 659-9630 or by email at housing@mountsinai.org if you have any questions. Thank you and welcome to Mount Sinai!

The Mount Sinai Real Estate Division

1249 Park Avenue (corner of E. 97th Street & Park Avenue)

Hours: Monday – Friday, 9:00AM to 5:00PM

GENERAL CONDUCT / GROUND RULES

Occupants are expected to conduct themselves in a respectful manner and display behavior that is consistent with the mission and values of Mount Sinai. Occupants must comply with all laws and ordinances affecting the use and occupancy of Aron Hall and adhere to the Housing Policies. Occupants are responsible for the oversight of their guests, including their guests' compliance with the Housing Policies. Behavior that jeopardizes the health and safety of the occupants, guests or staff of Aron Hall, or that poses a risk to Mount Sinai, may result in disciplinary action or other penalties, including but not limited to termination of the Occupancy Agreement.

Occupants must show their Mount Sinai ID card to enter Aron Hall. Guests must register at the front desk before they are announced and permitted to enter the building.

TERMINATION OF HOUSING AGREEMENTS

Occupancy Agreements are written for the expected duration of the student's enrollment at Mount Sinai. Students who wish to terminate their Occupancy Agreement prior to graduation may only do so on June 30. Graduating students are asked to vacate Aron Hall on or before the weekend following graduation in order to prepare the building for future occupants.

Non-graduating students are similarly responsible for fulfilling the terms of their Occupancy Agreement. Non-graduating students who wish to vacate Aron Hall may be released from their Occupancy Agreement as of June 30 by submitting a Vacate Notice to the Real Estate Division on or before April 30. Non-graduating students who vacate Aron Hall prior to June 30, or vacate the building without giving proper notice, will be responsible for their occupancy fee until June 30. Due to the high demand for housing at Mount Sinai, students that vacate Aron Hall will not be eligible for future housing during their enrollment.

SMOKING POLICY

Maintaining a smoke-free environment at Mount Sinai is imperative to protect the health and safety of our students, faculty, staff and guests. Smoking is prohibited in and around Aron Hall, including the

suites, restrooms, student lounge, laundry room, gym, courtyard and terraces. Violation of the Smoking Policy will result in:

- First offense will result in a “Violation Warning” from Real Estate
- Second offense will result in a “Violation” with a written citation
- Third offense will result in a “Violation” and order to vacate Aron Hall housing

USE AND ACCESS OF 15TH FLOOR ROOF

Access to or use of the 15th floor roof is prohibited except during a fire or other emergency. Each 15th floor suite has an exit door leading to the roof. Door contacts have been installed to alert the Aron Hall front desk when these doors are opened.

USE AND ACCESS OF 11TH AND 14TH FLOOR TERRACES

Suites 11 A, B, C, D, E, F, I, J, K, L and 14B have terraces that are to be used by the respective occupants only. For your safety, the maximum number of people permitted on these terraces is the number of occupants in the suite times two (2). For example, a four (4) person suite may have a maximum of eight (8) people on the terrace and a six (6) person suite may have a maximum of twelve (12) people on the terrace.

SECURITY

All occupants must show their Mount Sinai ID card to enter Aron Hall. Guests must register at the front desk before they are announced and permitted to enter the building.

To ensure your safety, security cameras are installed on each floor of Aron Hall as well as the 15th floor roof and the rooftop access areas. In addition, Mount Sinai Security Officers are stationed in the Aron Hall lobby and by the entrance door 24 hours a day. Security Officers are also stationed at the corner of 98th Street and Park Avenue and patrol the blocks of 97th and 98th Streets during the day and night.

As an additional safety measure, any occupant of Aron Hall may request a Security Escort between Aron Hall and the main campus at any time. To request a Security Escort, please call Security at (212) 241-6068 or (212) 241-6069 at least fifteen (15) minutes prior to your desired departure time.

OCCUPANCY FEE PAYMENTS

Your occupancy fee payment is due by the 10th day of each month. After this date, a late charge of \$25.00 will be applied to your account.

Occupancy fee payments can be submitted:

- 1) At the Real Estate Division office (1249 Park Avenue at East 97th Street, 1st floor)
- 2) At the Occupancy Fee Box located at the Aron Hall front desk
- 3) By mail to the Mount Sinai Real Estate Division (1249 Park Ave., 1st Floor, NY, NY 10029)

LOST KEY REPLACEMENT FEE

There is a \$10 fee for replacing each key.

There is a \$110 fee for replacing the cylinder, if needed.

ARON HALL GYM

The Aron Hall Gym, located on 1st floor, is only available to Aron Hall occupants. While using the gym, occupants are expected to wear appropriate attire and athletic footwear. Shirts and footwear must be worn at all times. No food or beverages except water are permitted in the Aron Hall Gym.

The Student Athletic Committee, in partnership with the Real Estate Division and MSSM, ensures the gym equipment is properly maintained and upgraded.

LAUNDRY ROOM

Laundry machines are located on the 1st floor of Aron Hall. The laundry machines operate using a laundry card system. Laundry cards may be purchased in the Laundry Room. Occupants should alert the front desk staff and/or the Building Superintendent if a laundry machines is not working properly.

CLEANUP & MAINTENANCE OF SUITES

All suites in Aron Hall are cleaned before the arrival of new occupants. You and your suitemates are responsible for maintaining a clean environment in your suite. Common areas (e.g., kitchens, living rooms, bathrooms) are cleaned annually during a building-wide summer cleaning project. If you feel that the common areas require paint or other maintenance, please notify the Real Estate Division. All corridor and stairwell areas must be kept free of clutter. Painting of the walls is permissible however units must be returned to their original color and finish and condition upon vacating. Without limiting the generality of the foregoing, Occupants shall be responsible for all costs incurred to restore the space to its required condition.

SUITE/BEDROOM FURNITURE

Each Jane B. Aron Residence Hall suite and bedroom is fully furnished. These furnishings may not be removed or stored outside the suite; outside furniture, such as mattresses and couches, may not be brought into Aron Hall.

Occupants must obtain written consent from the Real Estate Division prior to making any alterations or installations to the bedroom or suite. Alterations and installations include, but are not limited to, the installing of any flooring, carpeting, wall coverings and moldings.

PEST CONTROL

Bathrooms, kitchens, countertops, refrigerators, and stoves should be kept clean and dry. All food should be tightly packaged and stored in cabinets or refrigerators. Trash should be bagged and taken out daily. Please place garbage down the garbage chute, not on the floor of the compactor rooms.

Occupants may use pest control products (e.g., Combat). Please contact the Real Estate Division and register for a professional pest control service in the lobby if you experience any pest control problems.

BEDBUG AWARENESS AND PREVENTION

We are committed to effectively responding to occupants who suspect the presence of bedbugs. If you believe there are bedbugs in any area of Aron Hall, please contact the Building Superintendent immediately. The Superintendent will inform the Real Estate Property Management staff and ensure the situation is appropriately addressed. Occupants may also contact the front desk staff to request extermination services for their suite. A Disclosure of Bedbug Infestation History will be included in all new Occupancy Agreements.

SHARP DISPOSAL

There are strict regulatory requirements for the disposal of sharps. In New York State, medical students, faculty and staff are personally and professionally accountable for the proper disposal of sharps. Sharps should not be removed from the clinical or research areas of the Medical Center. Any sharps which are inadvertently removed from these areas must be returned and disposed of properly in appropriate containers. Please contact the Real Estate Division if you have any questions about sharp disposal.

PLEASE DO NOT THROW SHARPS DOWN TRASH CHUTES OR PLACE THEM IN GARBAGE RECEPTACLES.

REPAIR REQUESTS

Repair requests may be entered into the Service Log Book in the lobby. If you do not receive a response within 48 hours, please contact the Building Superintendent and notify the Real Estate Division. When repairs are completed or require additional work, a carbon form will be left for your review by Real Estate Property Management staff. Emergency repairs and heating repairs will be addressed before other repair requests. Please email housing@mountsinai.org if you have any questions or concerns about a repair request.

INCOMING MAIL/PACKAGES

The Mount Sinai Mail Room requires address changes to be recorded in the Apartment Change Book, located at the Aron Hall front desk. Remember to notify all your correspondents and subscriptions of your new address, including your suite number. When you move out of Aron Hall, your first-class domestic mail will be forwarded for six weeks as long as you enter your forwarding address in the Apartment Change Book. Please also include your forwarding address on the Vacate Notice that you submit to the Real Estate Division.

SUBLETS

Occupants may sublet their bedroom for the summer or while they are away for electives to an individual who will be affiliated with Mount Sinai during that period. All sublets must be approved by the Mount Sinai Real Estate Division.

The maximum sublet period is three (3) months per semester. Occupants must submit a completed Subletting Agreement Form, which includes the written acknowledgement from each of their suitemates, to the Real Estate Division. Occupants must also provide documentation that the sublessee will be affiliated with Mount Sinai during the sublet period.

Occupants will continue to be billed for housing and are responsible for their occupancy fee payments during the sublet period. The sublessee must pay equal fees to you and pay the proper share of the

suite's utility bill. Charging more than the occupancy fee amount is prohibited. Occupants are responsible for providing the sublessee with keys as well as ensuring the sublessee pays the proper share of the utility bill and returns the keys at the end of the sublet period. The cost to replace lost keys and/or change locks will be charged to the occupant.

The Subletting Agreement form is available on the MSSM website at:

<http://www.mssm.edu/education/student-resources/housing>

The Subletting Agreement form is also available at the Real Estate Division office and at the Aron Hall front desk. The completed Subletting Agreement form (which includes the signatures of all suitemates) and supporting documentation must be submitted to the Real Estate Division office at least three (3) business days before the sublet period is to begin. Please plan ahead!

Note: Mount Sinai summer programs (e.g., SURP, HuMed) often seek housing for their students in Aron Hall sublets. Please inform the Real Estate Division if you are interested in subletting to one of these students. In addition, a number of visitors and elective students may be interested in subletting from Mount Sinai students. As their contact information is submitted to the Real Estate Division, these individuals will be added to a list of possible sublet candidates that will be available to Aron Hall occupants. Please complete a Sublet Request Form in the Real Estate Division office if you would like to take advantage of this opportunity. The Real Estate Division cannot guarantee that it will identify an individual to sublet your room.

ROOM/SUITE TRANSFERS

The Aron Hall Transfer Policy was created and implemented by the Student Council. Transfers are approved in consideration of the room turnover schedule, availability, invitation, group size, seniority, and date of request.

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The Aron Hall Transfer Policy was created and implemented by the Student Council. Transfers are approved on the basis of room turnover schedule, availability, invitation, group size and seniority and date of request.

This Transfer Policy comprised of invitations, group applications, and individual room transfers, is only in effect during the time frame indicated below (Third Monday in November through Fourth Monday in February). The following transfer rules do not apply after the designated Transfer Periods. After the Transfer Period, room assignments for vacant rooms are made at the discretion of the Real Estate office.

1. Invitation Period

Resident(s) of a suite whose suitemate(s) is scheduled to move out have the option of inviting other students to join them in that suite. Only rooms listed on the "available rooms list" are eligible for Invitation(s).

Aron Hall residents should submit an **Invitation Form** to the Real Estate office. The form must have a list of all students who are invited and accepted into the suite. This form requires the signatures of all remaining suitemates (if applicable).

The invited student(s) must complete and attach a **Transfer Form**. This should be submitted with the **Invitation Form**.

Any number of students may be invited into a suite in this manner up to the total number of impending vacancies.

If all non-vacating tenants cannot agree on who should be invited, the vacancies will be opened up for others during the transfer application schedules below.

If an all-male or all-female suite is to become co-ed based on an invitation, existing suitemate(s) MUST submit written approval and all rooms in the suite MUST be filled. A suite may not turn co-ed and have any vacancies.

PLEASE NOTE: If you accept an Invitation to transfer to a new Suite/Room, your current room will immediately be listed as an available room for other transfer applicants.

A list of available rooms that will be vacated by graduating and other vacating students will be provided by the Real Estate office. **Invitation Form** and **Transfer Form** should be submitted to the Real Estate office **starting on the Third Monday of November.**

The Invitation Form submission deadline is on the First Monday of December. All received applications will be date/time stamped by the Real Estate office.

2. Group Application Period

Beginning the Second Monday of December, the Real Estate office will provide a revised list of impending vacancies. It will account for shifts that occurred as a result of the Invitation Period.

Groups of students (including "groups of 1") may submit a **Transfer Form** for specific rooms/suites they are interested in. Only rooms listed on the "available rooms list" are eligible for transfer.

Transfers will be approved using the following system of priority:

1. If several groups of students request the same suite, then the group with the largest number of students (up to the number of impending vacancies in that suite) will have priority.
2. If several groups of students request the same suite and are of the same size, then priority will be based upon seniority. Seniority will be determined by averaging the number of years the students in the group have lived in Aron Hall.

Note: Any occupancy in Aron Hall prior to full time MSSM enrollment (ex – HuMed, SURP or SEP summer programs) will not be considered when averaging seniority.

If an all-male or all-female suite is to become co-ed based on a group application, the existing suitemate(s) MUST submit written approval and all rooms in the suite MUST be filled. A suite may not turn co-ed and have vacancies.

All members of a group must submit their **Transfer Form** at the same time.

The application periods are as follows:

To apply for Rooms/Suites on Floors 14 – 10: Second Monday of January until the Second Friday of January.

To apply for Rooms/Suites on Floors 9 – 2: Third Monday of January until the Third Friday of January.

Group Applications will not be accepted after the above time frames. All received applications will be date/time stamped by the Real Estate office.

3. Transfer Application for Remaining Rooms

On the First Monday of February, the Real Estate office will provide another revised list of remaining vacancies. This list will take into account shifts that occurred as a result of the Invitation and Group periods.

After rooms are re-assigned based on invitation and group applications, further transfers will be considered based on individual requests by students. Transfers for these remaining rooms are based on seniority and date of **Transfer Form** submission. Discretion is left to the Real Estate office. All received applications will be date/time stamped by the Real Estate office.

Applications for these rooms will be accepted starting the Third Monday of February through the Fourth Monday of February.

Please note the following:

There is no charge for your first transfer. A \$250 fee is charged for subsequent transfers to defray some of the associated costs. This fee will be waived if two (2) or more years have passed since your previous transfer. If you accept your new room in “as is” condition, it will not be painted or cleaned and the transfer fee will not be waived. Time permitting, every effort will be made to paint and clean the new rooms before move in, but this may not be possible and may be rescheduled after occupancy begins.

Transfers are approved under the following conditions:

1. At least 72 hours (3 business days) must be available to prepare a vacated room for a new occupant.
2. The requested room has not been assigned to someone else.
3. The new room is available for move in on the scheduled date.
4. Student will complete his/her move and return the keys to the “old” room within two (2) days of the transfer date.

Due to the constraints imposed by graduation, the start and end of the School’s summer programs, and the arrival of first-year and transfer students, transfers cannot take place between July 1st and August 31st. Aron Hall is at highest occupancy and room turnover during the summer.

Visitors

Visitors must enter the required information into the Log Book at the Aron Hall front desk when entering the building. All visitors must be announced and show a picture ID.

The following forms of identification will be accepted:

- State-issued identification or Driver's License
- Passport
- Current student identification

Once the occupant has acknowledged their visitor's arrival, the visitor will be allowed to go directly to the occupant's suite. All overnight visitors must be approved by the Real Estate Division and/or the front desk staff. Guests and visitors are not required to leave their ID at the front desk.

IMPORTANT PHONE NUMBERS

ARON HALL FRONT DESK	(212) 241-6440
MOUNT SINAI SECURITY OFFICE	(212) 241-6068
REAL ESTATE DIVISION	(212) 659-9630
ROSE ASSOCIATES EMERGENCY	(800) 862-1674