

## Aron Hall Security Policy

### IMPORTANT

We recommend you check your IDs at the Proximity Reader for the 'green light' before this policy goes into effect. If your current ID is expired, the Mount Sinai Security Office (located at 1468 Madison Avenue) will issue a new replacement ID free of charge (Lost ID - Fee \$15).

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### Aron Hall Security Policy

In keeping with our commitment to the safety of our students, we are instituting the following new security policy **effective Tuesday, March 28<sup>th</sup>, 2017**.

- Entrance doors will be locked daily - - **24 Hours a Day**.
- All students must use the Proximity Reader to gain entry into the building **AT ALL TIMES**.

### Aron Hall Residents (current Medical/Graduate students):

- Upon entry, you will use the Proximity Reader to scan your ID card. During times of congestion in the lobby, the Security Officer and/or Door Staff will continue to request IDs upon entry as is our normal procedure. We expect student's cooperation during congestion.
- In the event that you do not have your ID, Door Staff must verify the student's residence in Aron Hall using BuildingLink. Please give the Door Staff your name and room number, and provide at least one of the following:
  - Another valid form of photo ID (driver's license, passport) with the name matching the one on BuildingLink.
  - The phone number on file with BuildingLink.
- There can be **NO EXCEPTIONS** to this rule. All Aron Hall residents must follow this procedure, regardless of how well you know the Building and/or Door Staff.

### Locked-Out or Lost ID:

- If you forget your keys, this will be treated in the same way as if you forgot your Mount Sinai ID. The Door Staff must verify your residence in Aron Hall using BuildingLink. Please give the Door Staff your name and room number and provide at least one of the following:
  - Your Mount Sinai ID or other valid form of photo ID (driver's license, passport) with the name matching the one on BuildingLink.
  - The phone number on file with BuildingLink.

- A security guard will then escort you to your apartment. There can be **NO EXCEPTIONS** to this rule. All Aron Hall residents must follow this procedure, regardless of how well you know the Building and/or Door Staff.
- If you lose your Mount Sinai ID during evening hours, the Door Staff will verify your residence in Aron Hall using BuildingLink. You must then visit the Mount Sinai Security Office (212-241-6068) during business hours (Monday-Friday 9am-5pm) to request your replacement ID (Fee: \$15).

### **Access for Mount Sinai Students Residing in Couple's Housing:**

- Upon entry, you must show your Mount Sinai student ID to Door Staff.
- If you do not have your Mount Sinai ID, you will not be permitted to enter the building. There is no way to verify your status at Mount Sinai. There can be **NO EXCEPTIONS** to this rule. All students must follow this procedure, regardless of how well you know the Building and/or Door Staff.
- Students residing in couple's housing will be allowed access and use of the Gym. However, partners, spouses, visitors/guests or family members are excluded from access and use of the Gym **at all times**.
- Partners or spouses of students residing at 40 East 98 Street will be allowed access to the Laundry Room only with proper registration through BuildingLink via the Real Estate Office.

### **Visitors and Overnight Guests:** *(This policy may be subject to change.)*

- All visitors must present valid photo ID (driver's license, passport) upon entering Aron Hall.
- Visitors must register in the Lobby and be accompanied by student at all times.
- If you are expecting a visitor and will be temporarily away from the building, visitor information must be entered into BuildingLink prior to their arrival.
  - Log in to BuildingLink, click on ***My Front Desk Instructions***, then click on ***Add New Instruction***. Choose if the guest is a Visitor or if the guest will be staying Overnight (maximum 10 Days within a 30-day period).
  - The visitor must bring valid photo ID with the name matching the one on file for the BuildingLink request. **Visitors will not be allowed in the building without valid identification.**
  - Students are allowed to have an overnight guest. Overnight guests are limited to ten (10) days in any consecutive 30 day period. Students must check with their roommates for approval before inviting an overnight guest to the room. The

overnight guest must have a valid photo ID upon each entry for verification purposes. Your overnight guest will be registered in BuildingLink for the requested timeframe, which will expire after ten (10) visits. Under extenuating circumstances, requests for additional days must be reviewed and approved in advance by the Real Estate Division.

- **NO EXCEPTIONS**, unexpected or unregistered guests will not be allowed to enter the building.

### **Sublets:**

- As per Aron Hall policy, you may sublet your bedroom for all or part of the summer or while you are away on electives to an individual who will be affiliated with Mount Sinai during that period. All sublets must be approved in advance by the Mount Sinai Real Estate Division by submitting the proper documentation (i.e. Student-Sublet Licensee Agreement). Please contact the Real Estate Division ([housing@mountsinai.org](mailto:housing@mountsinai.org)) for the Sublet Policy and documents.
- Upon approval, the Real Estate Division will enter your sublessee's information into BuildingLink as a Sub-Occupant during the sublet period. Additionally, the Real Estate Division will notify Security to ensure that the sublessee's Mount Sinai ID unlocks the front doors in Aron Hall.

### **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