# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>1</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>CAMPUS HOUSING APPLICATION PROCESS</td>
<td>2</td>
</tr>
<tr>
<td>HOUSING CONTRACTS</td>
<td>3</td>
</tr>
<tr>
<td>RENT</td>
<td>4</td>
</tr>
<tr>
<td>SECURITY DEPOSIT</td>
<td>5</td>
</tr>
<tr>
<td>ROOMMATES</td>
<td>5</td>
</tr>
<tr>
<td>NON-OCCUPANCY OF AN APARTMENT OVER THE SUMMER</td>
<td>6</td>
</tr>
<tr>
<td>AUTOMOBILE REGISTRATION AND PARKING</td>
<td>6</td>
</tr>
<tr>
<td>CHECK-IN / CHECK-OUT PROCEDURES</td>
<td>7</td>
</tr>
<tr>
<td>CHECK-IN PROCEDURE:</td>
<td>7</td>
</tr>
<tr>
<td>CHECK-OUT PROCEDURE:</td>
<td>8</td>
</tr>
<tr>
<td>GUEST ACCOMMODATIONS</td>
<td>9</td>
</tr>
<tr>
<td>CONTACTING YOUR BUILDING MANAGER</td>
<td>9</td>
</tr>
<tr>
<td>WORK REQUESTS:</td>
<td>9</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>10</td>
</tr>
<tr>
<td>MAIL SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>PARENTAL SUPERVISION OF CHILDREN</td>
<td>12</td>
</tr>
<tr>
<td>SECURITY/SAFETY &amp; LOST KEYS</td>
<td>12</td>
</tr>
<tr>
<td>QUIET HOURS</td>
<td>13</td>
</tr>
<tr>
<td>FACILITIES: LAUNDRY/FOOD SERVICE/FITNESS CENTER</td>
<td>14</td>
</tr>
<tr>
<td>LOUNGES</td>
<td>15</td>
</tr>
<tr>
<td>APARTMENT USE AND CARE</td>
<td>16</td>
</tr>
<tr>
<td>STORAGE</td>
<td>18</td>
</tr>
<tr>
<td>DECORATING</td>
<td>18</td>
</tr>
<tr>
<td>PETS</td>
<td>19</td>
</tr>
<tr>
<td>REPAIR WORK</td>
<td>19</td>
</tr>
<tr>
<td>INSECT SPRAYING</td>
<td>19</td>
</tr>
<tr>
<td>EMERGENCY NUMBERS</td>
<td>20</td>
</tr>
<tr>
<td>IMPORTANT NUMBERS</td>
<td>20</td>
</tr>
</tbody>
</table>
INTRODUCTION

Welcome to the Nyack College/ATS Campus community!

Campus Housing is managed by the Auxiliary Services Department located on the first floor of Boon Center of the Rockland Campus. Auxiliary Services is committed to creating and maintaining systems and services that assist resident students living in an academic environment.

All Resident Students are expected to abide by the policies in this Housing Handbook as well as the ATS Student Handbook.

The engagement of students in the residence community are key to making the residence areas a place where students are able to:

- Meet other students and successfully live together through peer interaction and learning opportunities in support of the formal academic program
- Assume responsibility for their own lives and living environments

CAMPUS HOUSING APPLICATION PROCESS

To apply for campus housing you may submit an application online by going to www.nyack.edu/housing. A housing application fee of $100.00 is required and needs to be submitted or mailed to the Office of Auxiliary Services.

Upon receipt of a completed housing application and fee, campus housing is assigned based on the below priorities of campus housing. Campus housing is only available to students who reside beyond a 50 mile radius and outside the NYC Metropolitan area. Housing assignments will be made for the fall semester beginning June 15, continuing on a rolling basis. Housing assignments for the spring semester will be made beginning December 1. Housing assignments cannot be held without
the housing application fee paid in full. This fee is non-refundable but will be credited to your student account if you enroll.

The priorities in assignment of campus housing are:
1. Full Time ATS students
2. Full Time Traditional Residential Undergraduate Nyack College married students
3. Full Time Nyack College traditional undergraduate Alumni enrolled in Nyack College Graduate programs.

For single students, the college can furnish one bed, dresser, desk, and chair upon request. Requests for furniture must be made on the housing application and will be provided based on inventory on a first come first serve basis.

Students may request a specific building and roommate. Every effort will be made to meet the building preference and roommate request. However, because of limited space, we cannot guarantee campus housing for all students. Students’ applications remain on file and on a waiting list unless a student specifies otherwise.

Housing assignments are assigned based on the application and marital status. Campus housing is available and assigned to students and their immediate family (spouse and children under 23). Campus housing is not available to members of the general public, extended family members, undergraduate students, and non-students (excluding spouse and children under 23).

HOUSING CONTRACTS

Once housing assignments have been determined, a “Housing Contract” will be issued. The contract includes the housing assignment*, contract dates, and the rental rate for the contract period. A $500 Security Deposit will be expected with the signed contract. Housing Contracts are to be signed and returned to the Office of Auxiliary Services for housing to be held and guaranteed for the contract period. Housing assignments on
the contract is not a guarantee for a particular room or apartment. Auxiliary services may move any resident to another room or apartment to accommodate changing housing needs. The college also reserves the right to terminate the contract at its discretion for any reason.

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Rent charges start at the beginning of each Housing Contract. Rent is due the first of each month. Payments can be made to the following offices:

**Graduate Students:** ATS Student Financial Services Office  
**Undergraduate Student:** Nyack College Student Financial Services Office

Payments for Graduate and Undergraduate students may be made with cash, check, credit card, money order or bank check. ATS accepts Visa, MasterCard, and Discover. If, however, you are using loans to help cover your expenses while at seminary (and you have a credit balance after tuition and fees have been paid), your rent for the semester will be deducted from your credit balance on a monthly basis, and you will not be allowed to remove from your student account the credit balance that covers your rent. Students will receive a monthly statement detailing student account charges. Any discrepancies should be immediately reported to the Office of Student Financial Services at the respective schools listed above.

Those who fall behind in their rent jeopardize their campus housing, and may be required to vacate their apartment. Rent that is past due is subject to a fine.

Heat is included in the monthly rent. Electricity, cable and phone are the sole responsibility of the resident. You must notify these vendors to
make sure the bills are reflective of your name and address. Failure to comply with this will result in immediate eviction.

Subletting of campus housing is never permitted.

SECURITY DEPOSIT

A Security Deposit is charged in order to guarantee that when vacated a standard of cleanliness and repair is maintained for each apartment. The security deposit of $500.00 is due with the signed Housing Contract. When residents leave ATS housing, the deposit will be credited to their account within 30 days of checkout. The credit will show a charge for carpet cleaning and any charges incurred due to damage or lack of cleaning. When a student changes apartments during the course of the year, the security deposit will be applied to the new apartment (less the carpet cleaning fee and any charges for damage or cleaning of the old one).

ROOMMATES

Single residents in campus housing who lose their roommate once a contract period has begun (i.e., their roommate moves out) will not be charged additional rent for the remainder of the contract period ONLY IF a new roommate cannot be found. Additionally, the Office of Auxiliary Services may place another student in the apartment. If the sole remaining student has no roommate the vacant portion of the apartment must remain unused, or the sole resident of the apartment may be charged the full apartment rate.

While the Office of Auxiliary Services will help single students find roommates, ultimately it is the responsibility of continuing students to find a roommate.

Single residents who plan to marry before their contract ends, will be asked to give 60-day written notice before the wedding date to allow for relocation to another apartment, if available. Residents who change to a
non-student status before their ended contract date will be asked to terminate their contract and vacate.

**NON - OCCUPANCY OF AN APARTMENT OVER THE SUMMER**

If a student chooses to vacate their apartment for the summer, there is no guarantee that housing will be available for the following semester. Students not occupying a room or apartment during the summer months must completely check out of their room or apartment unless full rent is paid during the time of their absence. This includes removal of all storage items. A mandatory **60-day written notice applies.** All Check-Out Procedures must be followed.

Students who vacate campus housing for one contract period or longer must reapply for campus housing following the procedure for application for campus housing. The $100.00 room reservation fee will be waived only for those who have been absent during the summer contract period.

**AUTOMOBILE REGISTRATION AND PARKING**

A per semester automobile registration fee will be added to each resident student’s account during registration. Parking spaces are assigned at the discretion of the Building Manager and are subject to change. Residence hall parking will be assigned, as available, for primary vehicles only. Vehicles not in their assigned spot will be subject to fines and/or towing without notice and at the owner’s expense. Residents with more than one vehicle will be required to use other designated parking for additional vehicles. A current parking diagram may be obtained from your Building Manager.

Limited guest parking areas may be available around each building. Residents are not permitted to park in guest spaces and guests are not permitted to park in resident spaces. All Residents must notify their
Building Managers of all guests and must obtain a Vehicle Guest Permit to park overnight.

Any type of vehicle maintenance or repair (i.e. oil changes etc.) is not to be performed in any of the residence hall parking lots. Campers or recreational vehicles may not be parked on campus.

**CHECK–IN / CHECK–OUT PROCEDURES**

It is the responsibility of each student to contact the Building Manager for a time to complete a check-in/check-out form. This must be done upon occupying an apartment and again upon vacating an apartment. This process is vital since this form will be used to assess damages and damage charges, where necessary.

The following check-in and check-out procedures must be followed to begin occupancy and to vacate occupancy in campus housing:

**CHECK-IN PROCEDURE:**

1. Schedule your arrival with your Building Manager and make arrangements to complete the walk-through and check-in procedure.
2. If you have not already completed and signed your Housing Contract (and paid your Security Deposit), you must do so before you receive the keys to your apartment. The Housing Contract is available at the Office of Auxiliary Services.
3. Complete the Check-In form by walking-through your apartment with your Building Manager, and bring any damages to their attention.
4. Call Orange & Rockland to change the utility account to your name. (See utilities section for phone numbers), and call Verizon to hook up your phone. Any resident who does not contact the above utilities/vendor upon their move-in date, will be required to vacate their apartment immediately.
CHECK-OUT PROCEDURE:

1. Sign-up for a checkout time with your Building Manager at least **two weeks** in advance of your departure date. Remember, if you plan to leave campus housing on or before the end of the contract period, you must notify your Building Manager **IN WRITING** 60 days in advance of your intended move.

2. Clean the apartment thoroughly according to the Cleaning Check List (available from your Building Manager).

3. Allow 1-2 hours for the checkout.

4. Disconnect phone service; transfer Orange & Rockland account back to Nyack College.

5. Turn in all of your assigned keys to your Building Manager.

6. With your Building Manager, fill out the checkout form, complete with your forwarding address.

7. There is a $150.00 removal fine for any personal belongings left in the apartment.

In the event that any of the above steps are not followed, your security deposit will not be returned and you will be charged one month’s rent to your student account or if staff, withheld from your paycheck. Also, all student records, including transcripts, will not be released until the account is paid.

It is vital that you also register a forwarding address with the local Post Office in Nyack. This will ensure that your U.S. Mail will be forwarded to you at your new address. Mail will not be received for students in care of the seminary’s address or Nyack College address. Nyack College is not responsible for mail after you have gone through the check-out procedures.
GUEST ACCOMMODATIONS

Roommates must come to an understanding when a guest is invited to spend the night. Discuss guest accommodations and schedules together to alleviate any misunderstandings.

ANY time a guest stays in campus housing overnight, the resident MUST notify the Building Manager to properly register them. Also, due to liability and security reasons, residents who wish to have guests stay with them for more than four days but not exceeding 14 days must get written approval from the Housing Coordinator. Under no circumstances may a person of the opposite sex stay in a single (non-married) person’s apartment past 11:00 pm, unless they are direct family members.

For a listing of local hotels, check: http://www.nyack.edu/LocalAccommodations. Some hotels offer discounts to Nyack College and Alliance Theological Seminary visitors.

CONTACTING YOUR BUILDING MANAGER

Residents are asked to use good judgment in the type of problems and the times at which they contact Building Managers. Nevertheless, emergency repair work should be reported to the Building Manager. Building Managers will alternate on-call hours during the weekend. Please call the “On-Call” phone number posted in each Residence Hall, if there is an emergency over the weekend.

WORK REQUESTS:

1. Work Requests should be submitted via e-mail to your Building Manager whenever possible, unless it is an emergency repair.
2. Please allow one-week for completion of the Work Request.
3. Once a Work Request is submitted, you should expect someone from the Facilities Department to come to your apartment between the hours of 10:00 a.m. to 5:00 p.m. without prior notification.
UTILITIES

Heat: The cost of heat is included in apartment rent.

Electric: Electric services are available through Orange and Rockland Company (O&R). The resident student is responsible to establish an account with O&R upon occupancy of campus housing by calling (877) 434-4100. To have service turned on and the account established in your name, please call at least three days in advance. Each resident is responsible for his/her electric services. Failure to comply will result in immediate eviction.

Telephone: Arrangements for installation of telephones and payment of phone and line charges are the responsibility of the resident student. Phone service can be obtained by calling Verizon locally at 914-890-1350. Verizon will need to know your mailing address and apartment number.

Cable: Residents wishing to have television cable service can contact CableVision at (845) 624-8200. Satellite dishes and Direct TV, attached directly to the building, are not allowed. You will need to give your address and apartment number.

MAIL SERVICES

Campus Mail: Each ATS student is assigned a mail slot in the Solid Rock Cafe (2nd floor of the main ATS building). These slots are for intra-campus communication (i.e. return of class work or information from various ATS offices.) U.S. Mail sent to students care of the ATS address will not be received.

Undergraduate students should register with the Post Office located in Boon Campus center to obtain a key to receive intra-campus mail. All other mail should be received at their residential mailbox.
U.S. Mail:

U.S. mail will be delivered to your individual residence. Your mailing address **SHOULD NOT** include the name of your residence hall. This will only delay delivery. Included should be your name and the following:

**Jaffray Hall:**

170 South Highland Avenue  
Box # ______  
Nyack, New York 10960  
(Jaffray Hall addresses must NOT include your apartment # but rather your box #)

**Shepherd Hall:**

166 South Highland Avenue  
Apartment # ______  
Nyack, New York 10960

**Barney Hall:**

164 South Highland Avenue  
Apartment # ______  
Nyack, New York 10960

**Hillside Terrace:**

Apartments A-H and Apartments D1 & D2  
8 South Boulevard  
Apartment _____  
Nyack, New York 10960

**Apartments J-M**

10 South Boulevard  
Apartment _____  
Nyack, New York 10960

**Apartments N-Y and Apartments D3 & D4**

12 South Boulevard  
Apartment _____  
Nyack, New York 10960
PLEASE NOTE: Residents living in Jaffray, Barney or Shepherd Halls need to specify that their mailing address must not include the name of the residence hall. Those in Jaffray, should include Box Number and not the apartment number as an address. U.S. Mail cannot be delivered if it is addressed in any other way.

PARENTAL SUPERVISION OF CHILDREN

Parents are expected to maintain supervision of their children at all times and parents are responsible for the consequences of their children’s conduct on campus. Parents are expected to train their children to be considerate of others when playing in the apartment or in the residence areas. All residents are reminded that others live around and below them.

Parents must not leave the premises without providing for their children’s supervision and well-being. Parents should be aware of their children’s whereabouts at all times. An adult should accompany children under 12 years of age in all play areas at all times. Parents are responsible to pick up toys, bicycles and any other items owned by you, from the outside surrounding premises. Any toys or items left outside in parking lots, sidewalks or outside building areas will be discarded.

Children under the age of 18 are not allowed in the Hillside or Barney Hall Lounges without parental supervision. This policy will be strictly enforced.

A fine of $200 will be applied to any Resident or guest in non-compliance of this policy.

SECURITY/SAFETY & LOST KEYS

1. Due to New York State, fire regulations are as follows:
   a. Residents must keep hallways; stairs and entrances areas clear of all obstructions. Bicycles, tricycles, wagons, strollers, and other small-wheeled objects may not be stored or left in hallways,
public or common areas, passageways or on sidewalks. These items could be extremely dangerous in the event of a fire. **Hallways must be kept clear!** This rule includes shoes, boots and all other personal items, which must be kept inside the apartment or in designated storage areas. A $50.00 fine will be assessed to anyone who is in violation of fire regulations.

b. No grills or propane tanks of any kind are allowed on the premises or in storage.

c. Periodic inspections from the NY State Fire Inspector will occur and may be at short notice. Whenever possible, signs will be posted.

2. Outside doors are to be locked & shut at all times. At no time should a door be propped or left open.

3. The keys assigned to each student may not be duplicated. Lost keys should be reported to your Building Manager. Keys will be replaced by the Facilities department at a considerable expense to the resident.

4. In the event that you are locked out of your apartment or have lost your key, please make every effort to contact your Building Manager. The Security Office can also let you into your apartment. By calling (845)-222-8812.

In the event of a fire alarm, ALL residents in campus housing are required to cooperate with the Building Manager, Security Officers and with New York State Law. Each apartment must be evacuated. A $50.00 fine will be assessed for anyone who fails to exit the building when the fire alarm sounds.

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**QUIET HOURS**

Quiet hours for all residence halls are from 10pm to 8am on Sunday - Thursday nights, and 11pm - 8am on Friday & Saturday nights. This quiet zone includes the hallways and the grounds surrounding each building. Quiet hours are enforced for the sake of the community as a whole. The purpose of quiet hours is to provide a quiet environment for students to study and sleep, or for families who have children with early bedtimes.
Activities that require consideration of others at all times, but especially during quiet hours, are the playing of musical instruments, stereos, televisions, and running and loud activities in the hallways.

### FACILITIES: Laundry/Food Service/Fitness Center

**Laundry:**

Card-operated laundry facilities are provided for residents only. Non-residents **may not** use these facilities. Laundry cards may be purchased at the Post Office located in Boon Center for $1.00. To add money to your laundry card, please use the machines provided in the laundry area that accepts credit/debit cards only. Unattended laundry left in machines, are an inconvenience to other residents. Please remove items immediately. Nyack College is not responsible for any items left unattended in the laundry facilities. Residents are not permitted to use privately owned washers and/or dryers in the apartments, or in the laundry room of the apartment building.

**Food Services:**

The **Solid Rock Café** is located on the second floor of ATS and is open during the day for breakfast and lunch. It offers homemade foods and fresh fruit at a subsidized price. Sandwiches and snacks are made ahead of time and are available for those enrolled in evening classes. Beverage vending machines are also located in the Solid Rock Café.

The **Dining Hall** is located on the third floor of Boon Campus Center on the Nyack College campus and is operated by Pioneer Food Service. It is open for breakfast, lunch and dinner and offers an “all-you-can-eat” service. Meal cards can be purchased from the Director of Pioneer Food Service for a reasonable price. For more information contact Nyack College at 675-4577.
Bowman Fitness Center & Gymnasium:

The Fitness Center is located on the Nyack College Campus behind Operations and Facilities and adjacent to the Education Department. It offers a variety of free-weight lifting, exercise machines and workout programs. It is available to residents during selected hours. Please contact the Center at x7135 or x4775 for specific times of availability and to schedule a Fitness Center Orientation.

Bowman Gymnasium is located across from the Nyack College. ATS students are admitted to Nyack College athletic events free of charge with their ATS ID Card. An admission fee will be charged for non-Nyack sponsored events and tournaments as necessary. Open Gym Time is scheduled at various times during the week. Please contact the Athletic Office or check the schedule posted on the doors of Bowman Gymnasium for these times.

LOUNGES

The lounges located at the Hillside and Barney Hall apartments are for the use and enjoyment of those living in ATS housing. No regular meetings or classes are scheduled so as to interfere with the rights of the residents to use the lounges. Any residents who want to use the lounges for personal use, which includes but is not limited to private birthday parties or special celebrations must be reserved by calling the Auxiliary Services office at 845-675-4502.

Please be conscientious of the following when using the lounges: 1) Clean up after each use, and return to its original location any furniture that has been moved; 2) Children under the age of 16 are not allowed in the lounges without parental supervision. Due to liability and safety issues regarding underage children, you will be notified if your underage child is found in the lounge without supervision. Violation may result in eviction; 3) No on-going consecutive activities can be scheduled in the lounges (i.e. nursery school, structured day care, etc.) Lounges are a privilege for
residents. No lounges can be used for sleepovers or overnight guests. The lounge closes at 11pm.

**APARTMENT USE AND CARE**

1. Apartments, balconies and porches **must** be maintained in a **clean and orderly condition**. The Building Managers will periodically inspect each apartment. If the apartment is consistently in a state of disrepair and uncleanness, the occupant may be required to leave campus housing.

2. Storage items must be kept in the allotted storage areas in your building. If additional storage is needed you will need to store your items in local self-storage facilities.

3. Report any difficulties, maintenance concerns, or damages to your Building Manager **immediately**. The Building Manager will submit a work request to the Facilities Department. Report any work requests not completed in a timely fashion to your Building Manager for follow-up. **Do not** contact the Facilities Department individually.

4. Nothing should be swept, thrown, or disposed of from any doors, windows, balconies, porches or other parts of the building. No articles should be hung or shaken from the windows, doors, porches or balconies.

5. Properly dispose all garbage by placing it in a garbage bag, securely tying it and then placing the bag in the dumpster located outside the building. Please break down all large boxes before disposing of them. For health reasons, privately owned garbage containers or trash baskets are not allowed outside individual apartments or buildings. Do not leave garbage outside of the apartment, room or building for any reason. This goes for recycling
of any items. Although the college does not have an official recycling program; please do not leave any recyclables along side of the road as you will be fined $50.00. You may take your items to a local recycle center off-campus. (There will be a $15.00 fine to residents who leave garbage outside of their apartment or along the road).

6. Disposal of furniture is not encouraged on our campus. Please plan ahead to give away or donate any furniture or large items to the local charities and/or thrift stores.

7. Do not remove any Seminary-owned furniture or appliances from the apartment.

8. Do not flush any sanitary napkins, tampons, disposable diapers, aquarium sand, gravel, or foodstuffs down the toilet.

9. Heating and/or electrical equipment should not be tampered with for any reason. Report problems to your Building Manager.

10. Do not use oven cleaners in self-cleaning stoves. If you are unsure how to operate the self-cleaning function of your oven, contact your Building Manager for instructions. Do not use abrasive cleaners such as Comet or Ajax. Please use Lysol or Soft scrub-type cleaners on all surfaces in the apartments.

11. Attendance at the All Residence Informational Meeting (held at the beginning of each semester) is mandatory for all residents. All single residents must attend and married couples/families must have one representative in attendance. Residents not in attendance without the consent of the Housing Coordinator will be fined $100.00.
Items not permitted on campus:
1. Outside antennas or satellite dishes are permitted.
2. Portable dishwashers or washer/dryers are not permitted in the apartments.
3. Waterbeds
4. Pools (including kiddie pools)
5. Grills
6. Flammable or dangerous items of any type are not to be stored in the apartment. (This includes but is not limited to weapons, firearms and ammunition.)

STORAGE

As space permits, apartments will be assigned a storage bin in the storage room of the respective residence building. This is the only area that may be used for storage. No items may be stored in hallways, entrances, or public rooms. Items in the storage room that are not in a bin will be subject to disposal. Any items too large for the storage bin must be brought to the attention of your Building Manager. Any unmarked items left in the storage room, freezer (Jaffray only), bike room, or any other parts of the building will be subject to disposal without notification.

The occupant assumes all responsibility for any loss of personal property in the apartment or the storage areas. All stored articles must be moved when an occupant vacates campus housing. Nyack College is not responsible for any lost or damaged items in any storage areas.

No grills or propane tanks are allowed in storage areas or anywhere on the premises.

DECORATING

No structural or cosmetic (painting/wallpapering/stenciling) alterations are permitted in the apartments.
No hooks, hangers, nails or screws may be attached to the woodwork of the apartment. Pictures, mirrors, etc. may be hung on the walls by use of nail-type picture hangers. A reasonable amount of wear and tear is to be expected. However, the walls are not to be used as one would use corkboards.

Gummed products may not be used to affix items to the walls or doors. Nothing may be hung or affixed to any of the doors in the apartment. The use of plastic self adhesive items such as hooks, towel bars or any similar item are not permitted and subject to damage fines upon vacating the apartment.

**PETS**

Only aquatic species are allowed in campus housing.

**REPAIR WORK**

Repair work is only to be done by the Facilities Department. Routine repair work requests should be made to your Building Manager who will make a request to Facilities. Please allow for a one to two-week turn around time (depending on the work requested) on all submitted work requests. If, after two weeks, the work has not been done please contact your Building Manager who will follow up on the request. **Do not contact Facilities for yourself!** Whenever possible, the college will make every attempt to notify the resident of an inspection or repair. However, the college reserves the right to enter apartments at anytime for inspection or repair without prior notice.

**INSECT SPRAYING**

1. Due to the New York State Health Regulations, each building is sprayed externally once a month for insects. This typically occurs
the last Thursday of every month usually around 11:00 a.m., however, schedule changes may occur.

2. The apartments are sprayed internally upon request. Contact your Building Manager if your apartment needs to be sprayed internally.

3. You do not have to be home for the procedure. A member of the Facilities Department will accompany the exterminator.

4. For internal spraying, all food should be put away and nothing left on the countertops.

5. If an extensive spraying is necessary, the above must be followed as well as all items under the kitchen and bathroom sinks removed.

EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Building Manager On Call</td>
<td>(845) 343-4595</td>
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<td>Security Department</td>
<td>(845) 222-8812</td>
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<tr>
<td>Nyack Police Department</td>
<td>911</td>
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<tr>
<td>Nyack Ambulance Corps</td>
<td>911</td>
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<tr>
<td>Nyack Hospital</td>
<td>(845) 348-2000</td>
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<tr>
<td>Nyack Fire Department</td>
<td>911</td>
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IMPORTANT NUMBERS

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<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>ATS Switchboard</td>
<td>(845) 675-5000</td>
</tr>
<tr>
<td>Nyack College Switchboard</td>
<td>(845) 675-4400</td>
</tr>
<tr>
<td>Auxiliary Services (Housing Office)</td>
<td>(845) 675-4502</td>
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<tr>
<td>Cablevision</td>
<td>(845) 624-8200</td>
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<tr>
<td>Orange &amp; Rockland</td>
<td>(877) 434-4100</td>
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<tr>
<td>Verizon</td>
<td>(914) 890-1350</td>
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