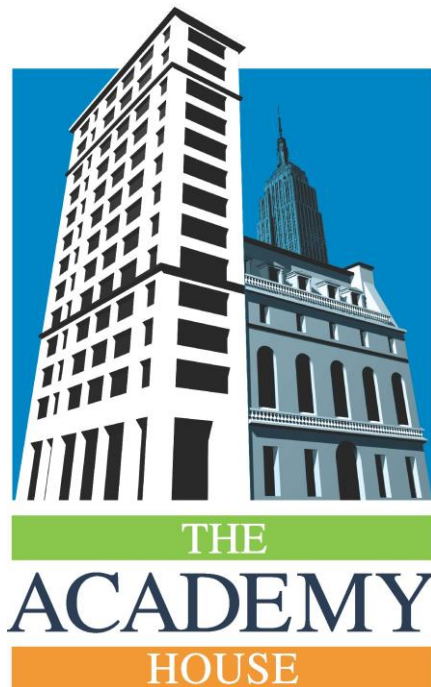


The American Academy of Dramatic Arts

Academy House Residence

New York City

2024-2025 | Residence Guide



Housing and Residence Life

800-463-8990 x389 | NYhousing@aada.edu

Table of Contents

THE ACADEMY'S MISSION	5
WELCOME LETTER.....	6
HOUSING AND RESIDENCE LIFE	7
COMMUNITY/RESIDENT ASSISTANTS	7
THE ACADEMY COMMUNITY.....	8
EVENTS	8
SOCIAL MEDIA	8
YOUR ARRIVAL AND DEPARTURE.....	9
PREPARE FOR YOUR ARRIVAL	9
<i>SUGGESTED ITEMS</i>	9
<i>PROHIBITED ITEMS</i>	10
<i>IMPORTANT TIPS</i>	10
MOVE-IN.....	11
GETTING SETTLED	11
WHEN IT IS TIME TO LEAVE	11
<i>PREPARE FOR YOUR MOVE OUT</i>	12
<i>HOW TO CHECK-OUT</i>	12
SAFETY AND SECURITY	13
CAMPUS SECURITY ACT POLICY	13
EMERGENCY PROCEDURES.....	13
<i>FIRE SAFETY</i>	13
<i>FIRE ALARM PROCEDURES</i>	14
<i>HOW TO AVOID CAUSING AN ACCIDENTAL FIRE ALARM</i>	15
<i>SEVERE WEATHER CONDITIONS</i>	15
<i>EARTHQUAKES</i>	15
GENERAL SAFETY INFORMATION.....	16
<i>PERSONAL SAFETY TIPS</i>	16
<i>BUILDING SECURITY</i>	16
<i>RECOMMENDED EMERGENCY KIT</i>	17
RESIDENCE AMENITIES	19
COMMUNITY AREAS	19

<i>AROUND THE ACADEMY HOUSE RESIDENCE</i>	19
<i>COMMUNITY LOUNGES</i>	19
<i>PUBLIC ACCESS WAYS</i>	19
<i>IN YOUR APARTMENT: LIVING/REHEARSAL ROOM, KITCHEN, AND DINING AREA</i>	20
<i>BATHROOMS</i>	21
<i>LAUNDRY ROOM</i>	21
<i>GARBAGE/TRASH/REFUSE</i>	21
INTERNET AND WI-FI	21
TELEVISION AND ENTERTAINMENT	22
MAINTENANCE	23
MAINTENANCE PROCEDURES.....	23
<i>REPORTING A MAINTENANCE ISSUES</i>	23
EXTERMINATION PROCEDURES.....	23
<i>EXTERMINATOR RECOMMENDATIONS</i>	23
<i>BED BUGS</i>	24
POLICIES AND PROCEDURES	25
ACADEMY'S CIVIL RIGHTS POLICY	25
ABANDONED PROPERTY	25
<i>COMMUNITY AREAS</i>	25
<i>RESIDENT ROOMS</i>	25
CONSOLIDATION	25
CRIMINAL BACKGROUND	26
DAMAGES	26
DELIVERY SERVICES.....	28
DISCIPLINARY SANCTIONS	28
DISRUPTIVE CONDUCT	29
ELECTRONICS.....	30
FIRE EQUIPMENT	30
GUEST POLICIES	30
HARASSMENT AND INTIMIDATION.....	31
HEALTH AND SAFETY	32
IDENTIFICATION CARDS AND KEYS.....	33
<i>LOCK-OUTS</i>	33
INSURANCE & MEDICAL SERVICES	34
INTOXICATION	34
<i>ALCOHOL</i>	34
<i>DRUGS</i>	35

Academy House Residence | Residence Guide 4

MAIL & PACKAGES	35
NOISE	38
PARENTAL NOTIFICATION	38
PETS	38
RECREATION	39
<i>HOVER BOARDS</i>	39
<i>BICYCLES & ROLLERBLADES</i>	39
<i>GAMBLING</i>	39
RESTRICTED AREAS	39
<i>ROOFTOPS</i>	40
RIGHTS AND RESPONSIBILITIES	40
<i>RESIDENTS HAVE THE RIGHT</i>	40
<i>RESIDENTS HAVE THE RESPONSIBILITY</i>	40
ROOM ASSIGNMENTS	41
ROOMMATES	41
ROOM ENTRY	42
<i>TRESPASSING</i>	42
ROOM CONDITION REPORT (RCR)	42
SECURITY	43
SIGNAGE	43
SMOKING	43
SOCIAL MEDIA	43
SOLICITATION	44
STORAGE	44
VANDALISM	44
<i>WINDOWS AND BALCONIES</i>	44
WELLNESS	44

Note: The Residence Guide is meant to guide our residents through the Academy House's general policies and procedures. Any updates or supplemental information will be communicated to residents' Academy email addresses and/or posted on campus. Please contact Housing and Residence Life at NYhousing@aada.edu if you have any questions or need further information.

The Academy's Mission

Founded in 1884, the American Academy of Dramatic Arts is the first conservatory for actors in the English-speaking world. Since then, its purpose has remained constant: To provide students with the tools needed to make acting their profession.

We select our students from varied backgrounds and from all around the globe. Diversity, which gives our students exposure to many cultures, enriches the depth of the actor's work. Selectivity, which continues throughout our program, yields a pool of students who nourish each other's growth.

Our training program is unique, based upon the long tradition of the Academy and embracing modern methods which promote discipline and self-discovery, along with the development of technique. Our faculty consists of working professionals and master teachers. They lead students to deeply felt, psychologically true and physically realized performances. To support this process, students receive constant feedback from faculty who consult collaboratively on their progress.

The goal of the Academy is to prepare students for acting careers in theatre, television and film. Our purpose is to provide a practical, post-secondary education which emphasizes the skills needed by an actor in today's competitive environment.

Welcome to the Academy House Residence

The American Academy of Dramatic Arts has a long and prestigious tradition of training some of the world's finest actors. Newest to this tradition is the Academy House, our first New York City campus residence hall. By engaging in an immersive community, you will have the opportunity to leave your imprint for years to come. We want you to feel at home and happy and will do the best job possible to make sure all your needs are met, and expectations exceeded. This *Residence Guide*, along with the *Student Handbook*, which is also provided by The Academy, will aid you in your transition to on-campus living.

Our Housing and Residence Life team is ready to help your transition go as smoothly as possible and answer any questions. The staff of the Academy House are some of the school's best students! Our Residence Director and Resident Assistants will be able to provide you with information about the residence, school, and best practices to navigate the city. If you are new to New York City, this time will be an experience unlike any other. You will have access to the best food, beautiful green spaces, culture, amusement, and an unlimited amount of entertainment.

Our goal is clear, to provide you with impeccable customer service and secure accommodations to make your time in New York City an unforgettable life experience. You are about to join your fellow Academy House residents in experiencing life in one of the greatest cities of culture, creativity, and entertainment; leading to lasting memories and friendships. We are proud to be a part of this great experience and will work our hardest to make sure you get the absolute most from your time staying with us in New York City.

If you have any questions (or just want to say "hello!"), feel free to connect digitally or stop by the Sixth Floor of the Main Building. We are looking forward to helping create a fun and unforgettable experience for you!

Warmest welcome,

The Academy House team

Housing and Residence Life

The Office of Housing and Residence Life works diligently to make your stay pleasant and enjoyable. The staff members who work in this department are staff who reside and work within the building to ensure your well-being. Housing and Residence Life has weekly office hours and are available 24-hours a day in case of an emergency.

During campus or office closures, please contact the Resident Assistant On-Call Phone for any emergencies. Hours of operations are subject to change, especially around national holidays or school closings. Please contact the Sixth Floor in advance or check the office door for more information.

RESIDENT ASSISTANTS

Resident Assistants (RAs), under the direct supervision of the Residence Director and the department of Student Services, are an integral part of The Academy who enjoy working in a community setting and foster a living/learning community. They are paraprofessional student staff who have direct and constant contact with our residents. Their primary responsibility is to act as facilitators for the residence hall community and to enhance the social, educational, intellectual, and cultural development of each individual. The RA articulates the philosophy and policies of The American Academy of Dramatic Arts. Each Resident Assistant can relate well to others and handle administrative responsibilities. The six basic roles of the RA: On-Call Emergency Responder, Community Development Manager, Programmer, Administrator, Community Mediator/Advocate and Role Model.

The Academy Community

Living in a community involves learning to use new freedoms wisely and adjusting to a new environment where rules may be different from ones you are accustomed. Most residents will make this adjustment without difficulty. A few residents are unable or unwilling to do so, and their behavior may interfere with the environment. The cornerstone to The Academy's vision is discovering your "truth" through self-discovery, which is essential in the development of a student.

As a resident at the Academy House Residence you are a guest in our home, please be responsible and appropriate at all times. There are important procedures and policies you need to be aware of and abide by to make our community a more pleasant experience for you and everyone else living in our residence. You will agree to the policies in this guide when you sign your Housing Agreement and during your check-in process. Any violation of these rules, other policies or laws; whether included in this guide or not, will result in the appropriate disciplinary sanction by The Academy and possibly the legal authorities.

EVENTS

The Housing and Residence Life team plan events and activities for you to enjoy. We plan trips around the city including tours of different neighborhoods, entertainment events, and popular attractions. Some events require signing up in advance to secure a place. While there are many free events, some may require a ticket purchase. Ticketed events may partially be sponsored by The Academy, which lowers the cost. Of course, there will also be free events within the residence for you to enjoy!

If you would like to suggest an event/activity, please speak with your RA or email us at NYhousing@aada.edu.

Your Arrival and Departure

PREPARE FOR YOUR ARRIVAL

Before your arrival, you will receive specific information about what to expect on your move-in day. While rooms are pre-assigned, we are unable to provide your room number or roommate(s) until you arrive. In addition, we cannot accept mail or packages for residents prior to arrival.

We do not provide roommate(s) information ahead of time because of a series of factors which may cause changes to your roommate; and do not want to give you incorrect information. At times, students make last minute requests for specific roommates, etc. We consider several factors when pairing roommates together, which are never guaranteed. For example: age, sleeping preferences, etc. If you have any special requests, please let us know and we will try our best to accommodate them.

We have put together the following list to help you pack for your stay. We recommend you bring essential items. You may always purchase additional items or have them sent to you after you move in. When you arrive, talk to your roommates about items you can share so there are not multiples of the same items. However, no items which interfere with fire safety equipment and laws are permitted in the residence. The Academy does not provide linens, utensils, cleaning, or cooking supplies.

SUGGESTED ITEMS TO BRING

BEDDING

Twin Extra Long Sheets
Blanket/Comforter
Pillows and Pillowcases
Mattress Cover
Mattress Foam/Pad

BATHROOM

Shower Curtain (liner with hooks provided)
Garbage Can/Waste Basket
Toiletries (Soap, Shampoo, Toothbrush, Toothpaste, etc.)
Toilet Paper
Towels
Bathmat
Hair Dryer

COOKING

Cooking Pots/Pans
Can Opener
Utensils
Microwaveable Plates, Cups, and Bowls
Tupperware
Dish Soap, Sponges

EMERGENCY & SECURITY

First Aid Kit
Lockbox/Safe Box
Emergency To-Go Bag
Flashlights
Batteries

MISCELLANEOUS

Hangers
Cleaning Supplies
Desk Lamp
Alarm Clock
Broom/Vacuum
Throw Rugs
Wastebasket

LAUNDRY SUPPLIES

Laundry Detergent
Laundry Basket
Iron and Ironing board

PROHIBITED ITEMS

The following items are prohibited. If found, there is a penalty fee of \$100.00, disciplinary action will be taken, and item(s) will be confiscated, donated or discarded at the resident's expense.

- Alcohol (even if you are of legal drinking age)
- Alcohol, drugs, or paraphernalia of any kind
- Candles, incense, smoking, matches, lighters, etc.
- Electric or gas-powered heaters
- Explosives, fireworks, weapons of any kind
- Flammable decorations such as Christmas lights, Christmas Trees, etc.
- Furniture, outdoor/patio furniture, extra television, refrigerator, or microwave.
- Furniture from the outdoors, reclaimed, or "hand-me-down."
- Halogen lighting equipment
- Hover boards, self-propelled scooters
- Illegal substances of any nature
- Open coiled appliances
- Smoke laden materials/vapors, fog machines and/or instruments

IMPORTANT TIPS

- Closet spaces are shared and limited so do not bring your entire wardrobe. New York City experiences all seasons: cool, cold, freezing, wet, warm, hot, humid.
- It is a good idea to pack some items for unforeseen incidents: Face Coverings, Hand Sanitizer, a No-Contact Thermometer (to individually measure your temperature), Band-Aids, aspirin, antibacterial cream, cold medication and eye drops.
- There are grocery stores right around the corner. Bring items with you which do not expire right away. You will need to share the apartment's refrigerator with your roommates.
- You may want to consider purchasing a lock box for your important items. Aside from the apartment's main doors, there are no locks on bedroom doors for when you depart the room. It is a good idea to keep your valuable items locked so only you have access. The Academy is not responsible for any damages, misplaced, lost or stolen items.
- While there is a Smart Television and Wi-Fi access provided, you may want to bring your laptops to stream/access your favorite shows/media.
- Do not bring items which are dirty or have been discarded such as furniture left on the street. Dirty or dilapidated items may have pests such as bedbugs and will not be allowed in the residence, even if it meets guidelines.

MOVE-IN

On the day of move-in, follow GPS directions to The American Academy of Dramatic Arts (address below). A staff member who will check you in and provide you with your keys as well as other important information, including your Room Condition Report, will greet you. If you are arriving by car, staff will assist with unloading the car immediately and the car is expected to depart immediately after belongings have been unloaded. You may move your car to a local parking garage. To help with your move, you may borrow a moving cart to bring your items up to your room; available first come, first serve.

ACADEMY HOUSE ADDRESS:

American Academy of Dramatic Arts
120 Madison Avenue (between 30th and 31st Streets)
New York City, New York 10016

Please see the "MAIL AND PACKAGES" section on page 35 for more information.

GETTING SETTLED

Once your belongings are in your room discard garbage inside compactor chute and bring all boxes to the designated area. Return the moving carts back to the move-in area for other residents to use. We kindly request you reserve choosing your bunked bed location in the bedroom until all roommates have arrived. This is a great way to establish respect.

While in your living area ensure the TV, internet, shower, toilet, kitchen appliances, apartment door locks, air conditioner, etc. are working and note any issues you might see on the Room Condition Report (RCR). While we do not foresee any problems with your room, we may have missed something, and it is important for you to report it upon your move in.

During the first week of your arrival there are opportunities to meet your neighbors and the staff. In addition, you will learn a lot about the building, the neighborhood, and all of the exciting events being offered during your stay. Pick up an events calendar from the Office of Housing and Residence Life if you do not receive one at check-in.

WHEN IT IS TIME TO LEAVE

If you need to depart prior to your agreement-end date, please contact the Sixth Floor to schedule a move-out appointment. No refunds are made for students departing earlier than their agreement-end date. On the final day of the agreement to expedite your checkout, you must be prepared to depart before 10:00AM. This includes having all belongings moved out, trash thrown away, and a general cleaning of the entire unit. Additional charges may apply.

PREPARE FOR YOUR MOVE OUT

Below are some steps you can take for a successful checkout. Failure to clean, remove garbage/debris/personal belongings and not return your key set will result in fees and extra charges applied to your account.

- Clean and remove garbage/debris and all personal belongings from your room.
- All food must be removed from your refrigerator.
- Return all furniture to its original set up.
- Return all keys (apartment, stairwell, front door, mailbox, proximity key, if applicable).
- Notify companies and the Post Office of your address change.
 - After you depart, The Academy will no longer accept mail or packages in your name. All mail/packages you fail to retrieve will be returned to the sender.

HOW TO CHECK-OUT

To avoid improper checkout fees, you must follow one of these checkout procedures. An improper checkout includes failure to make or miss a check out appointment, or not completing the proper checkout paperwork, etc. Residents who neglect to follow the checkout procedures will receive an "Improper Check-Out" fee of \$100.00 added to their account.

Schedule an Appointment

Schedule a check-out appointment with the Office of Housing and Residence Life at least 48 hours prior to your departure date. During your checkout a staff member will check your room for any damages, collect mailbox key, room key, proximity key (if applicable), and payment for damages or other fees. Final inspection by a staff member does not guarantee you will not have any damages. Only the Director of Student Services has final say regarding damage fees.

Express Checkout

If you are not able to make an appointment, need to leave earlier than expected, or all appointment slots are taken; you may qualify for an Express Checkout. Please check with the Sixth Floor to see if this option is available during the semester you are residing.

- Pick up an Express Checkout envelope from the Sixth Floor.
- Fill out the front of the envelope completely (front and back) and be sure to read all the information.
- Place your keys and Academy ID inside the Express Checkout envelope, and seal the envelope before placing it in the after-hours drop box.

Safety and Security

CAMPUS SECURITY ACT POLICY

The Academy supports Public Law 101-542, The Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments Act of 1991. In addition, to comply with New York Education regulation, Section 6450 of Article 129-A, an Advisory Committee on Campus Security reviews Campus Security Policies and Procedures and makes recommendations for improvement if needed.

The Academy will distribute to all students, faculty, and staff a publication with information regarding campus security policies and campus crime statistics on an annual basis prior to October 1st. Any individual interested in this information should contact the Sixth Floor.

EMERGENCY PROCEDURES

In accordance with the Clery Act, The Academy will notify the campus community without delay upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Warnings may only be withheld if they would compromise efforts to contain the emergency.

In the event of a campus emergency, it is vital The Academy is able to contact students as quickly as possible with critical information regarding campus emergencies or closures. In this regard, every student is required to have an email address and/or a phone number which can receive text messages to which official Academy communication can be sent. Students are expected to check their email accounts at least once a day.

The Academy takes the safety and security of residents very seriously. Posted near your apartment door and dedicated apartment phone is information with telephone numbers to use when the office is closed and in case of an emergency. In case of any medical or police-related emergency, call 911. After calling 911, if you are able, please contact Security or the Resident Assistant On-Call so The Academy is aware of the situation and can assist you in your emergency.

FIRE SAFETY

In the event of a fire drill, all residents must follow all instructions given by the emergency staff. Use emergency staircases and exits. Residents should familiarize themselves with these areas and be able to exit promptly during fire drills or actual emergencies. In the event of a fire or other emergency, notify security immediately. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get other residents out of the building.

FIRE ALARM PROCEDURES

If you ever see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest your room. It is extremely important you familiarize yourself with all applicable fire safety procedures. Falsely activating a fire alarm is against the law. Residents will be evicted and are subject to punishment to the fullest extent of the law. As a resident, you are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents' homeowner's or tenant homeowner's insurance policy through a rider.

If the fire is in your room

All persons are to vacate the room immediately in the safest possible way. If you are able to, please do the following:

- Call 911 after you exit the building.
- Do not try to extinguish the fire by yourself.
- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.
- Pull Fire Alarm station, if possible as you exit.
- Alert other people by knocking on their doors or yelling on your way out.
- Use the nearest stairway to exit, NEVER use the elevator.
- Learn your location's evacuation plan and know your pre-determined path for exiting from the building.
- Assemble across the street or down the block as directed and maintain silence so further instructions can be heard.
- Wait until the appropriate officials indicate you can re-enter the building.

If the fire is not in your room

- If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
- Stay inside your room and listen for instructions from safety personnel unless conditions become dangerous.
- If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can exit your room safely, follow the instructions above for a fire in a room.
- If you are unable to safely leave your room, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If condition in the room appears life threatening, open a window, use your fire escape, and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

HOW TO AVOID CAUSING AN ACCIDENTAL FIRE ALARM

- When using a microwave, oven or stove use lower time intervals and continue to reheat your food until it is ready, as opposed to leaving something in for long periods of time which may cause a fire or excessive smoke.
- If you are making popcorn, please make sure you watch it very carefully. *Note:* do not use a pre-set "popcorn" button on a microwave; instead, follow the preparation instructions on your specific popcorn package.
- Never leave the food warming area unattended while you are cooking food.
- Be certain to keep all other items which can catch fire away from the cooking surface.
- Cook only when ALERT – not while sleepy, drowsy from medication or after alcohol use.
- The residence is a smoke free environment; please smoke outside the building and campus, including vaping.
- Remove all prohibited items from your room.

SEVERE WEATHER CONDITIONS

If an evacuation becomes necessary, you will be instructed by staff to assemble in a designated area and will receive further instructions. Please listen to announcements made by the staff. You should bring a "To-Go" bag along with any item you want to bring with you. Consider you may be in the meeting area for an extended period of time. Bring items which would occupy you without the possibility of power (games and books are a couple of suggestions). We encourage you to take the stairways and appreciate your cooperation in this matter.

Other Important Information:

- Please listen for announcements.
- Do not take the elevator in case of emergency.
- Keep your cell phones and electronics charged.
- Please listen to staff members.

Please be cautioned we could experience leaks. As a proactive measure, please pick up all items off of the floor. Make sure your windows are tightly shut, blinds are down, and move all items away from windows. Please report any issues to a staff member.

GENERAL SAFETY INFORMATION

No community and/or student residence is 100% crime free; however, most crimes are crimes of opportunity and can be avoided with a little planning and a lot of common sense. By recognizing the types of problems which commonly occur on most student campuses and/or residences, the following tips are designed to educate everyone on how to handle and to respond to different situations.

Good crime prevention is simply learning how to avoid becoming a victim. Listed below are some safety tips you will need to exercise and adhere to in order to enjoy a wonderful living experience in New York City. Reviewing and understanding these Safety Tips will help each individual to acquire a safety and security mindset, one which will come back to you when you are in uncomfortable or unsafe situations.

PERSONAL SAFETY TIPS

- Reduce or eliminate opportunities which make you a target.
- Increase awareness in places you are most comfortable.
- Trust your instincts regardless of feeling embarrassed.
- Prepare your schedule daily with safety in mind.
- Do not make eye contact or engage conversation with strangers.

BUILDING SECURITY

When you encounter suspicious behavior (a trespasser, theft, damage, etc.) immediately contact security even if it turns out to be a false alarm. It is better to be safe.

- Always lock your apartment door. Never prop your door open. Although you may be inside your apartment, you may not be aware your valuable items are in total view near the door.
- Do not leave notes on your door stating you are not home and times you will be gone. This can attract would-be thieves.
- Do not give out your keys to anyone.
- Pay special attention to security precautions at all times, especially during breaks.
- Get acquainted with neighbors on the floor as soon as possible. Each resident has a role to play in safety. Part of that role is knowing who belongs on the floor and who doesn't.
- Never allow another resident's visitor to visit your room without being accompanied by their host. Recognize strangers and never let down your guard.
- Immediately report to your Resident Assistant if you are uncomfortable with the visitor(s) your roommate has signed in.
- Be assertive where security is concerned. You have both rights and obligation in this regard. You have the right to expect security to challenge you and everyone when

entering the building. You have the right to expect fellow residents to follow good security practices and to do things which protect your interests.

Visitors

It is essential you are aware the residence in which you reside is a shared community. Be fully aware by inviting strangers into this community you are placing your roommate and/or neighbors at a potential risk. Refer to the Guest Policy in this guide for more information.

• Tips

- Always ensure your roommates are familiar with your visitors.
- Never leave a visitor alone in your room.
- Never allow your visitor to travel unescorted throughout the building.
- Ensure your visitor properly signs in with security. Your guest is required to leave a valid photo ID card which will remain at the security desk until the visitor leaves the premises.
- All residents are always required to carry their keys.
- In the event a stranger tries to gain access into the building, immediately notify security.
- Keep your keys ready in hand as you approach the campus and building. As you gain access into the campus/building/room, ensure the door is properly closed behind you.

Metropolitan or Neighborhood Areas

- When traveling alone or accompanied by others, ensure your personal items are secure.
- Never open your wallet or purse in a potentially dangerous situation.
- Please avoid anyone asking for money.
- Although the neighborhood appears safe during day hours, always use precaution.
- Use well-populated and well-lit streets. If you suspect you are being followed, stay away from deserted blocks and head for an area where people are or head into the nearest open store and inform them you are being followed. Call the Police.

RECOMMENDED EMERGENCY KIT

As weather changes we recommend all our residents prepare an emergency to-go kit. A “To-Go” Bag should be packed in a sturdy, easy-to-carry container such as a backpack or suitcase on wheels. Below are some recommendations on this “To Go Bag:”

- A Go Bag should be easily accessible if you have to leave your home in a hurry. Make sure it is ready to go at all times of the year.
- It should have copies of your important documents in a waterproof and portable container (insurance cards, birth certificates, deeds, photo IDs, proof of address, etc.)
- Credit and ATM cards and cash, especially in small denominations.
- Bottled water and nonperishable food, such as energy or granola bars

- Flashlight: Traditional flashlight bulbs have limited lifespan. Light Emitting Diode (LED) flashlights, however, are more durable and last up to 10 times longer than traditional bulbs.
- Battery-operated AM/FM radio and extra batteries
- List of the medications you take (if any) and their dosages. Medication information and other essential personal items. If you store extra medication in your Go Bag, be sure to refill it before it expires.
- First Aid Kit
- Lightweight raingear and Mylar blanket
- Cell phone charger

If you wish to buy a Go Bag you can do so by going to the American Red Cross website and search Emergency Go Bag. Basic Emergency Supplies may be in the common closet on each floor; and is expected to be shared with all residents on the floor.

Residence Amenities

COMMUNITY AREAS

AROUND THE ACADEMY HOUSE RESIDENCE

Whether you need to study, meet new friends, and/or mingle with old ones; there are plenty of spaces for you to enjoy while living at the Academy House Residence. All public areas have wireless capability.

Drinking alcoholic beverages is not allowed anywhere in residence, including in any community areas; which includes hallways, rooftop/balconies, courtyards, stairways, elevators, and laundry room. Any misuse or damage to The Academy's equipment will result in the resident being held responsible. Please clean up after yourself and understand these spaces are used by all residents and observe all signage and hours of operations.

COMMUNITY LOUNGES AND LIVING ROOMS

Your living/rehearsal room is open to residents of your apartment and meant for gathering, studying, and relaxing. All residents using these spaces must follow the below rules:

- Be respectful of others and mindful this is community space.
- No smoking of any kind, drugs, or alcohol permitted.
- Be courteous during organized events.
- All activities held in common areas must have a person who oversees the event/activity.
- During events, recreational activities are prohibited such as: video games, loud music, and loud conversations as it may be disruptive to the event.
- Furniture must be utilized appropriately and cannot be moved from its original location.
- Please dress appropriately, wear shoes, shirts and pants/shorts/skirts at all times.
- Be responsible for your own personal items.
- Clean up after yourself immediately, so everyone may enjoy a clean environment.
- No sleeping in public places (including furniture, floor, lobby, etc.).
- Public spaces are under 24-hour surveillance.

PUBLIC ACCESS WAYS

Students shall not block or leave anything in or on rooftop/fire-escapes, the sidewalks, entrance/exit, elevators, stairways, gate areas or halls. Public access ways shall be used only for entering and leaving the apartment and the building. Students shall not store any property (including shoes, bicycles, garbage, and/or furniture) in any public area of the building.

IN YOUR APARTMENT: LIVING/REHEARSAL ROOM, KITCHEN, AND DINING AREA

The living room/rehearsal space is a common area shared by all residents in a respected unit. Please be mindful of your roommates and neighbors when rehearsing. In addition, there is a communal kitchen available for your use in each apartment unit. Please help maintain it by cleaning the area when you have finished cooking. In addition, there is space for you to eat in your apartment's dining room.

Kitchen Rules

- Clean up after yourself.
- Dispose of your trash in proper bins.
- Rinse recycling and place it in the designated bin.
- Wipe off your counter space.
- Clean off burners if spillage occurs.
- Do not clog sinks; scrape plates of food before placing in sink or dishwasher, and remove any food from drain to prevent clogs.
- Do not leave the kitchen while your food is cooking.

Safety Cooking Tips:

- Double-check the kitchen before you go to bed or leave the apartment. Make sure all appliances are turned off.
- Wear short, close fitting or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and catch fire.
- Always keep a potholder, oven mitt and lid handy. If a small grease fire starts in a pan, put on an oven mitt and smother the flames by carefully sliding the lid over the pan. You may also use baking soda. Turn off the burner. Do not remove the lid until it is completely cool. Never pour water on a grease fire and never discharge a fire extinguisher onto a pan fire, as it can spray or shoot burning grease around the kitchen, spreading the fire.
- If there is an oven fire, turn off the heat and keep the door closed to prevent flames from burning you and your clothing. Call 911 from a safe location.
- If there is a microwave fire, keep the door closed and unplug the microwave - if safe to do so. Call 911 from a safe location. Remember food cooked in a microwave can be dangerously hot. Remove the lids or other coverings carefully to prevent steam burns.
- Do not pour cooking grease down the kitchen drain. Let the grease solidify and dispose of in the trash. Be careful with hot grease as most fire related emergencies are due to the improper heating of grease.
- Keep track of the time when heating things in microwaves.
- If you are making popcorn, please make sure you are watching it very carefully.
- Never leave the food warming area unattended while you are cooking food.
- Use lower time intervals and continue to reheat your food until it is ready, as opposed to leaving something in for long periods of time which may cause a fire or excessive smoke.

BATHROOMS

The bathrooms, toilets and wash closets along with all plumbing fixtures shall only be used for the purposes for which they were designed or built. Sweepings, bags, acids, garbage or other substances shall not be placed in them.

LAUNDRY ROOMS

All machines are free to Academy House Residence residents; guests are not permitted to utilize machines. Please be mindful of your laundry. As a courtesy to others do not leave your laundry alone for any unspecific time. If you choose to leave it behind, make sure you know how long it takes to do a wash/dry. If you leave your laundry too long in a machine, someone may choose to move it for you. The Academy is not responsible for items damaged, stolen, misplaced, or removed. If you would like to report a problem with a machine, submit a Work Request at <https://aada.sherpadesk.com/>.

GARBAGE/TRASH/REFUSE

Garbage rooms are located on each floor. All trash should be in small bags and tossed down the compactor chute. Please follow posted signs regarding the building's recycling policy. Do not leave garbage bags in hallways, outside of the trash chute, or inside of any room. Any bulk items should be brought to the designated area. Any violation of this will result in a \$100 Administration Fee assigned to the apartment, unless the person(s) responsible is identified. Carpeting, bedding, clothes or other articles are not to be hung or shaken out of any window of the building. Students shall not sweep or throw or permit to be swept or thrown any dirt, garbage or other substances out of the windows or into any of the halls, elevators, or elevator shafts.

INTERNET AND WI-FI

Wireless Connectivity (WiFi) is available throughout the building. To connect, you will need a Wireless enabled laptop, tablet, or smartphone. Any tampering with the internet equipment or software will lead to suspension and/or termination of internet access.

The network information will be provided upon your move in. This residence offers High Speed Internet Access (defined by the FCC as a connection to the internet of at least 768kbit/s) in every room. The availability speed will vary over the 786kbit/s threshold depending on many factors such as load, concurrent connections, as well as other factors. The Network gives priority to traffic for the following services: video conferencing, web browsing, email, Instant Messaging and so forth. Other traffic such as PC gaming or gaming consoles will automatically receive bandwidth allocation based on the factors mentioned above. The Academy does not provide students with wired ethernet access. Students must use the "AADA" WIFI network for internet activities.

The Academy does not provide general technical support to students. We recommend residents either purchase the extended technical support program through the individual computer

company or contact an IT services provider of their choice such as The Geek Squad at www.thegeeksquad.com or Geeks on Call at www.geeksoncall.com.

The Academy recently upgraded all on-campus WIFI access points (AP's). We take every effort to provide on-campus students with fast, secure, and stable WIFI connectivity to the internet, Academy network apps and essential services.

TELEVISION AND ENTERTAINMENT

Each apartment's living/rehearsal room is equipped with a TV and a remote control. The TV is connected to a communal AppleTV, all property of The Academy. Your TV has access to streaming applications such as Amazon Prime, Hulu, and Netflix. The Academy provides each apartment with a free Netflix account. Residents are free to sign into their personal Amazon Prime and/or Hulu accounts, but remember to sign out as your time at the Academy House Residence ends.

During your stay if the Netflix account is signed out and you require access, please submit a Work Request and it will be resolved within one business day during business hours. Do not contact the Resident Assistant On-Call after office hours for access to Netflix.

Maintenance

MAINTENANCE PROCEDURES

If your unit, room or the provided equipment and furnishings in your room require any repair or maintenance, please do not attempt to repair it yourself.

General maintenance and routine repairs (such as a plumbing, electrical, or furniture/appliance maintenance, etc.) are performed without charge to residents. We encourage you to report damage immediately. Neglecting to report a problem (leaky faucet, water damage, etc.), could lead to further, more complicated problems.

Emergency repairs include major leaks, flooding, inoperative door locks, and any problem which endangers property or safety. In case of an emergency, contact 24/7 Security immediately or the Resident Assistant On-Call.

Residents are not permitted to paint or make any alterations to their rooms. If you damage anything, you will have to repay the building for the cost of repairs (or replacements). The Academy will not service or repair any furnishings or equipment provided by residents. Do not put any nails, screws, hooks or sticky substances in/on the wall. You will be responsible for any damage caused to the room. For safety reasons, do not try to clean the outside surface of your windows. Do not sit on ledges or lean out windows or fire-escapes, this is for your own safety. Do not put anything on balconies. Never attempt to exit through windows.

REPORTING A MAINTENANCE ISSUE (WORK REQUEST)

Repairs may be made by completing a work request at the Security Desk in the Academy House, by visiting <https://aada.sherpadesk.com/> or by scanning the QR Code to the right with a smart device. All requests are processed during business hours and will be resolved in a 48-72 business hour timeframe unless more time is needed for parts which are not on-site.



EXTERMINATION PROCEDURES

To protect the general health and safety of all our residents the following guidelines must be followed. Please keep your room free of debris and keep all food in sealed containers to help prevent a bug or rodent problem; the Academy has provided 1 bin per resident for this purpose. While our contracted exterminator may make routine visits, if you find you need to utilize exterminator services please submit a Work Request and email NYhousing@aada.edu

EXTERMINATOR RECOMMENDATIONS

Exterminators highly recommend all unused boxes and plastic bags are properly disposed. Do not leave either item on the floor as this creates a breeding ground for unwanted insects and pests. The Academy's Operations and Facilities Teams have been instructed to inform us of any rooms which violate these guidelines and a note to document such violations will be submitted to you. You will be given 24-hours to correct all noted violations and a post inspection will follow.

Areas which need to be kept in good condition to avoid problems in your room:

- **General Area**
 - Microwave: Should be wiped clean after each use.
 - Floors: Must be properly swept and kept free of debris.
 - Garbage: Must be removed on a nightly basis and thrown down the garbage chute.
 - Refrigerator: Do not leave rotted food in your refrigerator. If your refrigerator needs to be defrosted please contact maintenance.
 - The Academy reserves the right to dispose of any expired food if residents are not present or do not comply.
 - Food Items: Must be properly stored. Please do not leave unsealed food out.
- **Bathroom**
 - Floors: Must be mopped.
 - Sink/Shower: Must be cleaned and the drain must be kept clear.
 - Toilet: Must be cleaned regularly.
- **Community Areas**
 - Floors: Please make sure all crumbs and food items are swept up and properly thrown away after cooking and eating.
 - Stovetops: Must be kept clean, including the removal of all grease and food items.
 - Sink: Do not leave any dirty dishes in the sink.
 - Counter: Should be wiped clean.
 - Garbage: Must be removed after cooking and eating and disposed of properly.
 - Cooking Utensils/Supplies: Must be removed from lounge areas or it will be disposed of by the cleaning staff.

BED BUGS

Every few years, there has been a resurgence of reports of bed bugs in metro areas – with complaints from luxury apartments, five-star hotels, popular clothing stores, and theatres. We recognize the responsibility to investigate every report, take all possible precautions to prevent the spread of an infestation, and to eradicate any confirmed problems. The Academy is committed to an effective and efficient response to residents who suspect they may have bed bugs.

If you suspect you may have bedbugs, contact us immediately at NYhousing@aada.edu

Community Standards and Academy Policies & Procedures

ACADEMY'S CIVIL RIGHTS

The full policy of The Academy's Civil Rights Policy: Discrimination, Harassment, and Sexual Misconduct, which includes Sexual Harassment may be found in *The American Academy of Dramatic Arts' Student Handbook*. Any community member who feels they have an incident report should contact the Sixth Floor Administrative Team immediately; or file a report by emailing civilrights@aada.edu

ABANDONED PROPERTY

COMMUNITY AREAS

Residents are encouraged to keep personal items secure in their rooms. Public areas of the residence are not intended for storage of personal belongings. Items found left behind in public space given to security or a staff member will be placed in a "Lost and Found" area on the Sixth Floor of 120 Madison Avenue for seven days. After this period these items will be considered abandoned and will be discarded. If an item is left behind and taken by another individual, we will attempt to recover the item; however, The Academy is not financially responsible for the item if it cannot be recovered.

RESIDENT ROOMS

If a resident vacates an assigned space and leaves personal possessions, whether intentionally or unintentionally, these items will be considered abandoned property. All items left behind will be removed, recycled or donated. The Academy is not responsible for any items left in the rooms/residence and will not be responsible for the replacement or compensation of abandoned property.

CONSOLIDATION

Double occupancy rooms are intended for two residents. When a vacancy becomes available in a shared space, another roommate or roommates will be found immediately. If you are in a shared apartment/bedroom which has a vacancy, or if you are scheduled to vacate; please be aware we may show your unit to prospective residents. You will be emailed or telephoned first and if there is no answer we will knock on your door before entering. You are permitted to only

occupy your side of the room. We will make every effort to give you at least 24-hour notice prior to your roommate's arrival.

CRIMINAL BACKGROUND

The Academy reserves the right on a case-by-case basis to deny the request of any person to reside in housing or to involuntarily remove any person already admitted to housing due to the conviction of any felony or misdemeanor offense which, in the judgment of The Academy, indicates the person who has been convicted of such an offense has the potential to disrupt the normal functioning of housing, engage in conduct which may endanger the health or safety of any person residing in housing; including self, or otherwise negatively impact the residential community.

The decision of whether or not to deny the request for housing or remove any person already admitted to housing and the seriousness of the felony or misdemeanor offense or educational institution disciplinary infraction upon which such decision is based is at the sole discretion of The Academy and is not subject to appeal.

DAMAGES

If your room or any Academy property has sustained damage beyond the usual wear and tear, the cost of the repairs will be charged to you at the time of check-out or during your stay. Below is a sample list of charges for items within your room. This list may not be fully inclusive, and all charges not listed will be charged at market rate at the discretion of Housing and Residence Life.

DESCRIPTION	CHARGE
Additional Cleaning Fee	\$100.00+
Air Conditioner Unit	Cost invoiced
Apartment Door	\$500.00
Base Molding	\$150.00
Bathroom Basin	Cost invoiced
Bathroom Door	\$100.00
Bathroom Door Knob/Lock	\$50.00
Bed	\$250.00
Blinds (per blind)	Cost invoiced
Bulk Item Removal (per)	\$100.00
Bunk Bed Roll Bar	\$60.00
Common Area Chair	\$250.00
Common Area Coffee Table	\$125.00
Common Area Dining Chair	\$100.00

Common Area Dining Table	\$175.00
Common Area End Table	\$95.00
Common Area Entertmnt. Table	\$300.00
Common Area High Stools	\$115.00
Common Area Sofa (3 seater)	\$450.00
Dishwasher	Cost invoiced
Door Defacement (inside/out)	\$150.00
Dresser unit (2 drawer)	\$250.00
Fire Extinguisher	\$150.00
Fire Safety Equipment	\$150.00
Floor Tiles	\$150.00 per tile
Furniture Disassembly	\$150.00
Housing Proximity Key (if applicable)	\$75.00
Improper Check-Out fee	\$150.00
Kitchen Cabinet	Cost invoiced
Late Check-Out Fee	\$75.00 per hour
Light Fixtures	\$150.00
Mailbox Key / Apartment Key	\$20.00 / \$30.00
Mattress	\$200.00
Medicine Cabinet	Cost invoiced
Medicine Cabinet Mirror	Cost invoiced
Medicine Cabinet Shelves	Cost invoiced
Microwave	Cost invoiced
Microwave Plate	\$50.00
Mirror	\$100.00+
Misc. Doors/Locks	Cost invoiced
Paint/Repair Ceiling	\$250.00
Paint/Repair One Wall	\$100.00
Painting (Full Room)	\$350.00
Refrigerator	Cost invoiced
Refrigerator Shelving	\$75.00
Remote Control	\$50.00
Room Lighting Fixtures	\$150.00
Room Signs	\$75.00
Shower Fixtures	\$350.00
Shower Rod	\$50.00
Smoke Detector Device/CO	\$150.00
Television	\$500.00+
Television Accessory – Apple TV	Cost invoiced to latest model
Television Mount	\$100.00+
Toilet	Cost invoiced

Toilet Paper Roll Dispenser	\$25.00
Toilet Seat Cover	\$25.00
Toilet Tank Cover	\$100.00
Towel Rod	\$25.00
Tub Re-glazing	Cost invoiced
Unauthorized Appliance	\$100.00
Window Stoppers and Screens	\$150.00
Window/Glass replacement	Cost invoiced
Other items not listed	Costs invoiced

DELIVERY SERVICES

All residents must pick up their food, laundry, and other deliveries from outside the main entrance on Madison Avenue. Delivery persons will not be permitted in the residence. Please make sure you give all delivery personnel your mobile telephone number.

DISCIPLINARY SANCTIONS

Residents can expect fairness from the staff in addressing alleged violations of the *Residence Guide*, policies and terms. Failure to comply with the terms of a sanction will be considered further violation and may result in additional, extended and more severe sanctions. Below are sample actions a resident can be sanctioned when violating any policy or procedure.

Sanctions may include, but are not limited to:

- Written Warning
- Disciplinary Fines
- Educational Projects
- Community Service
- Referral for Substance Abuse Evaluation, Education and/or Treatment
- Referral for Personal Counseling
- Restitution for Damages
- Disciplinary Probation
- Required Room Reassignment
- Loss of Guest Privileges
- Parental Notification
- Suspension from the Residence
- Expulsion from the Residence without a Refund
- Referral to Public Law Enforcement Agencies

DISRUPTIVE CONDUCT

Disorderly, disruptive or aggressive behavior which interferes with the general comfort, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. No resident shall create a condition which endangers or threatens the safety or well-being of himself/herself or others—this includes staff members, security guards and building staff.

COMPLIANCE WITH ACADEMY OFFICIALS

Students are required to comply with the instruction or direction of any Academy employee, agent or representative at all times. No resident shall intentionally or recklessly interfere with a staff member or other officials exercising her/his assigned duties.

COMPLIANCE WITH LAW

Students shall obey all present and future local, state, and federal laws and orders or regulations carried out by New York City, which affect the building and shall comply at student's expense which arise from student's improper use of the apartment or the Building.

FAILURE TO COMPLY

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of these rules and regulations or any applicable rule. Students are expected to comply with any instruction provided by The Academy and its officials.

HAZING

New York State passed an anti-hazing law which makes any hazing activity a criminal action. Hazing is defined as "any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state." Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. An agent of The Academy can define additional forms of hazing. The Academy does not support any hazing activity by students enrolled in the Academy. Such activity would be in violation of the Academy's Student Conduct Policy and will result in serious disciplinary action, in addition to any criminal penalties which may apply.

INTENT TO HARM

It is prohibited to endanger, threaten, or cause physical harm to any member of The Academy community or to oneself. Causing reasonable apprehension of such harm or engaging in conduct or communications which a reasonable person would interpret as a serious expression of intent to harm is not permissible. Violations may result in termination of Housing Agreement as well as a review of the resident's status as a student at The Academy.

ELECTRONICS

The Academy is not responsible for any personal electronic equipment, including computers, brought into the residence. All residents should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

FIRE EQUIPMENT

Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Exiting windows, fire-escapes, roof accesses or any other egress when there is not an emergency.
- Removing smoke alarm (includes taking out batteries/removing from hard wire).
- Removing a fire extinguisher from its prescribed location.
- Discharging a fire extinguisher for any purpose other than putting out a fire.
- Setting false alarms.
- Tampering with the covers on fire alarm pull stations.
- Tampering with common area and room sprinkler systems.

Any action by a resident which places other residents at risk will result in the violator being held financially responsible to all costs associated. Additionally, the violator will be subject to disciplinary sanction.

GUEST POLICIES

This policy exists to allow residents to have guests in a manner which does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. Having a guest is a privilege and not a right. Each guest is expected to abide by all Academy 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 policy is subject to penalties including disciplinary procedures and/or legal penalties and will be asked to leave the residence. The Academy has the right to ban any guest. At the discretion of The Academy, other policies may supersede this policy.

The following conditions must be met:

- No guests under age 18 are permitted without permission from the Residence Director or Director of Student Services, unless they are an enrolled Academy student.

- No Academy faculty or staff is permitted into the residence hall, apartments, or bedrooms at any time for any reason.
- It is the responsibility of the host to meet his/her guest at the Security station. The host must remain with the guest at all times when the guest is in the residence.
- If the host departs the building the guest must also depart and is not permitted back into the residence until the host is able to personally escort them.
- All guests must register at the Security station by showing proof of a valid unexpired photo identification card. The card will remain with security until the guest departs, along with the Academy ID of the host.
- When the guest leaves the residence they must be escorted to the entrance by the host and must sign out with Security, at which point ID will be returned.
- No person who is required by law to register as a sex offender may be a guest.
- Guests, do not receive any key and residents are not permitted to hand their key to their guest if they depart the building. Guest must be physically escorted by the resident host at all times.
- All guests must abide by the Residence Guide and Student Code of Conduct Guide. Residents are also accountable for the conduct of their guests.

DAYTIME GUESTS

Provided there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term daytime guests who stay between the hours of 10AM and 10PM. A particular person may not be a short-term guest of any resident for more than three days in one week.

OVERNIGHT GUESTS

Residents are not permitted to have overnight guests. There are no exceptions to this policy.

HARASSMENT AND INTIMIDATION

Residents living in the residence have the right to live free of intimidation, harassment or bullying. If after an investigation, The Academy determines a resident is harassing, bullying, or intimidating another resident, The Academy may take appropriate action to cause such behavior to cease including, without limitation, terminating the Housing Agreement and right to be in the residence. Refer to the *Student Handbook*, provided by the Office of the Student Services for more information. Do not engage in, or threaten to engage in, any behavior which endangers the health or safety of another person or oneself.

HEALTH AND SAFETY

In order to determine compliance with The Academy's policies, with federal, state and local laws, and to check for any repairs needed; The Academy conducts Health and Safety Inspections a minimum of once per week and when there is a reasonable cause to believe a violation has occurred or is taking place. The Academy personnel may obtain evidence while conducting the inspection, which may later be used by the law enforcement agencies in the prosecution of criminal behavior. Any confiscated item will be donated to local charities or discarded immediately.

Residents are responsible for maintaining a reasonable level of cleanliness in their units, rooms and in the building. Keeping food in appropriate storage containers, regularly cleaning the bedroom and bathroom, promptly disposing trash (trash must be disposed of in designated areas) and keeping laundry clean will help keep the room free of rodents and pests. The inability may result in cleaning fees. The Academy reserves the right to enter any apartment unit or any resident's room at any time without warning.

Do keep in mind we do not have vacuums or mops to lend, and you should purchase your own cleaning supplies (Swiffer, Clorox Wipes, Windex, etc.). The Academy will provide a weekly cleaning service for all units' living room, kitchen, and bathroom(s) only. The cleaning staff will not provide cleaning to individual bedrooms.

During the inspection, staff will check for compliance with health codes, fire safety regulations, maintenance problems, and potential physical hazards.

We suggest cleaning your bathrooms once a day. You should purchase cleaning supplies for your room. Your cleaning routine should include the following:

1. Clean the inside and outside of the toilet, including the base.
2. Wash the sink, the faucet area, and clean the entire mirror.
3. Wash the soap residue in the bottom of the shower.
A plastic pot-scrubber is perfect for this.
4. Always clean the drain cover after your shower and purchase a drain cover.

While The Academy provides each resident a welcome toilet paper roll, residents are responsible for providing additional toilet paper. Do not dispose of facial tissue, q-tips, paper towels sanitary napkins, tampons, wipes or substitute toilet paper in the toilet as these will clog it. Purchase a small trash can for your bathroom. Please do not use your foot to flush the toilet.

Residents may not have any of the following items:

- Alcohol (even if you are of legal drinking age)
- Alcohol or drug paraphernalia of any kind

- Candles, incense, smoking, matches, lighters, etc.
- Electric or gas-powered heaters
- Explosives, fireworks, weapons of any kind
- Flammable decorations such as Christmas lights, etc.
- Furniture, television, extra refrigerator, or microwave not provided
- Halogen lighting equipment
- Hover boards, self-propelled scooters
- Illegal substances of any nature, including “medical marijuana”
- Open coiled appliances
- Smoke laden materials/vapors, fog machines and/or instruments, including vaping.

If these items are found in the room they will be confiscated. Residents will be given two (2) business days to determine where to send their items. After this time period all items will be disposed of. Alcohol, drugs, or drug paraphernalia will be disposed of immediately.

IDENTIFICATION CARDS AND KEYS

Each resident will be issued keys to enter the building and their apartment and to access their shared mailbox, all of which is property of The Academy and must be returned at departure. All residents are always required to carry their keys and Academy ID and must present it to the security guard before they can be admitted to the residence. If someone is found with a key which does not belong to them, the resident will face disciplinary sanctions including possible expulsion from the residence without a refund, and keys will be confiscated. No one is permitted to install additional lock(s) on any door at the Academy House Residence.

Duplication of apartment keys is strictly prohibited. Lost keys must be reported immediately. If a door must be re-keyed because of a lost key, the student responsible for losing the key is charged an administrative fee for the re-keying. Students who fail to return key(s) issued to them on the day they move out will be charged an Administrative Fee to re-key the apartment.

To keep in mind:

- Replacement cost for each building key is \$75.00.
- Replacement cost for the apartment key is \$30.00.
- Replacement cost for the mailbox key is \$20.00.
- Replacement cost for an entire key set is \$115.00.
- Administrative Fee for re-keying is \$450.00. (three locks per apartment)

LOCK-OUTS

It is always your responsibility to carry your keys with you. We will be keeping track of every lock-out. If you are locked-out you should seek out a roommate, security, or contact the RA on-call

who will let you in. The first lock-out of each semester is free of charge and any subsequent lock-out is \$5 per lock-out if security or staff from the office assist.

INSURANCE & MEDICAL SERVICES

We strongly recommend all residents are covered under a health and homeowners insurance policy. Residents are advised to check for possible coverage of personal belongings and other items under their parents'/guardians' homeowners' or renters' insurance. There are no medical services on the campus. Please refer to The Academy's Wellness Policy in this guide and in the Student Handbook for more information. Below you will find the urgent care and hospital(s) around the area. None of these medical facilities have relationship with The Academy.

MidtownNY Doctors Urgent Care

205 Lexington Ave (at 32nd
Street) New York City, NY 10016

Phone: 212-684-4700

CityMD Urgent Care

212 East 23rd Street
New York City, NY 10010

Phone: 646-518-0163

NYU Langone Hospital

550 First Avenue (at 30th Street)
New York City, NY 10016

Phone: 212-263-5800

INTOXICATION

Intoxication whether from alcohol, narcotics, or prescription medicine is not acceptable justification for irresponsible or inappropriate behavior. Residents of legal age who consume alcohol outside of the residence are expected to do so in moderation and in a manner which ensures other residents' rights to privacy, sleep and study. When a staff member is alerted of a resident who becomes incapacitated as a result of drinking or drug use, they will seek medical attention by calling 911. Residents will be financially responsible for the costs of the medical care including ambulance and/or hospitalization and will face disciplinary action. In addition, loud or disruptive behavior, interference or drinking habits which are disruptive or injurious to the health of individuals will not be tolerated and disciplinary action will be taken which could lead to removal from the building and forfeitures of all monies paid.

ALCOHOL

Residents are required to abide by all federal, state and local laws and regulations and the policies of The Academy regarding the use, sale, and distribution of alcoholic beverages. These rules specify persons under 21 years of age are prohibited from possessing any alcoholic beverage. Residents who are of legal drinking age may consume alcohol outside of the residence as the Academy House Residence is a non-alcohol/dry residence hall. No alcohol is permitted.

- Any liquor found in the building will be confiscated, poured out, and the resident(s) present at the time of discovery will face disciplinary sanctions.

- Residents who bring alcoholic beverages into the residence will face disciplinary sanction.
- Kegs, beer balls, and other mechanisms or devices which promote the purchase, storage and distribution of alcoholic beverages in bulk quantities, or which allow unregulated access to alcoholic beverages by any means may result in immediate removal from housing.
- Alcoholic beverages may not be sold or distributed by a resident or guest in residence. This prohibition includes, but is not limited to, parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.
- Residents found to be intoxicated (including those who have to seek medical treatment for intoxication) may be subject to the appropriate disciplinary sanction by The American Academy of Dramatic Arts and by legal authorities.

DRUGS

Residents are required to abide by all federal, state and local laws and regulations and the policies of The Academy, regarding the use, sale, and distribution of controlled substances despite its changing legal status in other jurisdictions. Unlawful manufacture, distribution, dispensing, possession, use, misuse, or sale of; or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law is prohibited. The Academy adheres to federal law, which does not recognize the possession and/or use of medical and/or recreational marijuana. In addition, the possession or use of drug related paraphernalia is prohibited. If found in violation your Housing/License Agreement will be immediately terminated, your rights to live in residence will cease and all monies paid forfeited and you will be required to vacate the premises. Refer to the *Student Handbook's* "Substance and Alcohol Abuse Policy" for more information.

MAIL & PACKAGES

Mailing Address and Authorized Use

Resident students' mail and packages can be sent to The Academy House for as long as they are current residents of The Academy House at 118 Madison Avenue*. During housing check-in, residents will be assigned a shared mailbox for the duration of their time as Academy House residents (N – Z). All mail and packages for residents should be properly addressed, as follows:

RESIDENCE ADDRESS:

Your Name
Academy House Residence, Mailbox ____
118 Madison Avenue
New York, NY 10016

This format is very important. If the address is incomplete or incorrect, mail/package may be misdirected and/or not sent to The Academy House.

**Please note that any mail and packages that arrive for residents who have moved out of The Academy House will be refused or returned to sender. It is each resident's responsibility to update their address with the U.S. Postal Service directly at <https://moversguide.usps.com/>. This includes any packages received during breaks, even if residents plan to return to living on-campus at The Academy House. Also, packages and mail cannot be accepted before a resident has moved in; any items that arrive for a resident prior to move-in will be refused and returned to sender.*

It is also advised that residents encourage any senders to have important letters or packages registered, certified and/or insured. Residents should be sure to check and empty their mailboxes regularly, at least every 2 days. If a resident loses a mailbox key, they should inform Housing staff right away at NYhousing@aada.edu.

Package Pickups

Residents will be notified about package deliveries via Academy email address and/or via text (if cell phone number is provided) and must pick up all packages within 48 hours after receipt of the delivery notification; otherwise, the packages are subject to being marked *Return To Sender* (RTS). Residents should come with their Academy ID to claim their package(s). In addition, a resident should not retrieve a package from the residence hall lobby if the security guard is not present; if a resident comes to the lobby when the guard has stepped away momentarily to tend to another matter, the resident should wait for the guard to return or simply come back later, as all packages must be signed out of the Academy system.

Package Restrictions

The Academy takes reasonable precautions to safeguard packages delivered for resident students but shall not accept responsibility for lost, stolen, or misdelivered mail and packages to the extent permissible by law. In addition, The Academy is not responsible for packages that arrive opened or damaged. Packages should not contain flammable or hazardous contents. Packages should not exceed 40 pounds (18.1 kg) or be larger than 24"x24"x24" (61 x 61 x 61 cm) boxes. Also, The Academy does not accept C. O. D. (Cash On Delivery or Collect On Delivery) deliveries or deliveries of any of the following items: furniture, groceries (Fresh Director, Instacart, etc.), food from restaurants or delivery services such as Uber Eats, Door Dash, and so on, or Edible Arrangements, meal kits such as Hello Fresh, Blue Apron, etc., live plants or flowers, or any purchases delivered in plastic shopping bags. If resident students want to order items/deliveries of this nature, they must either personally transport them into The Academy House or collect them directly from the carrier upon delivery. There is a drop-off area for these items in the outer vestibule, but Academy staff is not responsible for these items. Also, residents will not receive an email alert from the Academy for these types of deliveries. This means delivery personnel and/or senders must notify recipients directly. Additionally, residents cannot leave items in the lobby for returns or pickups by other individuals without prior authorization from the Housing office, who can be reached at NYhousing@aada.edu.

Other Mail and Package Options

The Academy encourages residents to have Amazon packages delivered to one of several nearby Amazon locker locations. Delivery to Amazon lockers is free and packages are available for pickup for 72 hours after delivery. For a list of nearby Amazon locker locations, see below; all are within a 4-10 minute from The Academy House. Residents can choose these or other Amazon locker locations in the delivery address area of the checkout screen when making an Amazon purchase. (Note: please note that hours of operation are subject to change.)

Commented [USK1]: [@Peter Tufel](#) : Can the Notifiie system notify the students via cell phone number?

Commented [PT2R1]: Yes

ReachFast Shipping
35 West 31st Street
(between Broadway & 5th Avenue; open Monday-Friday 9am-7pm, Saturday 10am-6pm, Sunday closed)

Cravens at Chase Bank
2 Park Avenue
New York, NY 10016
(between 32nd and 33rd Streets; open Monday-Friday 8am-6pm, Saturday 10am-3pm, Sunday closed)

Amazon – Empire Right
7 West 34th Street
New York, NY 10001
(between 5th & 6th Avenues; open 5am – 11pm each day)

7-Eleven
395 3rd Ave
New York, NY 10016
(Located between 28th & 29th Streets; open 24 hours each day)

Alternatively, members of The Academy community who are interested in a private post office mailbox for mail and packages may want to consider reserving one through the United States Postal Service. The following nearby Post Office locations have P.O. Boxes:

Murray Hill
115 East 34th Street, Frnt 1 (between Lexington and Park Avenues)
New York, NY 10016-9991
Phone: 212-679-0730

Greeley Square
4 East 27th Street (between Madison and 5th Avenues)
New York, NY 10001-9994
Phone: 212-683-2510

Additional note: Resident students need to flatten/collapse any boxes from their deliveries and place them in the designated cardboard recycling space on each floor of The Academy House.

NOISE

You live in a community where it is essential you respect your neighbors. Please keep sound levels low within your room and comply with requests to reduce intrusive noise levels. The Academy requires quiet hours from 10PM-10AM. Regardless of the hour, courtesy policies are always in effect. Please respect your neighbor's space. If your noise can be heard from another apartment or hallway, it is considered too loud. Repeated violations of the noise policies will subject you to disciplinary sanction. 24-hour quiet hours will be in effect during final exam/graduation plays. The Academy wants to provide residents with an atmosphere where they can relax and study.

AMPLIFIED SOUND AND MUSICAL INSTRUMENTS

The residence is not designed for playing amplified musical instruments or high watt stereo equipment. Residents who wish to play or practice should wear headphones.

PARENTAL NOTIFICATION

We reserve the right to contact the parent(s) or guardians(s) of residents involved in dangerous and/or inappropriate behaviors which are threatening to oneself or others. Academy staff members will decide on whether to contact depending on the severity of the situation.

PETS

For the sake of cleanliness and safety, resident students are not permitted to have pets or animals of any kind in the building, including fish and reptiles. Residents found with animals in their custody will be subject to disciplinary sanction and required to remove the pet immediately. Residents who require an assistance animal must comply with the Academy Assistance Animal Policy, which may be obtained from Housing and Residence Life. All requests must be submitted no later than 30 days before the start of the Housing Agreement.

RECREATION

Playing any sports or bouncing balls in your apartment, hallways, balcony, lobbies or lounges is strictly prohibited.

HOVER BOARDS

Due to recent concerns surrounding hover boards, self-propelled scooters and similar devices, they are prohibited to be stored or used in any part of the residence.

BICYCLES & ROLLERBLADES

You are permitted to have a bicycle or rollerblades. Bicycles may be stored in your bedroom, space permitting. You are NOT ALLOWED to ride them anywhere inside the building including the lobbies. Any bicycle, roller blades, etc. left outside in the hallway is a safety hazard and will be promptly confiscated. Any bicycle chained to any part of the property will be cut and disposed of.

GAMBLING

Gambling in your room or anywhere within the residence is not permitted.

RESTRICTED AREAS

Residents are strictly prohibited from going into certain areas including but not limited to: electrical closets, storage closets, and closed off areas in the lower/basement level. Residents cannot take emergency exits unless there is an emergency. The only proper entrance point for the Academy House Residence is located through the main entrance off Madison Avenue. All other entrances are for emergency only.

ROOFTOPS

There is absolutely no access to the Academy House Residence rooftop. Any resident found accessing this area may risk having their Housing Agreement terminated without refund.

RIGHTS AND RESPONSIBILITIES

Each resident living in the residence possesses specific individual and group rights and responsibilities, which serve to guide housing personnel in making decisions concerning resident welfare and behavior.

Each resident has the right to engage in activities which are part of The Academy. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights and responsibilities which are associated with community living.

RESIDENTS HAVE THE RIGHT...

- To have free access to their living accommodations as long as there are no Academy holds.
- To live in a clean and secure environment.
- To written copies of housing rules and regulations, or individual building policies, which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free of intimidation or harassment.
- To enforce the housing agreement/contract.
- To direct access to staff, which provides assistance, guidance and support as needed.
- To equitable treatment when behavior is in question.
- To individual and group educational and developmental opportunities in their living community.

RESIDENTS HAVE THE RESPONSIBILITY...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff and those appointed by them, such as RAs.
- To meet expected payments.
- To monitor and accept responsibility for the behavior of their guests.
- To respect the rights of others, as stated above.
- To report violations of rules and regulations to appropriate staff.
- To express themselves individually or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior when applicable.
- To contribute positively to the community by participating in educational and developmental activities. To abide by all applicable city, state, and federal laws.
- To report any condition, which may be unsafe or may pose a threat or perceived threat to the health, safety, security, or well-being of any student.

ROOM ASSIGNMENTS

Room assignments will be made solely by Housing and Residence Life. The Academy reserves the right to change room assignments as reasonably required and will do its best to accommodate roommate requests. The Academy cannot provide your roommate information prior to arrival because of changes which may occur before you arrive. We primarily focus on gender, age, sleeping habits, then we take into consideration any other special requests.

If The Academy determines you do not fit into a positive environment or if we consider you a threat to our community, it will constitute termination of your agreement. The Academy reserves the right to terminate your agreement at any time for any reason.

ROOM CHANGE

In the event of a roommate conflict, The Academy reserves the right to relocate one or all roommates to another room equal to resident's current rental payment. Roommate changes are subject to a full review by The Academy.

Room changes are permitted at the sole discretion of The Academy and are only authorized with the express written permission of The Academy. No room change will be permitted during the first two weeks of the semester. A written request must be submitted to The Academy in order to change rooms. Should a student wish to change their room assignment or apartment, they must formally request it by emailing NYhousing@aada.edu. Once the request is submitted, a meeting will be set up to discuss reasons for the change. Not all changes are granted. Should a request be denied alternate solutions will be suggested. The Academy has the right to relocate a student for any reasons including disciplinary action and/or consolidation. All students will receive notification if relocation is necessary.

ROOMMATES

Living in a shared space can be difficult, especially if you have never done so before. It is definitely an adjustment which requires give and take from all parties when conflict arises. We want you to have a great stay at the Academy House Residence. Here are items to keep in mind when working with your roommate(s) and roommates:

- **Daytime Guests:** Discuss with your roommates if you are planning to have a day guest. Some people need their rest and appreciate personal space and knowing in advance. Overnight guests are strictly prohibited.
- **Cleaning Up:** We do not want you to get any rodents or pests in your space; decide who will clean what and when. The Academy does provide weekly cleaning service for community spaces, but you should be cleaning at least once a day. Creating a cleaning schedule or sharing responsibilities is key.

- **Sleep Time:** Ask your roommate(s) about their sleep schedule so you can keep each other in mind. If you are a night owl, use your community space quietly to study. If you are an early bird, do your best to keep quiet while getting ready.
- **Showering:** In order to ensure everyone gets bathroom and shower time, talk about when you will need to shower and how long it will take you to get ready.
- **Sharing:** Make sure you speak about sharing kitchen supplies, food, clothes, and anything else you can think of. Some people do not mind sharing, but some do!
- **Social/Night Life:** It is NYC and you are going to want to adventure out. Make sure to discuss reasonable hours to arrive back in the room and check on each other if you are concerned.

ROOM ENTRY (BEDROOM)

Residents living in the residence can expect a level of privacy in their rooms. However, The Academy reserves the right to enter rooms without notice to room occupants for reasons related to safety, maintenance, alteration, security, health, violation of drug and alcohol policies, fire-code compliance, facility maintenance, package delivery, violation of burning substance policy, legal, reasonable cause, or discipline. In such cases, entry shall be preceded by a knock and verbal identification. Entry may be made even if a resident is not present. In addition, The Academy reserves the right to enter any common space of any apartment during reasonable hours. At the time of such entry, any prohibited articles may be reported and confiscated.

TRESPASSING

You are not permitted to enter into, attempt to gain access to, forcefully/passively access another resident's room or any other restricted area of the residence without a written permission by The Academy. Those who attempt to gain access without express written or in-person verbal communication will be held responsible for breaking-and-entering.

ROOM CONDITION REPORT (RCR)

Once you move in, you should complete a Room Condition Report within 24-hours of your arrival. A staff member will give you this form upon your check-in. Upon completion of your room condition report, and submissions of any Work Requests a resident submits via <https://aada.sherpadesk.com/>. In the event you do not complete a Room Condition Report you may be liable for any pre-existing damage to the room.

SECURITY

The Academy maintains 24-hour security in the entrances as well as surveillance cameras in the lobby. Security personnel are posted at the entrance of the building. Do not congregate around this area. Please be mindful of your behavior at all times and note there are surveillance cameras to document behaviors, incidents, and concerns.

SIGNAGE

Exhibiting or affixing any sign, advertisement, notice or other lettering, flags or banners on any part of the outside of your room, door or the building (including signage inside your room if it can be viewed from the outside) is prohibited, as is attaching or hanging any projections (radio or television antennas, awnings, flags, banners, etc.) on the outside walls or windows of the building.

BULLETIN BOARDS

Bulletin boards around campus are intended to provide a space to publicize community events and provide necessary information to the community. The information distributed via the bulletin boards must be done so with the consent of a staff member. Any information posted around the residence without the consent of Housing and Residence Life will be removed. Vandalism of any bulletin boards will be subject to disciplinary sanctions.

SMOKING

In February 1993, the Board of Trustees voted to create a non-smoking policy for The Academy. Smoking tobacco or any other substance (and including “vaping” or the consumption or use of electronic cigarettes) is not permitted in any Academy building. If you need to smoke, please do so outside the building but do not loiter directly in front of any Academy building, and do not block the entrances. This policy applies to all who may hold medical clearances.

SOCIAL MEDIA

It is possible a staff member may unintentionally encounter inappropriate resident conduct, or such conduct may be brought to the staff member’s attention by another. In general, a resident’s conduct in non-Academy affiliated online communities should not be subject to disciplinary sanction unless the information relates to documented incidents which occurred within Academy property or the conduct seriously affects the resident’s position as a member of the community.

SOLICITATION

It is prohibited to conduct any business or commercial enterprise from the building. You are prohibited from unauthorized solicitation, membership recruitment, subscription, polling, posting, placing materials underneath doors, canvassing, and commercial sale of products, services, or tickets in the residence. Additionally, under no circumstances is prostitution or escort services permitted in the residences at any time.

STORAGE

There is no extra storage space available. Please do not bring more personal property than you can keep within your room. Summer storage is also not available and anything left behind will be considered abandoned (see “Abandoned Property” section) and you will incur appropriate charges. You may check out local storage spaces, but The Academy makes no representations or warranties about their services and assumes no liability for personal property stored off-site. The Academy is unable to remove any furniture from any apartment as we do not have storage.

VANDALISM

Any resident who defaces public property or any area in any residence (or the surrounding neighborhood) will be subject to disciplinary sanction, appropriate fines, and responsible for cleaning and repairing the defaced area. If any student has knowledge of anyone defacing or destroying the building or any fixtures, furnishings and/or equipment in any way, this should be reported in privacy immediately to The Academy.

WINDOWS AND FIRE-ESCAPES

Even a small item which falls or is thrown out of your window can seriously injure or even kill a pedestrian. Your windows are designed to not open more than a few inches. You are NOT permitted to remove or tamper with these safety devices. Additionally, you should NEVER throw anything out your window or place any items on the ledge outside of your window. Any violation of this policy, you will be subject to the fullest extent of the law.

WELLNESS

Students should follow the most up-to-date policy regarding their wellness and The Academy's policy. Please refer to the Wellness Policy in The American Academy of Dramatic Art's Student Handbook for further information. Any community member not feeling well should remain home, seek medical attention, and report their absence to NYreception@aada.edu and CC their instructors. Students who test positive for COVID should also email NYwellness@aada.edu.