

Housing and Residence Life



THE
ACADEMY
HOUSE

Summer Residence Guide

800-463-8900 x389 | NYHousing@aada.edu

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. New to this tradition is the Academy House, our first New York City campus residence hall. By engaging in an immersive community, you make the most out of your experience. 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* will aid you in your time on-campus.

Our Housing and Residence Life team is ready to help your transition go as smoothly as possible and waiting to answer any questions. The staff of the Academy House are some of the school's best students! Our Residence Director(s) 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 accommodation 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 staff

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 to. 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.

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 is available 24 hours a day in case of an emergency by contacting the Resident Assistant On-Call Phone Number, located on signage between the doors of each apartment as well as by the in-house phone.

RESIDENT ASSISTANTS

Resident Assistants (RAs), under the direct supervision of the Director of Student Services and Residence Director, 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 resident.

Your Arrival and Departure

PREPARE FOR YOUR ARRIVAL

Rooms are pre-assigned, but we're unable to provide your room number or roommate 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. 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. 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.

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*)
Toiletries (*Soap, Shampoo, etc.*)
Toilet Paper
Towels
Hair Dryer

EMERGENCY & SECURITY

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

MISCELLANEOUS

Hangers
Cleaning Supplies
Broom & Pan
Dish Soap, Sponges

COOKING

Cooking Pots/Pans
Utensils
Plates, Cups, and Bowls Tupperware
Can Opener

LAUNDRY SUPPLIES

Laundry Detergent (*no pods*)

The Academy does not provide personal effects, including linens, utensils, cleaning or cooking supplies.

PROHIBITED ITEMS

The following items are prohibited. If found, 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.

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PROHIBITED ITEMS (CONT.)

- 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.

ARRIVAL APPOINTMENTS

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

If you arrive by car, staff will assist with unloading the car 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
118 Madison Avenue (between 30th and 31st Streets)
New York City, New York 10016

WHEN IT IS TIME TO LEAVE

Below are some steps you can take for a successful checkout.

- 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.

Express Checkout

- Departure is by 10AM, so our team can prepare for the next program moving in.
- Place all keys with the assigned key code (apartment, stairwell, front door, mailbox).and your Academy ID Card inside of an Express Checkout envelope, available in the checkout drop box in the residence hall lobby
- Fill out and seal the envelope before placing it in the checkout drop box

Questions?
Contact
nyhousing@aada.edu

Safety and Security

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 can 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 more than 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 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.

What to Do if the Alarm Goes Off

All persons are to vacate the room immediately in the safest possible way, and if you can please:

- 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 and maintain absolute silence so instructions can be heard.
- Wait until the appropriate officials indicate you can re-enter the building.

What to Do if the Fire is 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 the 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.

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 to enjoy a wonderful living experience in New York City. Reviewing and understanding these Safety Tips will help everyone 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 in conversation with strangers.

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 take precautions.
- 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.

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. 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 rules below:

- 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.

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.

GARBAGE/TRASH/REFUSE

Garbage rooms are located on each floor. All trash should be in small bags and tossed down the compactor chute. Do not leave garbage bags in hallways, outside of the trash chute, or inside of any room. Any bulk items should be brought down to the designated area. 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 (Wi-Fi) 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. Network information will be provided upon your move in. 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.

Operations, Facilities, and Maintenance

MAINTENANCE PROCEDURES

General maintenance and routine repairs (such as 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 the Assistant On-Call or security immediately.

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 the 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.



Community Standards and Academy Policies, Procedures, & Protocol

ACADEMY'S CIVIL RIGHTS

The Academy's *Civil Rights Policy: Discrimination, Harassment, and Sexual Misconduct*, which includes Sexual Harassment and our Title IX Protocol, may be found in *The American Academy of Dramatic Arts' Student Handbook*, located here:

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

DISCIPLINARY SANCTIONS

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 with 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
- 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 their 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.

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.

ACADEMY HOUSE KEYS

Each resident may be issued a coded key set 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 must present them 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 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 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.

It is always your responsibility to carry your keys with you. 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.

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.

INSURANCE & MEDICAL SERVICES

We strongly recommend all residents are covered under a health and homeowners insurance policy. Residents are advised to check for 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 a relationship with The Academy.

New York 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

MAIL & PACKAGES

All paper mail or post will be delivered to your mailbox located in the Academy House Residence lobby. All mail and packages must be sent directly to the residence address so the package can properly be received and distributed. You may pick packages up from the Security Desk unless they are dropped off in your apartment. Packages are not to be sent to the Academy's Main Campus Address.

Note: you will receive your mailbox # after arrival onto campus. We cannot accept mail or packages prior to arrival.

RESIDENCE ADDRESS:

Your Name
Academy House Residence (Box #)
118 Madison Avenue
New York, NY 10016

NOISE (COURTESY & QUIET)

You live in a community where it is essential you respect your neighbors. 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.

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 them, depending on the severity of the situation.

Students who are under the age of 18 will have their parents contacted immediately.

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.

ROOMMATES

Living in a shared space can be difficult, especially if you may not have had to. It is an adjustment which requires give and take from all parties when conflict arises. Here are items to keep in mind when working with your roommate(s) and roommates:

- **Cleaning Up:** We do not want you to get any rodents or pests in your space, decide who will pick up 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:** To ensure everyone gets a little 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.
- **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.

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 and note there are surveillance cameras to document behaviors, incidents, and concerns.

WELLNESS

Students should follow the most up-to-date policy regarding their wellness and The Academy's policy. Please refer to the Wellness & Health Policy in The American Academy of Dramatic Art's Student Handbook for further information. Any community member not feeling well should remain home, quarantine, seek medical attention, and report their absence to NYReception@aada.edu.