

CARY INSTITUTE OF ECOSYSTEM STUDIES

HOUSING POLICY AND PROCEDURE MANUAL

The ongoing research and educational programs at the Cary Institute of Ecosystem Studies frequently involve visiting faculty, students, scientists, or other participants. The length of stay may vary from overnight to a semester or longer. Recognizing the need for accommodations that are both affordable and readily accessible to Institute facilities, the Institute has made rooms available in separate buildings described in detail at <http://intranet.caryinstitute.org/> and click on the Housing & Events tab. Rates vary according to the nature of the accommodations. While we do have the facilities to accommodate families, not all Cary Institute housing is appropriate for children. The Housing Coordinator is to be notified of any and all children onsite.

The housing policy is designed to offer flexibility. Summer is a period of high occupancy, and priority then is given to occupants who are working at the Cary Institute during that season, in the order in which their reservations are made with the Housing Coordinator.

RESERVATIONS AND FEES

Reservations

Reservations are made by submitting a [Housing Request Form](#). Electronic forms are available on the Cary Intranet homepage. <http://www.caryintranet.org/content/housing-request-form> Requests will be submitted directly to the Housing Coordinator upon completion. The Housing Coordinator will contact both the host and the guest with a confirmation email shortly after receiving the completed form. The Housing Coordinator will schedule room assignments and will resolve any conflicts with those affected. The Housing Coordinator is responsible for confirming the visitor's housing arrangements and verifying the readiness of the rooms.

Housing Fees (*based upon actual occupancy, not number of beds in a room*).

The current fee schedule is listed on the intranet-housing page: [2019 Housing Costs](#)

Short-term guests will receive invoices in their welcome envelope, which must be paid prior to your departure. Cash or check should be made payable to: *Cary Institute*. Note: We do not accept credit cards.

Long-term residents will receive an invoice via Cary email and rent is due on the 1st of every month. Please respect this date, as a late fee of \$25 will apply after 7 days from the due date.

Prior to arrival, all project assistants and summer hires are required to give a security deposit check to the Housing Coordinator in the amount of \$350.00, payable to *Cary Institute*. The check will be deposited in a Cary account and, barring any infractions, will be returned to you by check within four weeks of departure.

Locks

Each resident will be given a front door key and a room key. It is the tenant's responsibility to

manage these keys. Should you lock yourself out of the house/room, you may call Security; however, a \$25.00 per lockout charge will be added to your housing costs. There will be a \$25 fee for any housing keys that are not returned at the end of your stay.

Guests

A person is considered a guest across the residential community when in any space other than their contractually assigned room. Persons in a building, suite or room other than their contractual assignment must respect the time and frequency limitations as established below for all guests. A resident is permitted to host a guest provided there is no interference with the rights of a roommate and provided further that the visit is consistent with the terms of this policy.

An outside guest must be accompanied by their host at all times. An overnight stay is defined as any stay within the hours of 11:00pm and 8:00am. A resident may secure overnight lodging in their room (maximum two nights) for a guest *in advance* by completing a [Housing Request Form](#) and submitting it to the Housing Coordinator along with payment of \$20.00 per night. *The guests stay must be registered and prepaid, no exceptions.*

- Residents may host guests only in the room or suite in which they reside.
- Hosts must check with their roommate(s)/suite mate(s) for approval before inviting a guest to the room. If the roommate(s) do not approve, the guest cannot stay in the room.
- Residents may not accept any payment, service, barter or other remuneration from a guest in exchange for the guest's ability to stay in a room or suite.
- Residents with concerns regarding guests should talk to the host, and then, if necessary, with the Housing Coordinator.
- Repetition of visits by the same guest(s) over consecutive periods of time is not permitted.
- Guests must be accommodated in their host's room and are not allowed to sleep in common areas or other public spaces.
- Hosts are responsible for the actions of their guest(s) in the residence at all times.
- Hosts should familiarize guests with community standards.

ARRIVAL AND DEPARTURE

Check-in time on the weekdays at or after 2:00 pm. **Check- out** time is at 11:00 am

If departure is not during normal business hours, arrangements should be made in advance with the Housing Coordinator for final payment. Keys should be left in the Key Drop Box located by the front door in each house.

The resident agrees to occupy the space assigned, and not to permit any part of that space to be occupied by any person not duly assigned or authorized by the Housing Coordinator.

Note: On the occasion of a late arrival, the Housing Coordinator will *try* to notify Residents; however, keep in mind that schedules may unexpectedly change. If a room in a multi-use house is vacant, Residents should assume that someone will eventually arrive!

The Cary Institute reserves the right to enter an assigned space for reasons of health, safety, or emergency with or without the occupant's permission; for the purpose of insuring compliance with the Policy and Procedure Manual ; and for making emergency repairs.

The Housing Coordinator, will conduct a housing inspection of your room and house upon arrival, and again upon departure. As long as no repairs are deemed necessary, your deposit will be refunded in full within four weeks of departure. Should the common areas be found in need of repair, and should no one person claim responsibility, the cost will be divided among the occupying tenants.

During your walk through with the Housing Coordinator, you will be given a brief safety orientation and asked to sign that you understand the Institute's fire alarm procedures.

In the event of damage by fire, water, humidity, or other causes which renders an assigned space unfit for occupancy, the Cary Institute reserves the right to reassign the resident(s) to alternate Cary housing accommodations.

Note to Summer Residents: Due to greening initiatives, should your stay be beyond the summer months (October-April) there is the possibility that you will be relocated to another Cary House.

If appliances in the premises are not functioning, upon the Cary Institute receiving reasonable notice by submitting a [Work Request Form](#), the Cary Institute will make efforts to restore the functioning of such appliances. There will be no decrease in the cost of housing in the event of non-functioning appliances.

The Cary Institute shall not be liable, directly or indirectly, for any loss of or damage to any article or personal property anywhere on the premises of the Cary Institute's Housing.

RESTRICTIONS

Furnishings

Cary Housing prohibits the removal or alteration of furnishings, fixtures, appliances and locks provided by the Institute. Cary Housing also prohibits the duplication of keys by any persons other than authorized Institute personnel.

Decorations

Cary Housing encourages students to personalize their assigned room. However, residents must not damage the space and must uphold satisfactory sanitation and safety standards, as they will be held responsible for any damage and health and/or safety violations.

The following items are prohibited in all Cary owned and operated residences. In addition to the guidelines below, residents are responsible for adhering to the prohibited items.

- With the exception of blue painter's tape, the use of adhesives and other hanging hardware is not permitted.
- Items should not be hung from or placed on ceilings, fire safety equipment, or overhead lighting .No pets of any kind
- No firearms, explosives or any type of weapon, including air pistols, BB guns, and fireworks of any type
- No candles, incense, or open flames
- No storage of flammables or explosives of any type
- No tampering with fire extinguishers, alarms, or other safety equipment
- No throwing of any items from windows and balconies
- No excessive noise
- No "live" holiday decorations such as wreaths or Christmas trees
- No soliciting or commercial activities
- No underage drinking
- No actions are permitted that are inconsistent with city, state, and federal statutes and Housing policies and procedures as outlined in this contract.
- No drawing, painting or nailing of any kind to any surface
- No smoking, including electronic cigarettes
- No Air conditioners (both window and portable units) or space heaters
- No Extension cords (only surge protectors are allowed)
- No Hot plates, deep fryers or refrigerators of any size
- No Illegal drugs and/or paraphernalia

Noise policy

All residents have the right to read, study, and sleep free from any excessive noise or interference at all times. Residents should consider noise that can be heard outside of a room or suite and be prepared to reduce sound levels that are intrusive or impact other community members. In order to maintain an appropriate atmosphere.

If a roommate/suitemate or neighbor refuses to cooperate with a request to lower volume levels, a resident is encouraged to contact the Housing Coordinator.

HOUSEKEEPING/MAINTENANCE

Cleanliness

All residents must maintain satisfactory sanitation and safety standards in their assigned room, suite and common living areas. Kitchen and common area cleaning are the responsibility of the residents. .. All residents living in the house must discard kitchen trash and recycling, wash dishes, and clear counters daily.

Housekeeping staff will tidy up the common areas on designated days throughout the week. Please see cleaning schedule posted on the bulletin boards in each residence. Guest bedrooms will be supplied with bed linens, a set of towels and a bar of soap upon arrival. The house will be stocked weekly by custodial staff with the following items: garbage bags, paper towels, toilet paper, dishwashing liquid, sponges, and all purpose cleaner. Guests will also have access to a vacuum, broom, dust pan, mop and bucket.

Residents may not leave personal items, of any kind in the common areas. Belongings left in common areas may be discarded during the next scheduled cleaning. The Cary Institute assumes no responsibility for lost or discarded items.

All residents must separate recyclables from trash and clean items before they are placed in recycling receptacles.

Common Area Usage

Each residence has common areas for use by residents. These areas include hallways, stairwells, bathrooms, dining rooms, living rooms, and laundry rooms. It is the responsibility of each member of the community to see that these areas are kept in good condition and that the furnishings are not damaged or removed. Items not belonging in common areas may be removed for safety reasons by Cary Staff.

Furniture in any common area may not be removed from its intended location. Common area furniture found in bedrooms or suites may be removed immediately by Cary personnel.

Maintenance

All general structural maintenance including window washing, household repairs, plumbing, electrical, structural problems, will be handled of by Cary Maintenance Staff. All issues should be reported immediately by submitting a [Work Request Form](#).

Loss or Damage/Vandalism

Individuals are financially responsible for any damages, vandalism, missing items, or unsatisfactory conditions in their room, suite, or common areas. Sports and recreational activities that may cause damage to property as well as disruption or injury to others are not permitted in any area within the residence.

Knowingly and/or recklessly damaging, destroying, defacing, and/or tampering with Cary property, is prohibited.

Whenever possible, repair or replacement costs will be assessed to the individual(s) responsible; when this is not possible, costs will be shared by the smallest identifiable group of the residents within a building, floor, suite, or room.

Residents are encouraged to report any information regarding specific acts of vandalism to the Housing Coordinator.

Residents will be charged for costs including, but not limited to:

- Replacing or repairing furnishings, appliances, or fixtures that have been altered or removed without express written approval of Cary Housing. This includes items removed from residents rooms and common areas.
- Returning furnishings, appliances, or fixtures to their proper locations.
- Additional cleaning of individual and/or common area appliances, rugs, floors, or furnishings identified at final inspection.
- Taking corrective action when residents do not maintain satisfactory housekeeping, sanitation, and safety standards.
- Repairing and restoring beyond normal wear and tear.
- Replacing or restoring fire equipment or other safety devices.
- Removing abandoned bulk items such as furniture and other non-Cary issued furnishings.

The charge for repair, restoration, or corrective action will equal the costs of material and labor. The charge for items lost, stolen, or destroyed will equal the cost of replacement. When cost of damage significantly exceeds the rates listed here, Cary reserves the right to hold you accountable for the full cost of damage.

Supplemental Cleaning	\$120
Mattress	\$300
Bed Frame	\$150
Room Furniture	\$450 per item
Sheetrock Damage (wall)	\$300 per wall
Repainting (wall)	\$300 per wall
Locks	\$65

Carpeting (8' x 10')	\$600
Broken Window	\$175
Broken Door	\$950
Television	\$800
Exit Sign (Per Sign)	\$150
Blinds	\$35
Light Covers	\$40
Smoke Detectors	\$75

FIRE SAFETY

Fire safety is of the utmost importance in any living environment. It is up to the members of the community to ensure that safety is maintained at all times. All houses are equipped with smoke and carbon monoxide detectors and alarm systems, which automatically calls alarm headquarters, which dispatches the fire department to the house. Never leave cooking unattended. This is the most common cause for setting off fire alarms. Smoke from food preparation and steamy showers will trigger these alarms [*please* use exhaust fans over the stoves and in the bathrooms at all times]

Failure to Evacuate

It is a violation of this policy to fail to evacuate the residence (during any fire alarm or fire drill) in a reasonable amount of time. You are NOT to reenter the building until you have been given the all clear by the Fire Department and/or Physical Plant Manager. Failure to evacuate or reenter before the all clear is given will result in a \$20 violation fee per person.

Tampering with Fire Safety Equipment

It is a violation of Cary policy and New York State Law to tamper with or engage in the improper use of fire fighting, detection, and/or alarm equipment. The removal of or tampering with smoke detectors is prohibited.

QUESTIONS/PROBLEMS/COMPLAINTS

Any questions, problems or complaints should be directed to the Housing Coordinator.

Report any problems with faulty equipment, plumbing, electricity, etc. by submitting a Work Request Order to the Physical Plant Manager *immediately via Cary intranet*.

<https://secure.jotformpro.com/form/51686478097977>

We at the Cary Institute of Ecosystem Studies are proud of our beautiful campus and the work that is done here. We hope you have a productive and positive experience.

The following form must be signed & returned to the Housing Coordinator.*



My signature below indicates that I have read the Cary Institute’s policies and procedures contained in this Housing Manual. Failure to comply will jeopardize my current and future housing needs.

Signature _____ Date _____

Print Name _____