

Dear Residents,

In our continued commitment to offer exceptional services and ensure that all our residents can enjoy the full comforts of their home and amenities, while at the same time being considerate of their neighbors, please ensure you abide by below guidelines:

Fitness Center

All residents must complete a Fitness Center Registration Form. Minors under the age of sixteen (16) including infants in strollers are not permitted in the facility at any time even when accompanied by a resident member. Please use a towel in the gym and ensure you sanitize any equipment after use.

Amenity Spaces

Unaccompanied children are not allowed on the terrace. The terrace is not a playground; please prohibit your child from running as it is both unsafe and a nuisance to other residents who want to enjoy the terrace.

Laundry Room

Please clean the machines after use. For dryers, please clean the lint tray. For washers, please clean the drum of any post laundry residue and leave the machine in the condition you would like to find it the next time you use it. Be considerate of your neighbors and do not leave your clothes in the machines. Clothes left in machines will be removed and placed on the side.

Refuse Rooms

Proper disposal of trash is vital to keeping our building free of vermin, odors, and other health hazards. There are signs posted in three languages for demonstration purposes. Please advise your guests of the proper rules. Do not place any large furniture or furnishings inside the room that will block access to the compactor chute. If you have large items to dispose of please notify the Front Desk for instruction and assistance.

- All garbage must be placed in bags and dropped down the garbage chute and not left on the floor. Boxes should be disassembled and put inside the compactor room for pick up. Do not place outside your door or that of the compactor room.

Bicycle Room:

All residents are required to complete a bicycle room registration form. ALL bicycles **MUST** be hung on the racks and secured with a bike lock (not provided). Any bicycles on the floor will be removed from the room. The House bike storage areas may not be used for long-term storage.

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Noise

Operation of any audio, visual, musical instrument, etc., should always be kept at a reasonable level. Any noise from a TV/Radio/computer equipment which shall cause a disturbance to a neighbor between the hours of 12am-8am is not permitted.

Non-Smoking Policy

The campus is a non-smoking property. Smoking or burning of any combustible material is prohibited anywhere onsite, including your apartment, the amenity spaces, courtyards, etc. Additionally, please ensure smoking is kept 25ft away from any building egress and ingress points.

Luggage Carts

Please do not allow any children to ride on the carts at any time. This is a dangerous practice and may lead to injuries. Do not leave the carts by your unit, or anywhere else on the floor, but instead return them to the lobby as soon as possible for others to use. Do not use the carts to transport your laundry to the laundry room.

Packages

All personal packages and/or dry cleaning left with the concierge must be picked up within 48 hours. When a package arrives for you, an email package notification will be sent to the email we have on file. Please pick up your package within 24 hours of receiving the notification.

Maintenance Request

Work orders can be placed via the concierge and/or all other building staff members or via the Resident Website- www.rentcafe.com.

Pets

All student, postdoc, PhD., and visiting academic apartments (floors 3-23) are fully furnished and to protect the cleanliness and longevity of these furnishings, pets are not allowed in any of these units.

Hallways

Personal items in the hallways are not allowed - i.e. shoes, umbrellas, mats, strollers, toys, etc. Obstruction of common areas is considered a fire hazard and is prohibited by the NYC Fire Department therefore **ALL items found in hallway will be removed and discarded** as safety of our residents is of utmost priority. Please be advised this also applies to the Fitness Center lobby area & hallway.

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Guests

Residents must register their guests with the front desk (in-person). Each resident is allowed up to 3 guests per visit with a maximum stay of 5 nights. Please refer to the guest policy below for further information. If you are in a shared unit, your roommates must approve your guest request.

- Residents must register their guest with the front desk (in-person).
- Residents cannot have an overnight guest if the primary resident is not present.
- Overnight guests of more than 5 nights are not allowed. *
- Guests will not receive a key fob but may use the spare key.
- Residents cannot give their key fob to their guest.
- The spare key is not to be taken out of the building.
- Guests do not have access to the fitness center.
- Pets are not allowed in the building.

It is not necessary to email housing@tech.cornell.edu regarding short-term guests.

*Exceptions for overnight guests of more than 5 nights may be requested for immediate family members (spouse/partner, parent, sibling). Requests must be made in advance by writing to housing@tech.cornell.edu with details and confirmed approval of apartment mates (if living in a shared apartment). Approval is not guaranteed.

Reservations:

Amenity space use for Cornell Tech or Cornell University sponsored events is not permitted without prior written consent of University leadership.

To reserve an amenity space please send your request to Housing@tech.cornell.edu

Your assistance in maintaining the building in compliance with set safety regulations is greatly appreciated.

Thank you for your cooperation,

Management