HOUSING AND RESIDENCE GUIDE

FALL 2018
Welcome!
Welcome to London and NYU London Housing. We’re so excited to have you join our vibrant community!

Living in university housing is one of the most important experiences of university life. Leaning to live with others and to compromise along the way, especially when you’re immersing yourself in another culture, are skills that will stay with you long after you leave London.

We have a fantastic team of staff at NYU London to make your transition to living and studying in London an easy one.

We have created this Housing Guide for you to serve as a resource should you have any questions or concerns, but please do not hesitate to email us at students@nyu.ac.uk if you have any unanswered questions; the Residential Resource Centre staff are here to help you with any queries!

Residents’ Charter & Behavioral Expectations
The NYU London residences are set in quiet surroundings, with many influential local residents living nearby, many with young families. It is everyone’s responsibility to maintain good relations with these permanent local residents. It is essential that students do not cause any noise that could disturb others, particularly late at night. Most of our neighbours have lived in the area for a number of years and are not accustomed to noisy neighbours.

Students violating any of the policies in this guide will be subject to disciplinary action, including, but not limited to: a University Official Warning, Housing Probation, and expulsion from the program. Such sanctions will be placed on your NYU judicial record. If you are from another university, full details will be passed to administrators at your home campus. Disciplinary sanctions are determined by a designated local student conduct representative, in conjunction with NYU’s Office for Community Standards and Compliance.

Click the following link for the full details of the Student Disciplinary Process for Students Enrolled at NYU Academic Centers Abroad:

For any public order offences, students may also be subject to arrest and prosecution through the criminal justice system.

Byron Court Private Residents
The first floor at Byron Court is not accessible to NYU students or their guests; this accommodation houses some non-NYU London affiliates and NYU staff members and is out of bounds. We ask that you are courteous and polite to our fellow tenants at all times and respect our noise and cleanliness procedures, being considerate of the fact that we have non-students residing in the residence.

If you are caught attempting to enter the first floor at any time, you will face student conduct action.

People You Should Know
The Residential Resource Centre staff have been carefully selected to make housing a pleasant and positive experience for all residents. Don't hesitate to ask for assistance. They're here to help!

Security/Reception
Reception is manned by security staff 24/7 for your safety and convenience.

Resident Assistants (RAs)
Your RAs are chosen for their commitment to helping others. Their first responsibility is to build a community so that you feel a sense of responsibility towards each other and towards your residential community. Your RAs will be a great source of information about London and your residence. More importantly, they will provide you with a caring environment during your time here, and will link you to other staff better-placed to help you, if appropriate.

Residential Resource Centre
The Residential Resource Centre is located on the Ground Floor (0) of Guilford House. All Residential Resource Centre team members are live-in, professional staff who are responsible for the overall housing and residential administration. They are generally available in person in the office, or by telephone between 09:00 and 20:00, Monday through Friday and will be able to help you with all your
queries regarding your stay in NYU London housing, particularly in terms of the facilities and resources available to you.

Residential Resource Centre staff also work on an out-of-hours rota to provide emergency assistance.

Maintenance
If you have a maintenance issue, it will be attended either by a security guard, a member of University staff (from the Residential Resource Centre or Facilities, depending on the issue) or an external engineer/members of maintenance staff assigned by the Facilities Team. Anyone responding to a maintenance job in your flat should be able to provide photo ID on request. If you have a facilities query, please always speak to Residential Resource Centre staff or your RAs in the first instance.

Housekeeping
Housekeeping staff are on site Monday to Saturday. Their job is to clean your flat and ensure that we have clean and tidy communal areas. Please help them achieve this by cleaning up after yourself.

Contact Information
Security
Byron Court Security Mobile
074 8451 7879

Byron Court Reception Desk
020 7907 3379
NYU Duty Phone - Emergency support
If you need to speak to a member of NYU London staff urgently, including out of hours, you can do so by calling:

0800 316 0469 + option 2 or 07790 004 952

Emergency Services
The UK number for emergency services (fire, ambulance or police) is 999, although both the European number (112) and US number (911) will work if dialed. If you do call the emergency services, please let a member of NYU London staff know as soon as possible so that we can provide you with additional support and care.

Safety and Security
Creating and maintaining a safe and secure environment is everybody’s responsibility.

Please:

- Do not prop flat doors open or leave them ajar; doors found as such by staff will be closed.
- Always keep your flat and safe keys with you. Do not loan them out to others.
- Never leave your cooking unattended.
- Report all maintenance issues promptly.
- Read all notices distributed throughout your flat. Be sure to share these with all visitors.

BICYLES
There is no bike storage onsite in Guilford House and Byron Court, so please use local bike racks. Bikes must not be brought into the buildings or stored in flats.

BUILDING ACCESS
To protect you and to guard against theft, you can only access the building and flats with your key card, metal key or key fob. If you lose these or have them stolen, please inform reception at the earliest opportunity and submit a maintenance request. Replacement keys will be available at a cost of £20 each; this charge for a replacement key cannot be reversed or refunded once a new key has been issued. However, this fee will be waived upon production of a valid Crime Reference Number, which can be obtained upon reporting details of the crime to local police. If, because of a theft, we consider the security of your flat
compromised, this could involve further cost to replace necessary locks.

You will be required to show your NYU ID card every time you enter the residence. If you do not have your ID card you will not be allowed access. If you lose this, or it is stolen, you should request a new NYU Card from the Student Affairs Office at the Academic Centre or online (https://tinyurl.com/nyulondonid). Replacing an ID card will cost US$25. This fee will be waived upon production of a valid Crime Reference Number, which can be obtained upon reporting details of the crime to local police.

CCTV
All communal areas and the exterior of the building have extensive CCTV coverage for your safety.

FIRE SAFETY
A fire could happen at any time. During a fire, you will not have time to learn what to do and there may not be anyone around to tell you what to do. Being prepared for an emergency is your responsibility. To help you know what to do, information on fire safety is included in this booklet, in your flat and throughout the building.

One of the best ways to be prepared for a fire-related emergency is to know the layout of the building that you’re in as well as the locations of all exit routes, fire alarm call points, fire extinguishers (if you know how to use them), and emergency meeting points.

The residences are furnished with an extensive fire alarm system, fire doors, fire extinguishers, emergency lights and sprinklers. A maintenance request must be submitted for any faults found with these immediately. Tampering with any fire safety equipment will result in student conduct action. Staff will periodically inspect all fire safety equipment.

Fire assembly points
Byron Court
Guilford House

Cooking safely
Most residential fires start in the kitchen. Please take extra care when cooking:

- Only cook where it is permitted.
- Only use appliances for their designed purpose.
- Keep all cooking areas clean.
- Never leave cooking unattended.
- Keep flammable items away from cooking surfaces.
- Never cook when tired or intoxicated.
- Use the extractor fan.
- Do not put metal in the microwave.

Please see the fire safety signage in your flats for more information.

Fire alarm test
A weekly fire alarm test will take place every Tuesday (Guilford House) and Wednesday (Byron Court) at 15:00. The fire alarm will sound but you will not need to evacuate the building. Should the alarm sound for more than 30 seconds during a test or at any other time, you will need to evacuate the building immediately. As you exit the building:

- Do not stop to collect personal belongings.
- Close all doors behind you.
- Do not attempt to re-enter the building until a member of staff or emergency response personnel tell you to do so.
- Do not use the lift.
- Exit as calmly and as quickly as possible.
- Stay at the emergency meeting point if possible.

Fire drills
A controlled evacuation will happen at least 4 times per academic year. This will take place under the directions of Facilities staff.

Know your building layout and locations of:

- exit routes;
- fire alarm call points;
- fire extinguishers (if you know how to use them); and
- emergency meeting points.

Prohibited and restricted items
Please see the Fire Safety Policy for more information on prohibited and restricted items.
LOCKABLE DRAWERS
There is a lockable compartment in your assigned closet/wardrobe. You will find your key in the lock upon arrival. We encourage you to place your valuable items in this compartment, and to lock it. If you lose the key to this lock, there will be a charge of £15 to replace it.

Your Flat
APARTMENT CHECKS
Housing & residential pro staff conduct flat checks at various points of the semester to ensure your living experience is going well, to assess the condition of flats, and to ensure policies are being adhered to. We’ll advise you well in advance of any planned apartment checks taking place.

BEDDING AND LINEN
Clean bed linen will be provided on scheduled weekly apartment cleaning days. You will need to strip your bed, leaving pillowcases, sheets and duvet covers on top of your mattress.

Cleaning will begin at 10:00; please make sure you are out of bed and strip your sheets if possible before then. You must ensure your bed space is free from any personal items as it is not possible to retrieve these once the linen has been removed. You must use the linen provided, not only for your comfort but also to protect the bedding items provided.

CLEANING
You are responsible for keeping your flat clean and tidy. Residents should keep their individual bed spaces clean and must work together as a flat to ensure their kitchen and bathroom(s) maintain acceptable hygiene standards. Housekeepers will not wash up dishes, clean inside ovens, microwaves or fridges. Housekeepers will vacuum and mop floors, clean kitchen counters and the stove area. If they are unable to clean any areas of your flat, they will not do so. If you/your flat continually fail to meet acceptable standards of cleanliness, you will have to meet with Residential Resource Centre staff to address this. In exceptional circumstances, there may be a need to have flats professionally cleaned to bring them up to standard – in such cases, charges will be applicable.
Details of the scheduled cleaning day for your flat will be clearly displayed on the front door of your apartment. If you are unhappy with the standard of cleaning, please contact a member of the Facilities Team at facilities@nyu.ac.uk.

All communal areas and corridors in the buildings are cleaned by our housekeepers. Please help them look after your accommodation by not dropping litter and reporting any graffiti or communal damage to Residential Resource Centre staff. If a communal area is damaged, we will rectify it, and look to divide any costs involved equally among all the residents on that floor, unless an individual takes responsibility for the incident.

FURNITURE
Furnishings that have been provided in flats (including mattresses and soft furnishings) may not be moved from their assigned locations and should not be removed from the residences. Common areas are furnished for your comfort and enjoyment; furniture in these areas may not be moved between or from these areas.

Please see the Outside Furniture Policy for information on permitted outside furniture.

GUESTS
You are permitted to host daytime and overnight guests. Please see the Residential Guest Policy for more information on how many guests you can host and when.

ITEMS PROVIDED IN YOUR FLAT
Your flat will be stocked with some essential supplies (toilet paper, dish washing liquid, hand soap and a washing up sponge) on a one-off basis when you arrive.

Your kitchens will also be stocked with an oven glove, a tea towel and the following utensils:

Items provided per student
- Mug
- Tumbler
- 4 piece cutlery set (tea spoon, butter knife, fork, and large spoon)
- Dinner plate
- Side plate
- Bowl

Items provided per flat kitchen
- Frying pan
- 3 piece saucepan set (x2 in larger flats)
- Small roasting tin
• Casserole dish
• 5 piece nylon utensil set
• 2 wooden mixing spoons

Your flat has been checked prior to move-in, and found to be in a good and tenable condition. If you find any problems, you should make sure these are listed on your Residential Living Agreement Form (RAF). Any unreported faults found during end-of-semester checks may result in the levying of damage charges.

MAINTENANCE PROBLEMS
We have staff to respond to all maintenance issues on site. Should you have any maintenance issues, please report them by completing our online maintenance request form. You can access the maintenance form at http://goo.gl/forms/dmpYNh4F3k.

Urgent maintenance issues (i.e. anything that poses a safety or security risk or the loss of essential services e.g. water and electricity) should be reported in person to Security at Reception.

PERSONAL PROPERTY
NYU recommends that all students take out insurance for their personal effects at any campus or academic center, especially if they are bringing high-value electronic items like laptops, tablets, smartphones, and plan to use these while traveling, etc.

CSI Insurance Agency is a company that can provide personal property / effects insurance for you while you are abroad. This is the same company that offers a similar policy for students’ personal items on the NYU campus in New York.

Questions about this coverage should be directed to CSI Insurance Agency directly. CSI Insurance Agency Homepage: http://www.collegestudentinsurance.com/

NYU London shall not be liable or otherwise responsible in any way in the unlikely event of loss of, or damage to, any personal property belonging to students.

Students are advised to check for possible coverage of personal belongings and other items under any current insurance policies they may hold.

RIGHTS OF ACCESS
If we need access to your flat, we will endeavour to provide you with reasonable notice (typically at least 24 hours). Please note though, that we reserve the right to access your flat without prior notification in emergencies, e.g. to attend a medical emergency or to restore essential services etc.
Where maintenance faults are reported, authorisation is assumed for a member of the Security/Maintenance Team to enter your accommodation to assess the fault. If you want to be present whilst maintenance is being carried out, please ensure that this is stipulated when reporting the maintenance fault.

All staff entering your flat will knock audibly prior to entering and will announce themselves when doing so.

**RUBBISH REMOVAL**
You are responsible for bagging the rubbish in your flat appropriately. Housekeepers will remove up to two bags of kitchen waste and will empty your bathroom bin when they clean your flat each week. The small bedroom bins do not get emptied.

If your bins get full prior to this, you will need to place rubbish in the bins in the bin stores (lower ground floor (-1) at Byron Court and in front of the building at Guilford House).

Some guidance to bear in mind:

- Do not allow rubbish to accumulate in your flat.
- Use the same black bag for all rubbish – recyclable items are separated at the rubbish depot.
- Always use the black bags provided – otherwise removal may be refused.
- Do not leave bags of rubbish sitting in the hallways, stairwells, kitchens, outside your door etc.

**SANITARY ITEMS**
All feminine hygiene products must be disposed of in the bins provided in the bathroom; do not flush these down the toilet as they will cause blockages.

**SMOKING**
Smoking is not permitted in any NYU London building. Please refer to the Smoking Policy within this document for more information.

**Community Living**
NYU London housing is an exciting place to live, especially when each resident assumes his/her share of community responsibility.

Students in housing come from many parts of the world, speak many languages and have widely varying customs, beliefs and personal experiences. In this unique community, students are rich in knowledge and diversity. Get to know your flatmates and
neighbours; understanding diverse lifestyles, customs and personal priorities helps to ensure a respectful environment for everyone.

COMMUNITY INVOLVEMENT
Get involved
During the semester, Residential Resource Centre staff and your RAs will be organising events and activities both within the residences and outside of them, which will allow you to explore multiple aspects of London. Residents are encouraged to foster a strong community through active involvement and participation in housing events and activities. There will be floor socials and activities alongside those for the wider NYU London community.

Online housing feedback
We aim to provide good quality housing and are always looking for ways to improve what we do. We value your feedback, whether it’s a complaint, suggestion or even a compliment. You can provide feedback at any time, on any aspect of housing by emailing: students@nyu.ac.uk.

Online community
If you use social media, make sure to join and take a look at our residences’ Facebook pages:

Guilford House:
https://www.facebook.com/groups/495773837562283/

Byron Court:
https://www.facebook.com/groups/297331644347451/

ROOMMATE RELATIONS
Good communication is important to achieve a harmonious residential living experience. Before you settle in, agree the following:

- quiet/study times in the flat;
- cleaning rota;
- when guests can visit, how often and how many; and
- shared/non-shared belongings.

Below are some general guidelines for good roommate relations:

- Be willing to accept alternative lifestyles.
- Communicate – talk with your roommate(s) about things that affect your relationships. Don’t think problems will go away by themselves.
- If you agree that overnight guests are okay, plan in advance for their visits and be considerate.
- Replace broken property and return borrowed items.
- Make an effort to keep your living space clean, comfortable and pleasant.
Building Facilities
COMMUNAL SPACES
There are several communal spaces for you to use in our residences. We hope you’ll help us look after these so that they can be enjoyed by everyone.

Games Room (Byron Court lower ground floor)
Located on the lower ground floor (-1), this space is suitable for multiple uses. You’ll find a foosball table, pool table and TV with a PS3. There is also a library of donated books next door to the Games Room, which makes this space great for catching up on some reading.

Study Rooms (Byron Court lower ground (-1), Guilford House 1st floor)
The study rooms are quiet study spaces, so please be considerate when conducting group work there.

British TV when the mood strikes. The TV has access to many channels via Freeview, so there will be lots for you to watch.

Internet
The NYU Wireless network is available at all NYU London buildings. You will need an activated net ID to set up wireless access for your devices. Instructions for configuring and connecting to the NYU wireless network can be found at:


Instructions for setting up wireless access on your smart phone or mobile device can be found at:


From time to time the wireless network fails, and users may need to reconnect to the NYU network. We apologise for any inconvenience this may cause; students are welcome to set up laptops using the wired Ethernet ports to eradicate this issue.
For support (wireless access, laptops, study or lab computers), please contact NYU IT.

Email: nyulit.help@nyu.edu
Phone: 020 7907 3231

LOAN EQUIPMENT
Sports equipment (yoga mats, soccer balls etc.), PS3 games & controllers, DVDs and some board games are available for loan and may be checked out at Reception. These items are for the use of all NYU London students, so please look after them! Pool equipment for the Byron Court Games Room is also available at Reception.

LAUNDRY FACILITIES
Laundry rooms are located on the lower ground floor (Byron Court) and basement (Guilford House) – the washing machines and dryers are accessible 24/7. The machines use a cashless card system. Issues with the card system (e.g. refunds etc.) should be directed to the laundry company in the first instance – details are provided in the laundry rooms. All other issues should be reported by submitting a maintenance request.

Please follow these laundry facility guidelines:
• Remove laundry promptly at the end of the cycle.
• Leave the laundry room in the same condition you found it in – or better.

• Submit a maintenance request for any problems with the machines.

PARKING
There is no car parking available on site. Pay and Display parking is available on Guilford Street or just off Mecklenburgh Square should you need it.

POST AND PACKAGES
There are no post room facilities in NYU London housing. You should use the following mailing address for your post and packages:

[Your Name]
NYU London Academic Centre
6 Bedford Square
London
WC1B 3RA
United Kingdom

Contact a Residential Resource Centre staff member if you require a residential mailing address.
PRINTERS
An NYU print service is available in the study rooms in both residences for all NYU students.

Additional printing facilities for NYU students are located at the NYU Academic Centre. You can send print jobs to the printers from your laptop or the computers in the study room/computer labs – please see the instructions next to the printers for guidance about how to do this.

TELEPHONES
There are no communal/public phones available on site.

VENDING MACHINE
A vending machine is available in the Games Room (Byron Court).

NYU London Housing Policies
ALCOHOL POLICY
Students who are of legal drinking age (18 in the UK) may possess and consume alcohol responsibly within NYU residence halls in accordance with the following:

- Alcohol may be consumed only within student flats. Open containers of alcohol are prohibited in common spaces such as hallways and lounges, in public areas such as lobbies, or in outdoor areas adjacent to residence halls.
- Students who bring alcohol into an NYU London residence hall or possess alcohol in an NYU London residence hall are responsible for its legal, responsible use. This includes taking reasonable precautions to prevent abuse and the possession of alcohol by underage students and guests.
- Kegs or devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited. Devices or mechanisms that facilitate rapid consumption (funnel bongs, etc.) are also prohibited. Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games) is also prohibited.

BUILDING ACCESS
You will be required to show your NYU ID card every time you enter an NYU London building. Residential visitors are expected to follow the Residential Guest Policy.

Each resident is issued with a key with which to access their residence. This key is only for personal use and must not be given to any third parties.
FIRE SAFETY POLICY
Residents will receive residence-specific information about fire safety and evacuation procedures at the beginning of each semester. It is extremely important that residents familiarize themselves and their guests with all applicable fire safety procedures in their assigned building. Residents who fail to comply fully with applicable fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to student conduct action. All NYU-owned or leased buildings are equipped with fire alarms that are tested regularly.

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, heating/air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property. Fire doors must not be propped open. The following items are prohibited in the residence halls and will be confiscated:

- flammable decorations;
- natural or artificial evergreens;
- electric heaters, air conditioners, hot plate burners;
- halogen lighting equipment;
- candles, incense, outdoor grills, or any other type of open flame or open coil device;
- explosives, fireworks, firearms, or ammunition;
- woks or deep fat fryers;
- any other object found to block easy exit from a resident’s room; and
- door decorations on flat doors.

Students found in possession of prohibited items will be subject to student conduct action and referral to a fire safety education workshop. If you have any questions or concerns regarding fire safety, please contact Residential Resource Centre staff.

ILLEGAL OR CONTROLLED SUBSTANCE POLICY
Marijuana
Marijuana is an illegal substance and its possession, use and/or distribution is prohibited in all NYU London buildings. Any student who is found to be in possession of, in the presence of, or using marijuana will face student conduct action and the possibility of prosecution under UK law. Water pipes, bongs, hookahs, and other paraphernalia commonly associated with drug use are also prohibited in all NYU London buildings.

Other Controlled Substances Policy
The possession of, or use of, narcotics and/or other controlled
substances without a valid prescription, or misuse of prescribed medication, is prohibited in all NYU London buildings. Students are expected to obey UK laws regarding the use, possession, sale and distribution of controlled substances.

OUTSIDE FURNITURE POLICY
NYU London maintains a strict outside furniture policy to ensure fire safety standards are in place, and to protect the cleanliness and hygiene of the rooms. Additionally, outside furniture can contribute to pest problems. All rooms are furnished appropriately for their occupants with a desk, dresser, and bed provided for each resident to use.

Outside furniture is prohibited in the residence halls except for the following items:

- desk chairs that do not have any fabric or upholstery;
- lamps (only non-halogen bulbs); and
- media stands, bookcases, or nightstands for which the total dimensions of each piece do not exceed 200cm, assuming a suitable place can be found for them. Total centimetres can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).

Please keep in mind the following:

- Do not bring in items noted above which are dirty or have been discarded (such as furniture left on the street). Such dirty or dilapidated items may contain unwanted pests such as bedbugs or fleas, and will not be allowed in the residence halls, even if they meet guidelines.
- No upholstered furniture or furniture that requires cushions is allowed for any reason. This includes, but is not limited to dish/butterfly chairs, couches, futons, etc. Please consult with your roommates when making any decisions to bring in outside furniture. Also, it is recommended that you wait until you have stayed in your room for several nights before deciding to purchase additional items.
- Residents are responsible for removing outside furniture from their room within a short notice period, or when they move out of the building. Failure to remove unauthorized item(s) when requested will lead to charges being levied against those involved for the removal
of the item(s). Residents will be charged for the costs involved in treating and resolving pest problems that result from the unauthorized use of outside furniture in the apartment(s) or building(s). NYU London may amend these guidelines at any time and reserves the right to require the immediate removal of any outside furniture for any reason.

**RESIDENTIAL GUEST POLICY**

The privilege of having guests is based upon the precept of mutual respect and balance; one resident’s right to have guests does not supersede another’s right to reasonable privacy. In particular, it is expected that students who share a living unit will be courteous to one another, communicate, show willingness to make compromises, and act in good faith in the matter of guests. The presence of a guest must not compromise the personal or academic wellbeing of room/suitemates or other building residents.

The host must accompany all non-NYU London guests at all times. The host is responsible for any damages, noise, behavioural problems or other community standards violations caused by a guest.

**Daytime guests**

Up to four daytime guests (per resident) can be signed into the residence between these times:

- Sun to Thurs: 08:00 and 23:00
- Fri to Sat: 08:00 and 01:00.

Guests who are NYU London students and reside in the same residence hall as the person they are visiting may proceed directly to the flat of the resident host.

Guests who are NYU London students and who reside in other accommodation or external housing (Urbanest King’s Cross) can enter the Byron or Guilford residences by showing their NYU ID card and signing themselves in; they can then proceed directly to the flat of the resident they are visiting.

Guests who are not NYU London students must be signed into the residence by their host. The host must come to Reception to sign in their guests. At the end of the visit, their guest may sign themselves out.

**Overnight guests**

Residents are allocated a number of overnight guest passes which can be used to host guests outside daytime guest hours. Each resident has 8 passes per calendar month. Please take note of the following:
• Overnight guests can only be hosted from the start of the 2nd week of classes.
• All overnight guests, whether NYU students or not, must sign in at Reception and must provide ID for the security guard.
• Guests continuing to stay from daytime hours must report to the Reception desk by 11pm Sun-Thurs, and by 1am Fri-Sat to sign in and provide ID as an overnight guest.
• You can only host an overnight guest if you have completed your overnight guest policy opt-in form on a group basis with the rest of your apartment.
• You must also complete an Overnight Guest Request Form to host an overnight guest. If your suitemates have all agreed to opt in, then you can complete this at Reception when your guest arrives. If, however, anyone in your apartment has opted out, then this form must be completed in advance of your guest’s arrival as you must get all of your suitemates’ signatures.
• Guest passes are not transferrable and do not accumulate from month to month if not used.
• No under 18s are allowed to stay in the NYU London residences overnight.

• Only one overnight guest is permitted per student per night, regardless of room type.
• Guests must not occupy empty beds, rooms etc., and we do not provide bedding for guests.
• Overnight guests must be accompanied by their host at all times; this includes overnight guests who are NYU students.
• Please note that residents are responsible for their guests at all times. Guest must obey all NYU University rules and regulations. If your guest fails to comply with these rules and regulations, you will be liable for fines and/or disciplinary procedures.
• Management reserves the right to remove guest privileges at any time without prior notice.

SMOKING POLICY
Any form of smoking, including the use of cigarettes, cigars, pipes, hookahs, or devices such as an electronic cigarette or a vaporizer is prohibited in all areas of all NYU London buildings. Furthermore, smoking may not occur within close proximity to, or cause the obstructions of, any building entrance, covered walkway, or ventilation system. Pipes, bongs,
hookahs, and other such smoking devices are not permitted in the residence halls.

SOUND POLICY
Residents are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels that are intrusive. Use of amplifiers or P.A. systems in the residence halls is prohibited. Pianos are not permitted in residence hall rooms. Contact the residence hall staff if you have any questions about these guidelines. Residents are responsible for complying with a restriction on noise after 23:00 on weeknights and 01:00 at weekends. Residents must observe 24-hour quiet hours during University designated examination periods.
To access NYU London resources, please dial 0800 316 04 69 and choose the correct extension.

1. NYU Public Safety
   For safety and security concerns, regardless of your location.

2. NYU London Duty Phone
   For assistance with emergencies at evenings and weekends.

3. NYU London Academic Centre
   Connect with reception and NYU London staff during office hours.

4. London Claremont Clinic
   Make a doctor’s appointment with your GeoBlue insurance.

5. Tisch London
   Connect with Tisch London staff during office hours.

6. Nightline London
   The London Student listening and information service (6pm - 8am).

7. NYU Wellness Exchange
   Connect with an NYU counsellor 24/7 - free to dial from the UK.