



International House

I-House Facilities Policies

I. Room Access:

1. I-House reserves the right to enter your room for the purposes of health, safety, and maintenance. It is the policy for staff to knock and provide a reasonable time for the resident member inside to respond. If it is necessary to enter your room when you are not there, we will leave a note explaining when and why we entered.
2. The on-duty Public Safety House Manager may unlock or lock a Resident Member's room in an emergency, at their request, and contingent upon staff availability. The requesting Resident Member will be charged a fee for the unlocking or locking of the room. This fee shall be added to the balance of the Resident Member's I-House account. The House Manager may, at his/her discretion, waive the fee in the case of exigent circumstances. A Resident Member requesting that a room be unlocked will be required to provide an I-House membership card, or other government issued photo identification, to satisfactorily identify himself/herself as the occupant of the room.
3. If you lose your Membership Card, which acts as your key, immediately notify the Riverside Reception Desk (Bursar) between 8:30 a.m. and 7:00 p.m. Monday through Friday, Saturday 10:00am to 2:00pm to receive a new key. At all other times notify Public Safety. There is a replacement fee for lost Membership Cards, as well as lost secondary guest cards. You may inquire at the Claremont Desk or Riverside Desk regarding the latest fee.

II. Appliances, Furniture, and Fixtures:

1. Only 5,000-7,000 BTU air conditioners are permitted for use in Resident Member rooms. I-House Facilities Management Office **must install** all air-conditioning units. Residents Members are responsible for payment and purchase of their own units. Resident Members must pay the associated fees for A/C installation/removal and monthly utility fees. Contact [Office of Facilities Management](#) for the current fee schedule.
2. Refrigerators, heating, and other cooking appliances are not permitted in the floor lounges.
3. New York City Local Law 16 requires that all designated areas be equipped with a code compliant smoke and carbon monoxide detector. It is against the law to remove or tamper with any detectors.
4. Resident Members are not permitted to bring any of the following into their residential space: mattress, bed, couch, sofa bed, futon, upholstered armchair, recliner, ottoman, any second-hand furniture whatsoever or other bulky furniture. Exceptions for medical reasons only may be made on a case-by-case basis, which require prior written approval of the [Office of Facilities Management](#), upon submission of a valid letter or prescription from a medical doctor specifying medical need.
5. Resident Members who wish to add other furnishings or decorations to Floor Lounges or common areas in I-House North suites must receive prior approval from the Office of Facilities Management.
6. Resident Members are not permitted to convert common areas in the North building into an extra bedroom.
7. Any damage to your room or its furnishings such as burns, nail holes, blemishes made by solvents, stickers or tape must be repaired or replaced. The cost will be charged to your account. Where more than one Resident Member occupies the same suite or apartment, and responsibility for damages cannot be ascertained, the cost of repair or replacement will be

- assessed equally among the Resident Members of the suite or apartment.
8. Resident Members are not permitted to remove furnishings or other International House property from their residential space. Room furniture cannot be stored.
 9. It is a violation of New York City law to place anything on the ledges outside your window or on the fire escapes, or to throw anything out of the windows or off the terraces.

III. Common Spaces

1. You must follow all garbage disposal and recycling requirements as posted by Facilities Management. A failure to properly recycle is a violation of New York State. Requirements can be found [here](#).
2. The bulletin boards next to each elevator on the residential floors are reserved for use by the I-House Programs Office only.
3. Items left in the common areas will be considered abandoned and will be removed by Facilities Management.
4. Resident Member room doors and/or hallway walls cannot be decorated. If you wish to hang anything on the walls, use only coarse, non-transparent masking tape.
5. Bicycles, strollers, carriages, or other objects may not be left in hallways.
6. Pets are not permitted in International House. Exceptions, if any, must be reviewed in advance by the Admissions Committee.
7. Quiet hours are from 11 p.m. until 9 a.m. (please note that Roommate Agreement Quiet Hours end at 8 am) and apply to the entire community. Voices, doors closing, radios, stereos, televisions, and hard-soled shoes can easily disturb your neighbors. Please be considerate of others during quiet hours.
8. Public property such as lounge furniture is for common use and must remain in public spaces.
9. I-House is not responsible for loss, theft, or damage to any personal belongings.

IV. Fire Safety:

1. The use of candles, incense, or any other open flame is **strictly prohibited** in Resident Member rooms, lounges, and other common residential areas.
2. It is a violation of New York City fire ordinances to cook in I-House rooms, except in those apartments with kitchens (this includes use of microwave ovens, electric coffee pots, hot pots, and hot plates). Electric kettles are permitted. Cooking in I-House South is permitted only in the Community Kitchen.
3. Flammable and combustible liquids are prohibited in residential areas. This includes art supplies such as thinners.
4. Unauthorized Access to fire escapes is prohibited. Use fire-escapes only in case of emergencies.
5. Stairwell doors must be kept closed at all times as they serve to block fire from spreading from one floor to another.
6. The use of more than 2 extension cords in a multiple plug adapter is prohibited. You may only use extension cords of the same or larger diameter of the cord attached to the appliance. Do not run cords under rugs or through doors.
7. Stairwells and residential hallways must be kept clean and completely clear of footwear, bicycles, boxes, and any other personal property so as not to impede egress in the event of a fire.
8. Placing anything over lighting fixtures, fire or smoke detectors, sprinklers, or sprinkler piping is prohibited.