LOFT ETIQUETTE
APPALACHIAN / NEW YORK LOFT
~ A Community Space~

Location: 117 East 24th St., 3-A
(BETWEEN PARK AVE. AND LEXINGTON AVE.).
Subway: #6 at 23rd St. & Park Ave.
Telephone: 212-982-5359, 212-982-5361.
(When calling these numbers from some areas of the city, you may be required to dial all 10 digits even though it is a local call from within Manhattan.)
DIRECTOR’S NUMBER: 212-982-5370.

Please Note: Resident Directors are Appalachian State University Academic Faculty who engage in scholarly research activities while assigned to direct the Loft. As such, they may not be on-site unless they have a specific appointment. Please be respectful of the Director’s time in coordinating everyone's extremely busy schedules.

As this is a community space, please be considerate to other guests.

EMERGENCY:
❑ In case of a fire or other emergency, use either the staircase or the fire escape found in the back right bunk quarters.

SECURITY:
❑ All doors and the elevator are to be kept locked at all times. Guests are responsible for securing the outside door and elevator each time they enter or leave. DO NOT buzz in strangers. ONLY Guests who have been cleared by the Director are allowed in the Loft. If you have friends meeting you at the Loft for any reason, you MUST clear this with the Resident Director BEFORE they arrive at the Loft.
❑ Exit doors and windows are alarmed throughout the Loft. Do not open windows at any time, or prop doors open.
❑ FIRE EXIT doors are located (1) to the rear of the Men's Bunk area, and (2) to the left of elevator in the entry hall.
❑ REMEMBER YOUR KEYS AND SWIPE CARD when you leave as there may not be anyone in the Loft to let you back in.
❑ A $20 cash deposit for each set of keys will be returned at checkout time.

PARKING:
❑ Check with the Resident Director about parking. Parking on E 24th is metered.

COMPUTERS:
❑ There are three computers available for Guest use. Please follow the directions posted beside the machines.

CLEAN UP:
❑ Guests are to keep their portion of the bedroom area orderly. Housekeeping service is provided on a daily basis; however it is critical that each Guest, along with the Resident Director, assist in keeping the facility as clean and orderly as possible. The Housekeeper comes Monday through Friday. Therefore, all guests are required to be out of bed and out of the bunk area by 10:00am in order to allow the housekeepers ample space and time to do their job. You are required to place all personal items on your
bed during these times so that the facilities can be cleaned.

**BUNKS/BEDROOMS:**
- Guests are required to make their beds with the linens provided. Please do not sleep on the beds without these items as it makes for soiled mattresses and pillows for the next Guests. Also it is difficult to determine whether a bed is being used if there is no evidence of use, making it difficult to assign beds to incoming Guests. Guests are not permitted to sleep in the Commons Area or anywhere other than assigned bed spaces. Please avoid leaving wet/damp towels on your bed or on any wooden surfaces; hooks are provided on each bunk for towels. Please ask the Resident Director when you need fresh towels.

**FOOD STORAGE/REFRIGERATORS:**
- Please label all your food items. Labels are provided in the kitchen area. The refrigerators are prioritized for food. Alcoholic beverages may not be stored anywhere in the Loft. All non-labeled items will be assumed to belong to the Resident Director and may be disposed of at any time.

**KITCHEN & COMMONS AREAS:**
- The kitchen area is available for use by all Guests. Please wash, dry and put up your dishes immediately after use. Do not leave items in the sink. You may place dishes, silverware and glasses in the dishwasher for later washing. However, please hand-wash all pots/pans and return them to the stove top before leaving the kitchen area.
- The Commons Area is for use by all Guests. Please do not leave personal items (such as shoes, clothing, etc.) in the area. Personal items left in this area will be removed and placed beside the Bunk Area doors.

**BATHROOMS:**
- Bathroom space is limited. With a full house (22 Guests), there is also a limit to the hot water. Please remember that there may be Guests waiting to use the facilities. Do not leave clothing or toiletry items in the bathroom. Instead, keep them in your assigned room and general bunk area. Leave the bathroom in good condition after each use. The Housekeeper will dispose of any items left in the bathroom in order to clean the space.

**TELEPHONES:**
- Telephones available in front of the Bunk areas are for Guest use. Please limit calls to five minutes. Long-distance calls may be made by either calling collect or using a calling card number. The Loft is charged 10¢ each time a dial tone is accessed; please help keep costs low. The Resident Director does not answer these phones and there is no recorder; a message board is provided for Guest use. The Director does not take messages for Guests or answer non-emergency calls after 10:00 PM.

**SMOKING, DRUG AND ALCOHOL POLICY:**
- Tobacco use is not permitted in the Loft or anywhere in the building. Consumption of alcoholic beverages is not permitted anywhere on the Loft premises. In accordance with North Carolina State, New York State and Appalachian State University Policy, any Guest under the age of 21 who is observed to be intoxicated (as well as anyone providing alcohol to a minor) will be asked to vacate the Loft immediately. Any Guest creating a general nuisance for other Guests or for the Resident Director will be asked to vacate the premises. Any Guest found in possession of or using illegal drugs in the Loft, the building or surrounding areas will be reported to the New York City Police.

**PETS:**
- No pets are allowed in the Loft.

**LAUNDRY:**
- Laundry facilities are not available at the Loft. The closest Laundry is located on Lexington Avenue between 23rd and 24th Streets on the west side of Lexington (one block from the Loft). Open 8:00AM-7:00 PM.
**QUIET HOURS:**

- **11:00 PM to 7:00 AM.**
  - All Guests should respect the need for a quiet place to rest. Please avoid talking in the bunk area at any time when other Guests are sleeping or resting.

**Children at the Loft:** Children ages 5 to 14 are welcome at the Loft only during the summer months, Thanksgiving Break and Winter Break. There are no children under age 5 allowed at the Loft.

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**CHECKOUT:**

**CHECKOUT IS BEFORE 12:00 NOON.**

- Guests must coordinate a checkout time with the Resident Director in order to exchange key/deposits. Please inform the Resident Director of your checkout time **AS SOON AS POSSIBLE UPON YOUR ARRIVAL.**

- **GUESTS MUST CLEAN UP AFTER THEMSELVES BEFORE LEAVING THE LOFT.**

- **STORAGE OF LUGGAGE AFTER CHECKOUT IS NOT PROVIDED BY THE LOFT. PLEASE ASK THE DIRECTOR FOR INFORMATION ON STORING LUGGAGE AT GRAND CENTRAL OR PENN STATION.**

- **At Time of Check out, please…**
  - bring all towels and linens to the designated area;
  - tidy up your bunk area; and,
  - Dispose of any personal trash and food.

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*Failure of Guests to follow these rules will result in termination of their stay. The Resident Director has final say in these matters. Refunds will not be given to Guests who are asked to leave due to misuse of the facility or failure to abide by the polices of the Loft.*