



The Residence at White Plains YMCA Policies & Procedures

Welcome to the Residence at White Plains YMCA! In order to provide you with a positive living experience, we require that the following policies and procedures be adhered to:

1. Rooms and facilities may be occupied by the resident renting the room **ONLY (NO GUEST ALLOWED)**. Unregistered persons will be asked to leave the building. The registered resident will be giving one written warning; any further guest violations will lead to eviction.
2. The White Plains YMCA will **NOT** be responsible for loss or damage to resident's personal property by fire, theft or any other cause. For your safety, your room should be kept locked at all times. It is the suggestion of the White Plains YMCA that residents secure independent Renter's Insurance.
3. The resident agrees to comply with any statutes, ordinances, rules, orders, regulations and requirements of the Federal, State and Local Governments or any/all departments and bureaus, applicable to said premises. For example, the Resident will not throw anything from the windows of the YMCA building, tamper with fire apparatus, alter or interfere with electric wiring, lamps, or fixtures or erect or cause to be erected outside aerials for radio or televisions. The Resident agrees that electric appliances, such as, but not limited to hot plates, sunlamps, etc. shall not be kept or used in their room.
4. Residents of the White Plains YMCA will conduct themselves in accordance with the core values of the YMCA, which are honesty, caring, respect and responsibility. Residents of the White Plains YMCA will also adhere to the YMCA Code of Conduct.
5. Gambling, the use of profane or obscene language, the presence of alcoholic beverages, use of tobacco products, e-cigarettes, hookah, controlled substances (drugs), obscene pictures and/or posters are **PROHIBITED**.
6. Residents are prohibited from storing items on the ledge of their window.
7. The Resident agrees to leave their room for thirty (30) minutes during each day, at the request of the YMCA housekeeping staff, to allow for the cleaning of their room. The Resident further agrees that he/she shall not keep clothing, books or newspapers, and/or other personal belongings on the floor of his/her room which could prevent housekeeping staff from sweeping or mopping the floor. Clutter in the rooms will not be tolerated and is cause for eviction. Housekeeping service is mandatory.

8. The Resident will not bring in additional furniture and excessive personal items into their room as to cause clutter or a fire hazard.
9. Residents are to refrain from loud talking, singing, or unnecessary noise at all hours. The volume of radios and televisions should be kept at a level that will not disturb occupants of adjacent rooms.
10. The Resident agrees to turn off all lights, radios, televisions and similar electric items when they leave the room.
11. The Resident agrees to allow the Residence Director, Executive Staff, Maintenance/Housekeeping Staff or authorized personnel and contractors to enter their room with 24-hours notice or in case of emergency for inspection, extermination services or to make necessary repairs. Housekeeping is mandatory and does not require any notice.
12. The Resident agrees not to use the name of the YMCA, or the telephone number of the YMCA, for their own personal correspondence, letterhead or advertisement.
13. Pets are not allowed in the room at any time.
14. The YMCA is a **NON-SMOKING FACILITY**. As such, the Resident agrees not to smoke cigarettes, cigars, e-cigarettes, pipes, hookahs, or any type of smoke producing products on the premises of the YMCA. Failure to comply will put their residency in jeopardy if this is a repeated offense.
15. Rent is due on a monthly basis; the resident agrees to pay based on the resident's check- in date. Rent is to be paid on or before the date stated on the monthly bill. Payments that are 60 days delinquent will result in immediate commencement of the eviction process. Resident are also subject to being sent to collections for all past due rent.
16. If the Resident leaves mid-month, a refund will be given for the difference between the amounts paid for the month and the transient rate (**Old Wing= \$67 a day, \$160 a week; New Wing= \$72 a day, \$200 a week**). The Resident agrees to check out by 1:00 p.m. weekdays and 11:00 a.m. on Saturdays and Sundays. The Resident agrees to pay a charge for an additional day based on the transient (per day) rate, should they fail to check out at the aforementioned time.
17. Resident will respect common spaces (3rd and 4th Floor restrooms, and 3rd Floor Lounge) by cleaning after use. Failure to comply will result in eviction.

By signing this document, I understand and agree to the POLICIES & PROCEDURES and understand that failure to follow the POLICIES & PROCEDURES will result in eviction from the Residence at White Plains YMCA.

Date

Tenant Print Name

Date

Tenant Signature