



Nyack College Auxiliary Services
One South Boulevard, Nyack, NY 10960
conferences@nyack.edu
PHONE: 845.675.4500
FAX: 845.358.2336

HOUSING REGISTRATION FORM

NAME OF GUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

VEHICLE: Y or N LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

OVERNIGHTS: THURSDAY FRIDAY SATURDAY
(Please Circle)

ARRIVAL TIME: \_\_\_\_\_

Please note that, if arriving on Thursday, you must arrive before midnight. If you arrive after midnight, you will have to stay at an area hotel.

ROOM REQUEST: (Please note there are a limited number of rooms with private baths)
(Please Check)

DOUBLE/TRIPLE: [ ] Single Occupancy (\$40) [ ] Double/Triple Occupancy (\$30)

DOUBLE PRIVATE BATH: [ ] Single Occupancy (\$60) [ ] Double Occupancy (\$50)

ROOMMATE REQUEST: \_\_\_\_\_

If you are interested in staying longer than Saturday night, please contact the Auxiliary Services Office directly at 845.675.4500 or conferences@nyack.edu.

Guest Signature

PLEASE MAIL OR FAX THE HOUSING REGISTRATION FORMS TO:
Conference Services, 1 South Blvd., Nyack, NY 10960
FAX: 845.358.2336

Please do not write below this line—FOR AUXILIARY SERVICES USE ONLY--

RESIDENCE HALL \_\_\_\_\_ ROOM NUMBER \_\_\_\_\_

[ ] DOUBLE [ ] SINGLE [ ] DOUBLE (PB) [ ] SINGLE (PB)

KEY LETTER OUT: \_\_\_\_\_ KEY LETTER IN: \_\_\_\_\_

MEAL CARD OUT: \_\_\_\_\_ MEAL CARD IN: \_\_\_\_\_

## GUEST ROOM POLICIES

In addition to the following Policies please remember:

- Room confirmation is established upon receipt of the completed Registration form, Release of Liability form, and the signed copy of the Policy and Procedures form. Please be aware that your registration is not complete without all of the above requirements.
- All tenants must adhere to the arrival and departure information submitted on the Registration form. Any need for change to submitted information must be pre-approved through the housing coordinator.
- Due to various groups using the same building, and permanent staff residences in some buildings, quiet hours are from 11:00 PM to 8:00 AM.
- There is a \$25.00 charge for lost keys, and a \$10.00 charge for lost meal cards.

## GUEST AMENITIES

- **Front Desk**  
Nyack College staff will be available to help all conference guests at the Front Desk from 8:00AM to 10:00PM Monday through Sunday. They may be reached by using any campus phone and dialing “7175.”
- **Lost & Found**  
Lost and Found items are turned into the Front Desk. Guests may inquire at the desk during the conference or call 845.675.4500 to inquire about items left behind after the end of the conference.
- **Vending Machines**  
Drinks and snacks are available in vending machines located in the basement or lounge of each residence hall, as well as Boon Campus Center.
- **Linen**  
Linen packages are provided for all guests. The linen package includes one (1) pillow, one (1) pillow case, two (2) sheets, one (1) blanket, two (2) towels, and two (2) wash cloths.
- **Phones**  
Phones are available in each hall for guest use. Guests may reach local numbers by first dialing “8” and then the number. Guests may reach long distance numbers with the use of a calling card or “800” number, also by dialing “8” first and then the number.
- **Security**  
In the case of any emergency, guests may reach the security department by dialing “7191” from any campus phone, or “845.222.8812” from any cell phone.

## STANDARD OF CONDUCT

“While on the campus at Nyack College, I will refrain from drinking alcoholic beverages and from smoking or any use of tobacco. I will refrain from the use of narcotics (including marijuana and hallucinogens). My personal appearance will reflect neatness and good taste in dress and life style.”

## COLLEGE REGULATIONS

Each guest is required to adhere to all College policies, regulations, guidelines, and all local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using College facilities and services. College regulations include, but are not limited to, the following:

- A. Smoking is not allowed in any campus facility; alcoholic beverages are not allowed on campus.
- B. Parking in service vehicle or fire lane locations is not permitted.
- C. Fire and safety code regulations determine maximum seating and room capacities. The maximum capacity of any facility may not be exceeded under any circumstances. Charges for any false fire alarm caused by either a prank-pulled alarm or conduct resulting in an alarm sounding and attributed to Lessee participant(s) will be assessed in the final billing, including the following: (1) a charge of \$500 per fire station response per alarm; and (2) a \$100 charge for Nyack College Security response per alarm.
  - a. Fire Drills are not scheduled during summer in any campus residence hall.  
However, this does not rule out the possibility of an actual fire or of a requested fire alarm test by the City of Nyack Fire Department. If an alarm is sounded, guests MUST evacuate the building, even though smoke may not be seen or smelled.
- D. Equipment and furnishings may not be removed from any room for use in any other room or facility
- E. Furnishings and equipment may not be moved to block exits, hallways or closets containing emergency and fire equipment.
- F. Attaching any object to any College premise by nail, tack or tape is not permitted.
- G. Hot plates, halogen lamps or candles are not to be used at any time in the residence halls.
- H. Male and female guests may share floors but have separate bathroom facilities.
- I. Shared rooms are reserved for married couples or occupants of the same sex.
- J. Adult, live-in supervision is required for all programs with participants under eighteen years of age. One live-in supervisor for every ten participants is required in the same area of residence in which the minor participants are housed; supervision must be provided to account for housing of both male and female genders. Supervisors will act as liaison between College conference staff and the minor participant, in the event of discipline, noise or destructive behavior. Children must be under adult supervision at all times, in all campus facilities, including public lounges, recreational areas, hallways, rest rooms and parking lots.

## COLLEGE RIGHTS

**The College may exercise the following rights:**

- To enter any facility for the purpose of inspection, repair, or emergency.
- To reassign residents within a residence hall, after timely notification, in order to accomplish necessary repairs and renovation to the building.
- To revoke the campus privilege including residency in or utilization of any of its buildings of any occupant whose conduct, solely in the College's opinion, becomes injurious or potentially injurious to the academic community.

***MEDICAL RELEASE FOR MINORS***

Lessee agrees that every minor child unaccompanied by a legal guardian shall be required to obtain a medical release for hospital treatment or treatment by a physician. The release shall be signed by the minor child's legal guardian to allow for treatment should an accident or injury occur. Such release forms shall be on the campus in the possession of the Lessee, or appointed liaison, for all dates as outlined under Section I.

***CURTAILMENT***

In the event that College buildings, property or facilities shall be destroyed or substantially damaged by fire or other casualty, or in the event other circumstances render the fulfillment of this agreement impractical or impossible, the Lessee shall be obligated to pay the fees herein above stipulated only for those services, activities and events which shall have occurred prior to said casualty or circumstances. The Lessee hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this agreement.

I have read this document and agree to the standard of conduct and regulations while staying at Nyack College:

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Date)*



**RELEASE OF LIABILITY**

In signing this form, I, agree not to hold **NYACK COLLEGE**, its officers, employees, or other agents liable for any injury, loss, damage, or accident that I might encounter.

I hereby assume any such risks that might result from my stay at Nyack College and I unconditionally agree to indemnify and hold harmless Nyack College, its officers, employees, or other agents, against any and all claims for loss, injury or damage to persons or property, including claims of employees of the sponsoring organization or its agents, arising out of activities conducted by the Lessee or its guests in College buildings, properties, or facilities. Lessee agrees to comply with all applicable copyright laws and to hold harmless and indemnify Nyack College for any liability, costs and expenses incurred for any violation by Lessee of such laws.

I have carefully read the foregoing and I understand that my signature herein holds Nyack College, its officers, employees, or other agents harmless for any liability for injury, damage, loss, or accident.

PRINT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please do not write below this line—FOR AUXILIARY SERVICES USE ONLY--*

WITNESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(PRINT NAME)

STATE OF: New York      COUNTY OF: Rockland      CITY OF: Nyack\_

On \_\_\_\_\_ before me personally appeared \_\_\_\_\_  
(DATE) (NAME)

to be known to be the person(s) who executed the above release, and acknowledge that \_\_\_\_\_ voluntarily executed the same.  
(NAME)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_