

Dear Dormitory Applicant:

Thank you for your interest in a dorm room at the Education and Resource Center (ERC), 560 Hudson Street, Hartford, CT 06106.

**Please note that this is temporary housing. Students are permitted to live in the dormitory as long as they are enrolled in the program, until their course of study ends. Newly hired employees are allowed a one-time stay that will not exceed three months. The purpose of this temporary housing is to enable new hires to locate their own housing.**

The monthly **rental rate is \$350.00**. The first month's payment is due two weeks prior to the beginning of your stay. You may pay monthly or for the total stay in advance. Rents may be paid at the cashiers office located at 80 Seymour St. 1st floor. The office is open 8:00 am to 4:00 pm Monday – Friday. **Payment can also be made by phone: 860-545-2119 - 860-545-2909.**

You must check with the Security Officer at the main desk at 560 Hudson Street when you arrive. He/she will give you the keys and arrange for a mailbox, if needed. Parking is available in a garage at 100 Retreat Avenue for a monthly fee. There is a parking card security deposit required. Parking arrangements must be made separately with the Parking and Real Estate Office prior to your arrival. **All parking arrangements must be made with Mr. David Caetano at 860-545-7295**, in advance. This charge is separate and must be paid to the Parking and Real Estate Office. The dormitory floors are co-ed. Rooms are furnished with a single bed, a chair, a desk and a credenza. You may arrange for a telephone line by calling AT&T @ 1-800-448-1008 from out of state or in state at 811. You will have to provide them with your social security number and/or driver's license.

Cable television is **NOT** available at the ERC. A food and beverage vending area is on the first floor of the ERC and Hartford Hospital main cafeteria in the Bliss Building serves breakfast, lunch and dinner. Laundry facilities are located on the Ground Level. Twenty-four hour phone coverage is available by calling the ERC Security Desk (972-2219) or Main Security Office (545-2147). During regular work hours assistance is also available at 545-1111.

Welcome to Hartford Hospital and please enjoy your stay in the ERC Residency.

**HARTFORD HOSPITAL  
EDUCATION AND RESOURCE CENTER  
DORMITORY RESERVATION APPLICATION  
TELEPHONE 860-545-1111 & 545-4444**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) (City or Town) (Zip Code)

Phone number: \_\_\_\_\_ Cell phone \_\_\_\_\_  
(Include area code please)

E-mail address \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Male  Female   
Do not fill in if using fax or e-mail; required in case of refunds) check one please

Program to which you have been accepted: \_\_\_\_\_

Date you plan to enter program: \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

**Dorm Rental Rates are \$350.00 a month. A month deposit is required to hold a dorm,  
and is due two weeks prior to arrival. Dorms are Co-Ed.**

**Dormitory Guidelines**

1. Dorms will be rented to Medical Students completing Hartford Hospital Rotations, Hartford Hospital Residents, or School of Allied Health Programs.
2. All renters are required to carry a Hartford Hospital ID and present it to Security if requested.  
**Copies of letters of program acceptance must be provided with the dorm application.** Student's stay in the dorms can not exceed the length of the student's Hartford Hospital based program of study. Students can only stay in the dorms while their program is in session.
3. **All fees must be paid in advance of arrival and should be paid at the cashiers office** located at 80 Seymour St. 1<sup>st</sup> floor. The office is open 8:00 am to 4:00 pm Monday – Friday. **Payment can also be made by phone: 860-545-2119 - 860-545-2909. Parking accommodations please call Dave Caetano at 860-545-7295.**
4. Copies of receipts can be presented to the guard when necessary.

HARTFORD HOSPITAL  
EDUCATION AND RESOURCE CENTER HOUSING AGREEMENT

**Hartford Hospital Dorms**  
**560 Hudson Street**  
**Hartford, CT 06102**

**The ERC Dormitory is a co-ed dorm for medical program students completing a Hartford program of study or rotation at Hartford Hospital. Therefore, it is particularly important that occupants demonstrate full consideration to the rights of others for privacy, quiet, and protection of personal health, safety, and property. Occupants are expected to comply with the following rules and regulations. Failure to do so can result in eviction from the dormitory.**

**Rules and Regulations**

**Alcohol Policy**

The Rules of Conduct Policy found in the Human Resources Policy and Procedure Manual states the “Use, possession, manufacture, distribution, purchase and/or sale of alcohol or illegal drugs (which include controlled substances), or the abuse of legal drugs, or being under the influence of either illegal drugs or alcohol while on or in the Hartford Hospital’s property or premises or on Hartford Hospital business” is a violation sufficient of Policy #106. A violation will be sufficient grounds for disciplinary action, ranging from verbal counseling to immediate eviction, depending on the seriousness of the offense in the judgment of management.

**Appliances**

Electrical appliance such as televisions, small microwaves (one cubic foot), small refrigerators (2.5 cubic foot), blenders, stereos, hair dryers, fans, and irons (with auto shutoff) are permitted. Other electrical appliances are not allowed.

**Cleaning**

Hospital custodians are responsible for the upkeep of common areas within the residential areas such as stairways, hallways, and bathrooms. It is the occupant’s responsibility to clean their rooms and bring garbage to designated area. Garbage should not be left outside the dorm rooms or in the bathrooms. Please call 5-HELP if you need to report a problem on the floor.

**Courtesy Hours/Quiet Hours**

Occupants are responsible for maintaining an atmosphere that is conducive to study and sleep. Therefore, courtesy hours are in effect 24 hours each day. Occupants are expected to observe common courtesy and to respond positively to requests to reduce or minimize the noise they are

making. Musical instruments should not be played in rooms. Stereos are not to be amplified to outside areas.

### **Damages and Vandalism**

As an occupant of a Hospital dormitory, occupants are responsible for the condition and furnishings of their room and are obligated to respect the common/public areas such as hallways, lounges, exterior doors, lobbies, stairways, etc. When the Hospital determines that costly vandalism has occurred in a specific area, the guilty party, if a renter, will be billed for the damages.

### **Decorations**

Residents may decorate their rooms provided such decorations do not restrict access to and from resident's rooms and public areas. Do not attach anything to or tamper with light fixtures or exit signs. Artificial trees may be used. Candles are not permitted in the residence.

Because of potential threat to personal safety in the event of fire, no overhead decorations are permitted.

### **Clothing**

Occupants must be fully dressed when outside of their dorms on hospital property.

### **Entry**

Sharing a building or room key with a non-resident of the Dormitory or otherwise enable the entry of non resident of the Dormitory will result in the eviction of the Occupant.

### **Emergencies**

To call for help in an emergency (e.g., cases of acute illnesses or accidents), or to report any serious threat to safety or security, call the Main Security Office at 545-2147.

### **Fire Safety and Flammable Materials**

Fire alarm pull stations are found by the stairwells at the end of each hall and should be activated when the resident sees or smells smoke.

Upon hearing the fire alarm all residents are to evacuate the building through the nearest stairwell and proceed to the lobby of the ERC for a headcount.

Fire extinguishers are located by the exits and should only be used on small controllable fires and in conjunction with the fire alarm.

Any individual found tampering with smoke detectors or fire extinguishers or activating a false fire alarm is subject to eviction and law enforcement action.

## **Garbage Removal**

Occupants must maintain a clean room. The living space must not be susceptible to insect and pest infestation, and the property must not be damaged in any way. Food must be stored and disposed of properly in designated area located by the elevators.

## **Guests/Visitors**

Over night guests are not permitted. This is a strict policy and will be enforced.

## **Locking Doors**

For your own personal safety and security, you should keep your doors locked at all times and not prop open any suite, stairwell, or apartment doors. Propping open any doors is potentially dangerous and a violation of housing policies. If you do experience a loss by theft, immediately notify and report the loss to Security.

## **Payment of Rent**

Payment is due on the first of the month. If not received by the 1st of the month, a late fee of \$25.00 will be charged. *All payments should be made at the cashier's office located at 80 Seymour St. 1<sup>st</sup> floor of Hartford Hospital High Building between the hours of 8:00 am to 4:00 pm Monday – Friday. ( 860-545-2119 860-545-2909). Copies of receipts can be presented to the guard.*

## **Pets**

No pets are allowed

## **Smoking**

Residential building is a nonsmoking facility.

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I, \_\_\_\_\_ understand that by signing this Housing  
(Print your Name)

I have received and read the Housing Agreement and agree to follow the rules and regulations described within. My signature also indicates that I understand that failure to follow the rules and regulations can result in sanctions, including eviction from the residency.

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(Signature)

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(Date)