



ST. JOSEPH'S COLLEGE OF NURSING
at St. Joseph's Hospital Health Center
Syracuse, NY

GUEST RESIDENT HALL POLICY

Welcome to St. Joseph's Health Hospital (SJHH). The hospital supports education and hopes that your experience encourages you to return and become employed!

To maintain a safe environment, residents must be aware of the following guidelines for staying in the College of Nursing (CON) during your student experience.

- Reservations for staying at the CON must be made online at www.sjhcon.edu under the Student Life tab and link to Outside Housing Request. You will be billed directly and payment can be made online.
- One week prior to move-in date, resident must call to confirm at 315-448-5040.
 - If the front desk does not receive a call at least **two** days before the move-in date, the room reservation will be revoked and/or otherwise given to any other outside resident requesting housing
- Depending on the influx of requests, residents may have a roommate for part of or all of your stay.
- Housing charges are as follows: **\$200 per week.**
- Identification Badges for building access **must be obtained** from Security before you move-in. Security is available in the main lobby of the hospital and are open Monday-Friday before 3pm.
 - Your ID badge is required to gain access to the College of Nursing front door and dorm floor assigned to you.
 - Failure to pick up your ID badge will result in delaying your move-in date, as no staff are available in the evening and/or on the weekends at the CON to provide access.
 - You will have badge access to the College's Library from 6am-10pm.
 - Parking arrangements will be handled by the department that you are working in and reporting to.

Resident Hall description:

- You will be residing on either the 4th or 5th floor in the CON building. The resident room consists of: two twin size beds, desk, desk chair, dressers, and built-in dressers and closet space (no hangers are provided). For your convenience, there are curtains and overhead lighting. **No linens are provided.**
- Laundry room is free of charge to all residents. However, it is **REQUIRED** that you use **High Efficient (HE) detergent ONLY** in the washers. The washer and dryer are located in the large shared bathroom.
- The common room/lounge area consists of tables, TV, refrigerator and couches.
- WIFI is available for Internet access throughout the entire building. For your convenience, there are computers in the library
- There is a shared bathroom and one private bathroom on each resident floor.



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- The fourth floor is also occupied by several hospital staff offices and is located beyond the glass door separating the hallway. Normal office hours are 7:30 am – 4:00 pm. During this time, the private bathroom will be reserved for their use.
- There are no kitchen facilities but you can purchase food items in the hospital's cafeteria between the hours of 6am-9pm where breakfast, lunch, and dinner are served daily. The kitchen areas on the 4th and 5th floors are equipped with a microwave oven, small sink, toaster, and refrigerator and freezer. **Residents are not allowed to have microwaves and/or other cooking appliances** in their rooms. However, residents are allowed to have a small dorm-style refrigerator in their rooms.
- You are encouraged to bring paper and plastic supplies, including cups, plates, and utensils. If you bring dishes, glasses, and silverware, it is your responsibility to hand-wash them.
- Resident rooms are equipped with heat and central air-conditioning and can be controlled individually for your comfort needs.
- The hospital has an ATM machine located next to the cafeteria and in the coffee shop located on the first floor.
- **Please inform the Clerical Support Coordinator (front desk) your departure date, and make arrangements to leave room key at the front desk during business hours. If you are departing after business hours, please make arrangements with the Clerical Support Coordinator to turn the key in elsewhere. There is a \$100 fee charged for keys not returned**

What to Bring During Your Stay:

- Bedding and bath towels
- Shower shoes and shower caddy for your toiletries
- Hangers

What NOT to Bring During Your Stay:

- Pets are **NOT** allowed!
- Personal microwaves and hot plates are **NOT** allowed-they are fire safety concerns.
- Candles and incense are **NOT** allowed in the building.
- St. Joseph's is a tobacco, alcohol, and drug free campus. These items may not be stored, sold, or consumed on campus regardless of age.

IF YOU HAVE ANY OTHER QUESTIONS, PLEASE FEEL FREE TO CONTACT
Laurie Files, Clerical Support Coordinator, 315-448-5040