

The Sisters welcome you and hope that your stay at the Religious of Mary Immaculate Residence –“Centro Maria” will be both a happy experience and a help to you in coping with the exigencies of life in New York City. At all times, you should remember that **Centro Maria** Residence is a place for young women with good moral standards. The Sisters here at **Centro Maria** feel a great responsibility towards everyone in their care and offer guidance and counseling to help you grow into mature women. Therefore you are expected to cooperate with this and to observe the following simple regulations:

Admission

The Residence is for single women between the ages of 18-29 years. On reaching the age of 30, residents must find other accommodations.

The minimum period of residence is 4 weeks, the maximum is 5 years, after which residents must vacate.

Admission is preceded by a personal interview, if it is possible, with the Director and all applicants are required to:

- a) Complete in full the application form.
- b) Have previously read the Regulations and agreements and signed them.
- c) Supply:
 - One passport sized photograph
 - A copy of their passport or ID
 - Two letters of recommendations from responsible people not related to them.
 - A letter describing themselves, goals, etc.

Rates

A Registration fee of \$110.00 must be enclosed with the application. **Registration fees and payments are non-refundable.** This new registration must be made and the fee paid each time. One month before ending each full year of residence. The resident should write a letter requesting readmission for the next year. **The direction has the right to accept this or not.**

Single room...\$230.00 per week

Double room...\$205.00 per week

Triple room...\$195.00 per week

Rates quoted include two meals served daily, except Saturdays when only breakfast is served.

The management regrets that no exceptions or special diets can be catered for.

There will be no reduction in rent if meals are not taken.

The first 4 weeks rent must be paid in full, in advance, thereafter rent is payable weekly, in advance.

If a delay in payment is anticipated, the Sister in Charge must be notified immediately. Residents who have a reasonable financial problem will be counseled toward obtaining a loan, scholarship or a part time job. Any one not cooperating in these circumstances will be asked to leave the residence.

When leaving the residence permanently, **2 weeks notice should be given in writing**, otherwise two weeks rent will be charged in lieu of notice.

The final payment must be in cash and no checks will be accepted.

Deposit

On taking up residence, each girl must pay one week extra rent as a deposit. When vacating the residence this deposit will be returned if the following conditions apply:

- 1. The room is left clean and in the same state in which it was received.
- 2. The furniture is unharmed and in good condition.
- 3. The key of the room is handed personally to the Sister in Charge.

Curfew

The main door is open:

Sunday through Thursday Until 11:30 p.m.

Friday and Saturday until 12:00 p.m.

If for a special reason a resident is to be late after curfew she must notify the Sister in Charge.

Weekends and other absences

Residents must check out for weekends or other absences and write their name and the address or telephone number of the place where they can be found.

Residents who are frequently absent from the residence overnight will be requested to leave the residence.

There is a board in the lobby with all the residents' names. Each one should check in and out as she comes and goes each day.

Vacations. Rooms may be reserved during vacations as follows:

- After one year residence – one week.
- After two years residence – two weeks
- After three years residence – three weeks and finally,

Reservation fees are 50% of the weekly rent. For any additional absences full rent must be paid. A fee of \$60.00 will be charged for belongings left in storage.

Cafeteria regulations

- The cafeteria, TV room, lobby and halls are public places. In all these areas residents should be decently dressed at all times.
- No plates, cups, glasses or cutlery belonging to the cafeteria may be taken to residents’ rooms. A shortage of these items at meal times can cause big problems. Residents must provide their own tableware for personal use.

Visitors

Only a resident’s immediate family (mother or sister) can visit her in her room. All other visitors must use the meeting room provided on the first floor.

Relatives may spend a night in the residence only with permission and when payment is made in advance. This same rule applies when they are invited for meals.

Alcohol

The possession or consumption of any kind of alcoholic beverages or use of narcotics by residents is strictly prohibited. Violations of this rule will result in instant dismissal from the residence.

Rooms

The Religious of Mary Immaculate cannot be held responsible for any personal injury, theft, or damage of any sort, to a resident’s person or belongings or that of her visitors either in the house or off the premises.

Each resident must supply her own bed linen and towels.

Private telephones may be installed in a resident’s room completely at her own expense.

Each resident is responsible for the cleanliness of her own room. Brooms, dustpans, etc are located in a closet on each floor.

Nothing should be placed on windowsills, either inside or out.

Any damage to floors, walls or furnishings will be charged to the occupant of the room.

No tacks, pins, nails or scotch tape may be used on any surface.

Cooking may only be done in the kitchenette, never in the room. Those who use the kitchenette should leave it clean.

Fire department regulations prohibit the use of hot plates, toasters, broilers, percolators, immersion heaters, irons, or similar electrical devices in the rooms.

Do not leave water faucets open when not in use, above all when leaving the room or the bath rooms.

Laundry and ironing facilities are in the basement.

When you leave your room be sure to: Turn off the light and lock your door.

No trash should be left in the corridor outside the rooms. Garbage should be removed daily and deposited in the containers in the basement.

Rooms will be checked periodically by the Sister in charge for safety violations.

Each night the Sister in charge will stop by each resident’s room to say goodnight.

When moving out from Centro Maria, rooms and closets must be left clean and in the same condition as they were found.

Courtesy

After 10:00 p.m. residents should be quiet and the volume of radios and television should be turned low. At all times volume should be accommodated to the comfort of others.

Telephone conversations on the public extensions should be limited to ten minutes. Remember that this is not a private phone, but one line for all the residents.

After 11:00 p.m. no income telephone calls will be transferred to the residents.

Spiritual advantages

For those who wish to avail themselves of spiritual advantages:

The Chapel is open throughout the day for personal prayer.

The Holy Sacrifice of the Mass is celebrated daily.

Compliance with these regulations is expected. Failure to do so could result in termination of your agreement.

These Rules and Regulations are subject to change.

I, (please print).....

Have read the foregoing regulations and agree to abide by them.

Signed.....

Date.....

In the presence of.....

Administrator