

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. In order to provide privacy tenants may have an overnight guest only of the same gender. Normally, overnight guests are limited to no more than two (2) consecutive nights. Guests of the opposite sex must leave by midnight.

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. One 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.
3. 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.
4. All fees must be paid in advance of arrival and should 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.**
5. Copies of receipts can be presented to the guard when necessary.