



## 90 John Street, Suite 404 Space Use Policy

The office at 90 John Street, Suite 404 is meant to be a collaborative and creative space for all current and former NYCDA students. To that end, we'd like to give our students an opportunity to use our space on the weekends when NYCDA staff may not be present. This document outlines the regulations concerning the use of our space if you'd like to come in and work/hang out.

1. Use of the space when only students are present is restricted to NYCDA students and staff. If you are planning to have a larger scale gathering or invite people who are not NYCDA students to the space, you must inform NYCDA staff beforehand and the individual or individuals must be cleared by our staff and added to the access list. We are very open to hosting events and hackathons on the weekend, we just need to know about them beforehand! Contact [robyn@nycda.com](mailto:robyn@nycda.com) to arrange for this use case.
2. Keys are picked up at the front desk when you arrive - both the lower lock and padlock on the door must be locked and all lights turned off in the space when you leave. **It is absolutely essential that keys are dropped off when you leave.**
3. Please leave the space as you found it - don't leave trash out and try to tidy up as best as possible.
4. You may step out for a moment as we have security cameras in the office but if you plan to leave for more than 15 minutes and nobody else is in the space, please lock the doors. In general if you are the only person in the space and need to step out, please lock the doors and leave the keys at the front desk. You can always pick them up again later!
5. If anything out of the ordinary happens, please call Jeremy Snepar (917-968-4477), Zach Feldman (908-397-8489), or Robyn Steinberg (516-639-4888) directly. If there is an emergency, dial emergency services first, then call one of us.
6. Understand that if these rules are violated, student access to the NYCDA offices may be further restricted or completely disallowed.

Overall, we're excited to have you in the space and hope you enjoy it! We appreciate you respecting these rules as you do so.

-The NYCDA Team