I. Policy Statement & Reason for Policy

The NYSAES has two housing units on the Geneva campus (“Station Housing”), each with five separate bedrooms to rent per house. Station Housing is maintained for the sole purpose of supporting and enhancing the mission and programs of the NYSAES. Station Housing may be co-ed. Common areas in each house include kitchen, living room, dining room, bathroom, and laundry room. Only one individual (Licensee) may occupy the separate bedroom. The assigned bedroom must be used only as a private room to live in. In addition to use of the bedroom, Licensee shall share access to housing unit common areas with the other occupants. Licensee is responsible for keeping his/her personal bedroom as well as all the common areas clean and free of debris.

II. Eligibility

Room eligibility is limited to Cornell University graduate students and academic staff (professor; research, extension and postdoctoral associates; visiting fellows, scientists, scholars and visiting professors) and Cornell University and USDA employees working on the NYSAES Geneva Campus. Licensees must maintain status in one of the above categories to remain eligible for Station Housing. If the Licensee’s eligibility status ends, regardless of cause, the license agreement will also be terminated effective the last day that Licensee retained eligibility. Individuals who are eligible for Station Housing may not exceed a maximum stay of six months, except in extraordinary cases in the sole discretion of the Station Director. Station Housing is a short-term or transitional option before the individual returns home or finds housing elsewhere in the community.

III. Priority Status

Graduate students and employees with an official appointment with Cornell University will be given priority status for Station Housing. Approval for other eligible individuals to occupy Station Housing appointment will only be granted if occupancy levels are not at full capacity. The NYSAES Housing Manager reserves sole discretion in all decisions relating to allocation of available Station Housing.

IV. License fees

Monthly license fees are determined by the Housing Manager based on the local market and the costs of providing rental housing. A signed License Agreement is required (See VII. Related Resources). Payment of the first month’s license fee will be due upon Licensee’s arrival and prior to occupancy. Subsequent payments are due and payable on the first of each month. Payment may be made only in the form of check or money order payable to Cornell University, or by credit card, and is due at the Administrative Service Center in Jordan Hall. The Licensee Fee will be pro-rated if the arrival date is not on the first of the month. Daily and monthly rental rates are subject to change annually and will be applied to new Licensees.

V. Security Deposit

A security deposit equal to one month’s licensee fee is due and payable upon Licensee’s arrival and prior to occupancy, and will not be pro-rated. If Licensee fully performs all terms of this License Agreement, and leaves the room in good condition at the end of the term, then the security deposit will be returned within 30 days of departure.
The Housing Manager will conduct Entrance and Exit room inspections with the Licensee at the time of arrival and departure (See VII. Related Resources). Prior to departure, after inspection of room, if the Housing Manager deems the room is not left in an acceptable condition, the security deposit will be utilized to correct the problem(s). If any security deposit funds remain, after cleaning and repairs have occurred, they will be returned to the Licensee.

**VI. Faculty Sponsor Involvement & Registration Process**

Eligible candidates for Station housing must participate in a screening and orientation process led by the sponsoring faculty member and Housing Manager before room rental contracts are executed. The sponsoring faculty member must send the Housing Manager an email as soon as they have confirmed that they have invited an eligible individual. Sponsoring faculty member will provide contact information to the Housing Manager for direct communication with the prospective Licensee to make housing arrangements. Once the reservation has been confirmed (See VII. Related Resources), the Housing Manager will send a confirmation letter and a License Agreement to the prospective Licensee and sponsoring faculty member. If the Licensee has a change in arrival date, information concerning this change must be provided to the Housing Manager at least 30 days prior to the originally scheduled arrival date. Failure to give this proper notification means that Licensee will be responsible for payment of the Licensee fee effective as of the originally scheduled arrival date and payment will be due prior to occupancy. The Housing Manager will also send the license agreement to the individual to review, sign and return. On the first day of arrival, a meeting will be held with the Housing Manager and the Licensee to complete a move-in inspection and complete occupancy documentation.

**VII. Related Resources**

1. Confirmation Letter
2. License Agreement
3. Entrance and Exit Room Inspection Form