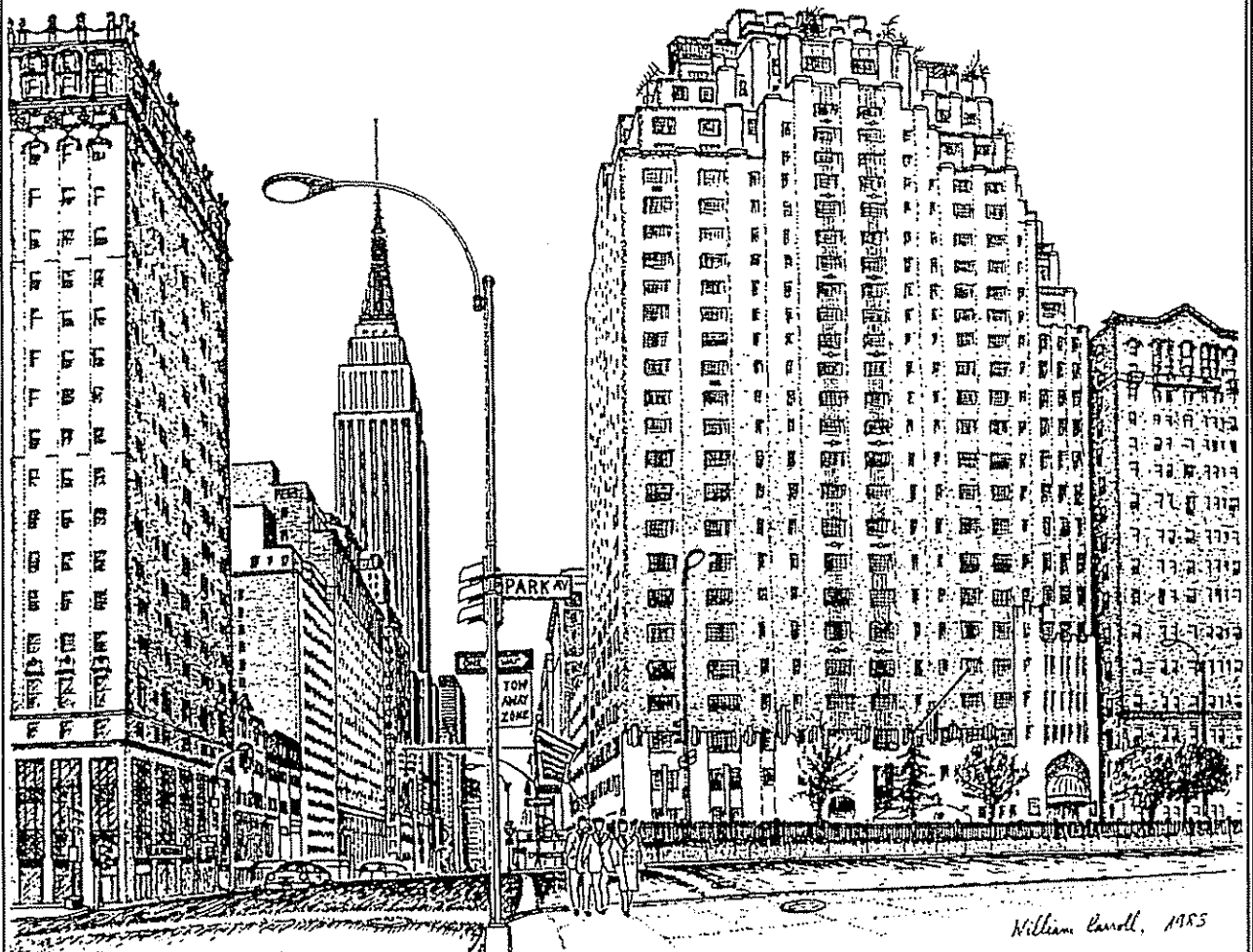


# TEN PARK AVENUE TENANTS' CORPORATION HANDBOOK



*A heartfelt thank you to Janet Casiano, Gerard Mryglot and Michele Risa  
who volunteered their time and effort to create this handbook and fulfill this need.  
Thanks also to Bill Carroll for providing illustrations and historical data.*

*This handbook is solely for the use and information of Shareholders of Ten Park Avenue  
Tenants' Corporation. Every effort has been made to ensure that the information is accurate but  
the Corporation is not liable for any inaccuracies. It is not intended as a substitute for the  
Proprietary Lease, House Rules, and By Laws of the Corporation. Consult those documents, the  
Ten Park Board of Directors, and the Managing Agent for more complete information regarding  
all Ten Park Avenue Tenants' Corporation regulations.*

*Author's Note:*

This manual was created to assist each of us individually and to support us collectively. We hope it provides easy access to procedural information, answers to some questions, and where to find important resources . . . both inside and outside the building.

As there are 268 apartment units in the building, we each cannot act with complete freedom or without full consideration of the rights of others. Though rules have been established to protect the rights and privileges of all apartment owners, you may find that a particular rule is onerous as it applies to you personally, and at other times you may wish that a particular rule were more stringent as it applies to your neighboring apartment owners. Maintaining this balance is an on-going challenge.

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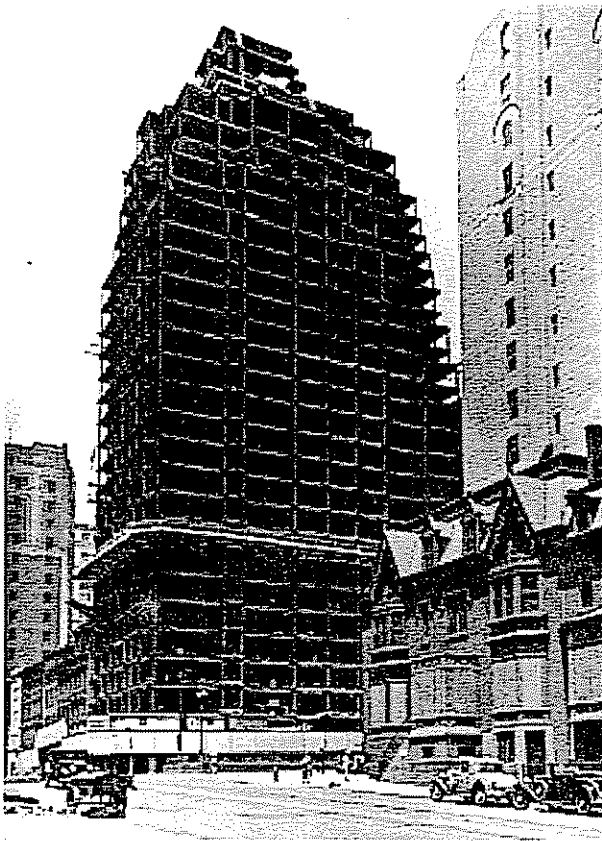
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TEN PARK AVENUE TENANTS CORPORATION HANDBOOK

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Ten Park Avenue under construction during the early 1930s. Photo taken from 34th Street looking west across Park Avenue.

Completed building facing northwest corner of 34th Street and Park Avenue.



## I. HISTORICAL INFORMATION ABOUT TEN PARK AVENUE

"TERRIFIC" is how the American Institute of Architects describes the aesthetic impact of Ten Park Avenue. In the 1978 edition of the A.I.A. Guide to New York City, the cooperative is compared to a "larger-than-life crystalline outcropping of some exotic mineral." Indeed, golden-hued brick and multi-paned glass contribute to its prismatic quality; just imagine how the jewel-like building must have contrasted with the dark and gloomy armory on 34th Street and the monotonous brownstone rows on Park Avenue in years past.

Who put the sparkle into Ten Park? According to the New York Times, 16 tradesmen ... were singled out for "outstanding work in the construction of the 26-story apartment house." At a formal ceremony held in the hotel in September 1931, they were awarded craftsmanship certificates and gold buttons by the New York Building Congress. The keynote address was given by Architect William H. MacMurray, representing his partners, Wallace K. Harrison (formerly an employee of McKim, Mead and White) and Harvey Wiley Corbett (subsequently a planner of the Century of Progress Exposition). Corbett, Harrison and MacMurray, the designers of Ten Park Avenue, concurrently worked on Rockefeller Center, where they established their reputation as modern builders.

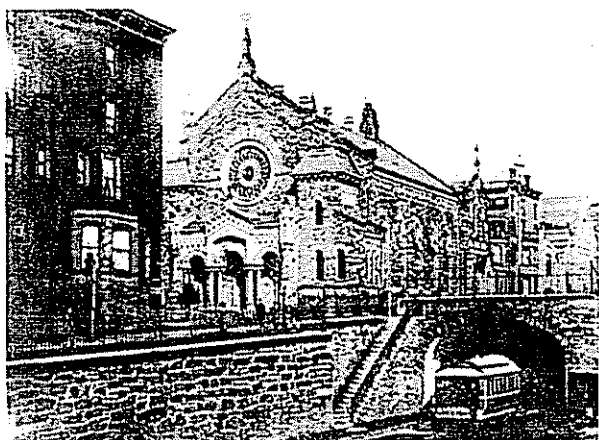
The architects' intent at Ten Park was to design a "skyscraper church," a high-rise structure housing a place of worship. Some religious leaders rejected this untraditional building type, but Pastor John Haynes Holmes of the Community Church appropriated the plan to satisfy the material as well as spiritual needs of his congregation. The lease of the Ten Park parcel to a consortium for the erection of an interconnected hotel and cathedral in 1930 promised the Church multi-storied space for social-service activities, plus annual payments in the five-figure range.

Unfortunately, the long-term lease was short-lived. No sooner had the old church on the Ten Park site been demolished and the hotel portion of the skyscraper completed, when the consortium went bankrupt and the property was foreclosed. What was supposed to have been a temporary move to Temple Beth El assumed more permanent proportions after four years of litigation. "Only through the cooperation of a group of lawyers and real estate experts, combined with the friendly and helpful spirit of the mortgage holders" was the Park Avenue property restored to Pastor Holmes in 1937. Through the generous contribution of members of his congregation, a new church was constructed on 35th Street in 1940. Therefore, the ecclesiastical portion of the hotel was no longer needed and was subsequently converted to commercial space.

### *Church History*

The nineteenth-century edifice was called "one of the ornaments of the metropolis" when it was erected in 1866-68. The reddish-stone church was designed by Carl Pfeiffer, a German immigrant, who fashioned many fine homes in the Washington Heights district, as well as the

Roosevelt Hospital and Asylum for Colored Children in New York. From his native land, Pfeiffer brought a knowledge of Rhenish Gothic architecture, a medieval style recalled by the rose window and round arches of the Community Church.

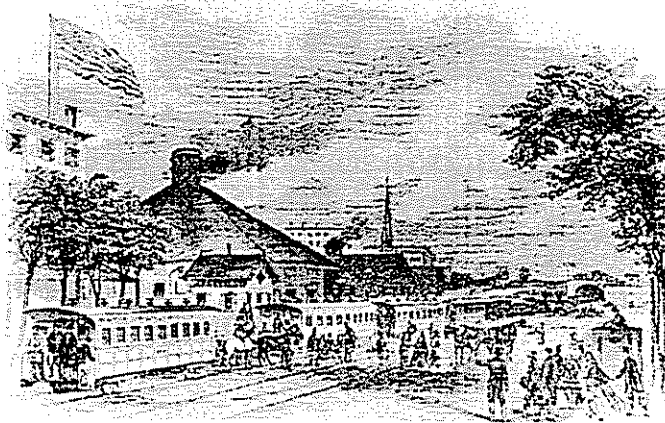


Beneath the cornerstone were copies of the Declaration of Independence, the Constitution of the United States and the Emancipation Proclamation, a piece of the Atlantic cable, a number of coins, medals, photographs and newspapers, and a brass plate, inscribed with a brief history of the Church, known then as the Church of the Messiah.

The cornerstone of the church had been laid at the close of the Civil War, which saw Murray Hill transformed from farmland into a fashionable suburb, convenient to but isolated from the downtown business district. Social status on the hill was highest near the mansions on Fifth Avenue, dropping off toward the east, where row houses gave way to carriage houses on Third Avenue. Because Murray Hill was attractive as well as accessible – by the Madison Avenue cable and Park Avenue rail lines – retailers threatened to overwhelm the area.

Before the First World War, however, the advancement of trade was checked by an injunction against the use of a 38th Street stable as a milk bottling and distributing plant. The Supreme Court of the County of New York ruled that structural change to the stable for business purposes constituted a violation of the Murray Hill Covenant.

The 19th century covenant that “runs with the land” guarantees the exclusive residential character of the former Murray estate, the area roughly bounded by Madison and Lexington Avenues, and 34th and 38th Streets. Written by the descendants of Robert and Mary Murray (a Revolutionary War heroine) to guard against “nuisances,” the Covenant outlaws any building that is not a dwelling, church, or stable of brick or stone, and of at least two stories. As a high-rise masonry residence that lends prestige to Murray Hill, Ten Park illustrates the wisdom of the Covenant.





Rev. John Haynes Holmes of the Community Church, who had overseen the building of the hotel, lived here until his death in 1964. His successor, Donald S. Harrington, occupied Apt. 26J until 1986, when he stepped down as state chairman of the Liberal Party.

### Cooperative Conversion

The Community Church began to consider selling its hotel in the early-to-mid 1960's. Rev. Harrington told *The New York Times* in December of 1973 that although the church had employed a professional agency to manage the hotel since 1937, the trustees had to oversee operations and often settle differences with tenants. "The church should not be in business," he said, which was quoted in the article, "Church's Hotel Going Co-op" and featured on the front page of the Sunday edition (shown in the photo montage on this page).

The cooperative corporation, which came into being in July of 1972, was announced in October of 1973. The plan allocated 82,640 shares among the 278 apartments, offering each at \$54 per share to permanent tenants and \$60 to outsiders; the amount was eventually adjusted to \$60 for everyone. The total asking price was just under \$9 million. *The New York Times* reported the respective positions of the tenants and of the church and noted that fewer than the 35% quota of occupants were interested in buying. Members of a tenants' association, which was organized to oppose the conversion, picketed boisterously in front of the hotel and the church building, attracting the attention of the media and of local politicians. They protested an "inflated" asking price, "unrealistically low" maintenance charges, the warehousing of vacant apartments, and neglect of repairs. They succeed in stalling the process for some time and the church lowered its price. By agreement between the attorneys for both sides, the plan was "taken outside the law," which meant, according to *The New York Times*, adding terms more favorable to the tenants, including a non-eviction plan for those not buying. On the closing date, May 21, 1974, the building and land was conveyed to the Ten Park Avenue Tenants' Corporation for \$7,057,072. It is now agreed by all sides that those who both willingly and unwillingly bought here in 1974 made a very profitable investment indeed.



### *Noteworthy Residents*

Longtime residents and staff of Ten Park remember a luxurious ambience in the days when the hotel was the elegant New York pied-à-terre of such celebrities as: 1926-28 world heavyweight boxing champion Gene Tunney (27D); radio and early television singing star Kate Smith (19D), whose theme songs were *When the Moon Comes Over the Mountain* and *God Bless America*; singer Giselle McKenzie (10K), who starred in the 1950s *Your Hit Parade*; Norman Cousins (27S), who was editor of the *Saturday Review of Literature* and author of *Anatomy of an Illness*; movie actress Miriam Hopkins; comedian George Jessel, known as "America's Toastmaster General"; radio and early television comedienne Gertrude Berg (22K), who, as Molly Goldberg, starred in television's first situation comedy series, *The Goldbergs*; and movie and early television actor Roscoe Karns (9C), who played a part in the movies, *It Happened One Night* and *His Girl Friday*, among others.

In addition, Ten Park was host to WWII radio news broadcaster Gabriel Heatter, whose opening line "there is good news tonight" became a catch phrase of the period; food editor Poppy Cannon, whose 1975 early-morning suicide leap from her A-line terrace in the rear of the building was perhaps the most sensational of several here. Marilyn Monroe, before her second marriage, stayed at Ten Park, usually incognito, at the apartment of her friend, Maria Leonardi. Actress Celeste Holm was a frequent guest of her close friend and fellow actress, Agnes Doyle, on the 5th floor.

Hotel Ten Park was also the home of Ida Cullen, widow of the black poet Countee Cullen of Harlem Renaissance distinction. The liberal priest Father George B. Ford, remembered as "the bane of Cardinal Spellman," lived in 10E. Jimmy Carter was a guest of Charles A. Goldstein in 24E for a weekend during his first presidential campaign in 1976, tying up most of that floor with staff and security. In 1995, two consecutive episodes of the comedy series, "Seinfeld" were filmed in Mendy's restaurant. Woody Allen's movie, *The Curse of the Jade Scorpion* was filmed in an apartment on the 23rd floor in the fall of the year 2000.

## II. BOARD OF DIRECTORS

### A. Board of Directors

We are fortunate to have a number of owners at Ten Park who are willing to devote their time and services to help operate the building in a smooth and efficient manner. For this purpose we elect a Board of Directors and they, in turn, elect officers.

President:	Richard Lorenti
Vice Presidents:	William Fullen, William Wingate
Treasurer:	Michele Risa
Secretary:	Philip Greenberg
Directors:	Jacqueline Gaillard Antonio Nicoletti Michael Jahnke Lester Sumner

### B. Board Committees

Several committees have been formed under the aegis of the Board of Directors. The following are the committees, their members and a brief description of their functions:

#### Capital Projects:

*Oversees estimates, bidding process and selection of contractors and/or engineers; monitors projects through completion.*

Chair: Richard Lorenti; Members: Michael Jahnke, Antonio Nicoletti, Michele Risa, Lester Sumner, William Wingate.

#### Commercial Space

*Negotiates leases and addresses all issues relating to the commercial tenants.*

Chair: William Wingate; Members: Richard Lorenti, Philip Greenberg.

#### Finance

*Reviews and monitors financial budget and accounting; oversees all invoices; manages the reserve fund, generates cost savings ideas.*

Chair: Michele Risa; Members: Richard Lorenti, William Fullen, William Wingate.

House

*Produces the quarterly newsletter; monitors suggestion box; plants and maintains sidewalk and roof flowers; provides refreshment for shareholder meetings and holiday parties; assists with various building projects; provides a forum for feedback from tenants on building issues.*

Chair: Michele Risa; Members: Janet Casiano, Grace Corsello, Bill Dana, Rita Hughes, Gerard Mryglot, Chuck O'Malley, Lee Sirowitz, Anne Sutton, David Yannessia.

Staff

*Supports the Managing Agent and Resident Manager regarding all staff issues.*

Chair: Jacqueline Gaillard; Members: Richard Lorenti, Michele Risa.

Tenant Selection

*Reviews and evaluates applications for resale and sublet; interviews applicants.*

Co-Chairs: William Fullen and Jacqueline Gaillard; Members: Richard Lorenti, Antonio Nicoletti, Lester Sumner.

**C. Board Meeting**

The Board meets every second Tuesday of every month. The agenda includes: approval of minutes of the last Board meeting, reports from all committees, report from the Managing Agent, and any new or old business not addressed in the prior reports.

### III. ELECTION PROCEDURES FOR BOARD OF DIRECTORS

There are nine members of the Board. Board Directors are elected at the annual meeting of shareholders held each year in June and serve for a term of three years. Every year three of the nine seats are up for election.

Some time before the annual meeting, the nominating committee sends a letter to the shareholders, requesting applications for any open Board Director positions. After reviewing the qualifications of the candidates, a slate of nominees is submitted to the shareholders. Candidates for the Board of Directors may also be nominated "from the floor" at the annual meeting. Owners receive a ballot on which to cast their votes. The number of votes you have is the product of the number of shares that you own, times the number of vacancies on the Board (*i.e.*, number of shares (200) x number of vacancies (3); = 600 total available votes). You may cast all your votes for one candidate or split your votes among several candidates. But the total votes cast may not exceed the total votes available.

Owners who are unable to be present are given a proxy statement before the meeting, with which they can cast their ballots. The ballots are counted and verified by an appointed Inspector of Elections. The results are announced.

When you vote by proxy, there are three steps.

1. Multiply your number of shares by the number of directors to be elected (*i.e.*, 200 shares x 3 candidates = 600 votes). You may allocate this total number to as few or as many candidates as you wish (*i.e.*, Candidate #1 = 250, Candidate #2 = 0; Candidate #3 = 350).
2. If you plan to attend the Annual Meeting, simply bring your ballot with you. If you do not plan to attend, choose a person to deliver your proxy/ballot or give it to a member of the proxy committee made up of board directors.
3. By allocating your shares as noted in step 1 above, your votes will be counted exactly as you have indicated. If you do not allocate your shares, the person, or proxy committee, to whom you entrust your proxy will decide how your votes will be cast. Therefore, by indicating on your proxy/ballot the number of votes designated per candidate, you guarantee that your preferences will be carried out.

If, however, you decide to attend the Annual Meeting and have already submitted your proxy, your ballot at the Annual Meeting will supercede your proxy.

The officers of the Board are elected by the Board of Directors shortly after the annual meeting. A more detailed description of the rules governing eligibility criteria, and regulations governing the election of Board Directors is contained in your Ten Park Avenue Proprietary Lease.

## **IV. EMPLOYEES**

### **A. Managing Agent**

The Managing Agent is Mr. Timothy Grogan  
John J. Grogan & Associates Inc.  
360 Lexington Avenue  
New York, NY 10017  
(212) 370-1480 phone \* (212) 697-2180 fax

If Mr. Grogan cannot be reached, another contact is Melba Smith.

Responsibilities: collects monthly maintenance and other fees, coordinates selling and sublet packages, manages staff, and oversees all building operations.

### **B. Resident Manager**

The Resident Manager for Ten Park Avenue is Mr. Hung Nguyen. His office is located in the lobby and he can be reached at (212) 689-6200. His business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

The Resident Manager and the staff of the building enforce the policies of the Board of Directors. The Resident Manager is responsible for supervision of the building staff, repairs and maintenance of the building.

### **C. Staff**

Our excellent staff of uniformed doormen, desk men, and maintenance personnel is part of the reason that Ten Park Avenue is such a pleasant place to live. Many of the staff members have had many years of service in the building and are justly proud of their accomplishments. Each year, a list of the staff members who have served us during the previous year is distributed to the shareholders. See Appendix B for the listing for the current year. Each year, as you receive a new listing, you may update the copy within this manual.

### **D. Chain of Command**

The chain of command in the building is as follows:

1. Board of Directors
2. Managing Agent
3. Resident Manager

It goes without saying that, because there are currently 268 apartments in this building, there would be a great deal of disorganization and confusion if individual apartment owners attempted to instruct, reprimand or correct individual employees. It is essential for proper operation, therefore, to follow the chain of command.

If you have a question, complaint or maintenance problem, you should address the matter directly to the Resident Manager. If you are unable to speak with the Resident Manager in person, leave a note in his mailbox summarizing the problem. The Resident Manager will take appropriate action or delegate the task to the proper member of the building staff. If necessary, the Resident Manager will refer the matter upward to the Managing Agent, who, in turn, may refer the matter to the Board of Directors.

Contact our Managing Agent at (212) 370-1480 for:

- Sublets and sale application packages
- Renovation plans
- Applications for Storage Bins or Bike Room

Contact our Resident Manager at 212-689-6200 for:

- Building repairs including steam, plumbing, elevators, etc.
- Problems or questions about the building and building procedures
- Concerns about staff

Contact our Front Desk Staff at 212-689-6200 for:

- Mail or Deliveries
- Guest lists for parties
- Guest Access Form (visitor authorization if tenant is away)
- Messages for the Resident Manager

#### **E. Gratuities**

There is no general fund collection of gratuities for the employees on the building staff. Tenants determine the appropriate tip based on their values and criteria. Continuous tipping is not required, though you may seek to recognize conscientious service. In December, a list of all employees is distributed showing their full names, position and length of service. This information is to assist residents in addressing their holiday cards and determining the gratuity, if desired. Please note: the Board does provide regular year-end bonuses for all employees. A copy of the most recent staff list is included.

## V. COMMUNICATION

An open flow of communication ensures that the Board will make decisions that are representative of the majority of owners of the building and are deemed in the best interest of the Corporation. It provides a means of hearing many points of view, ideas, and solutions to problems. It can help improve not only building operations but also the quality of life of all residents.

### A. Annual & Informal Shareholder Meetings

A special meeting of shareholders may be called every quarter during the year, to discuss matters that may be of importance. For example: current and future projects, financial updates, and quality of life issues.

The annual meeting is generally held on the second Wednesday in June. At this meeting the President of the Board and Chairs of Board Committees highlight the year's major actions and activities, review financial statements and the shareholders elect new Directors to the Board.

Notices of the annual meeting are sent to all shareholders 15 to 30 days in advance by the Managing Agent. Annual meetings are usually held in the Community Church Auditorium, at 40 East 35th Street.

Announcements of quarterly, informal shareholder's meetings are posted at the front desk. Informal shareholder's meetings are usually held in the building lobby.

### B. Newsletter

Ten Park has a newsletter, the *Ten Park News*, which is distributed by the Board of Directors to all shareholders and tenants quarterly. The purpose of the newsletter is to provide a vehicle for communication between Directors and tenants. It contains important Board reports and announcements, informs tenants of the status of projects, provides information about building procedures and policies, from time-to-time requests tenant feedback via questionnaires, shares some tenant inquiries placed in the building's suggestion box, and informs tenants of activities in and around the neighborhood.

Your input is appreciated. If you wish to contribute or comment, please contact, Michele Risa, Apt. 3D.

### C. Suggestion Box

Frustrated with a building procedure? Annoyed with the appearance of something in the building? Have a suggestion on how to improve it? The annual meeting and other informal shareholder meetings are excellent forums for communicating your ideas. However, these



meetings may not come at a time convenient for you to attend, or the timing of the issue is such that it requires a more immediate response. For these reasons, a suggestion box has been placed in the lobby by the front desk. If you wish a response, you must include your name and apartment number on your letter. All submissions are read and discussed by the House Committee and some submissions and responses are printed in the next *Ten Park News*. If your suggestion requires more immediate attention, place the note in the mailbox of one or more members of the Board. You will receive a response as soon as possible.

## **VI. SHAREHOLDER RESPONSIBILITIES**

### **A. Maintenance Charges**

Each owner receives a bill usually two or three days before the end of the month. The maintenance charges should be enclosed in the envelope provided and mailed back promptly. If you prefer, the front desk will accept payment and forward it to the Managing Agent.

Because this is a cooperative building, we are especially dependent upon prompt payment of the maintenance charges due on the first of every month. Though the Corporation can take legal action at any time, we understand that financial difficulties arise and so usually take the following incremental steps over several months:

1. If payment is not received by the 10th of the month, currently a \$25.00 late fee is assessed and will appear on your next month's statement.
2. If payment is not received by the 10th of the following month, another \$25.00 late fee is assessed.
3. By the 10th of the third month, or after 60 days, if payment is not received, a third late fee is assessed and a notification of arrears is sent to you and your mortgage company.
4. Finally, if payment is not received by the 10th of the fourth month, or after 90 days, a fourth late fee is assessed, a second notice is sent to you and your mortgage company, and the notice may be given to an attorney to terminate your lease and commence legal proceedings.

If the Corporation does not have sufficient funds, we cannot pay our mortgage, tax bills, and other expenses on time. This can subject the Corporation to late fees and bank penalty charges. We therefore ask your complete cooperation in paying these bills when due. If you will not be in town on the first of any month, please leave your check for the next month's maintenance at the desk. It will be deposited when it is due and payable.

## **B. Sublet Policy**

Owners can sublet their apartment within the limitations set forth in the Proprietary Lease. Sublets are six months in duration and require completion of an application sublet form, properly executed sublease forms and the approval in advance of the Board of Directors. The Tenant Selection Committee will also conduct a personal interview of the prospective sublessee. These safeguards are necessary to ensure that all residents whether shareholder or sublessee will uphold their financial obligations and conduct themselves as "good neighbors."

Currently, our Managing Agent charges a one-time \$400 processing fee to be paid by the sublessee and forwarded along with the necessary application forms. At each 6-month renewal, a \$50 fee is charged. The Corporation assesses 20% of the monthly amount paid by the sublessee to the shareholder which is due each month with the maintenance payment.

## **C. Guest Policy and Form**

All shareholders who intend to have a guest use their apartments *for any period of time* must first notify the Managing Agent prior to the guest's arrival and complete the Guest Access Form which is available at the front desk. (Certain family members might not be considered "guests" for these purposes; please consult your Proprietary Lease.) Once approved and signed by the Managing Agent and Resident Manager, one copy of the form will be at the front desk and another in your mailbox. Prior arrangements should be made between you and your guest regarding keys. For your convenience, a copy of the form can be found in Appendix B.

Please note that under **NO** circumstances will the Corporation allow guests to use the apartment of a shareholder who is not residing in the building or allow guests of a subtenant to use the apartment.

The reasons for strict enforcement of the guest provision of the Proprietary Lease are twofold:

1. Security. This consideration is first and foremost. If the building staff cannot keep track of guests, it will be extremely difficult to ensure the security of all residents.
2. Ten Park Avenue is no longer a hotel and the indiscriminate use of the building to house business associates and other transient guests of an absentee shareholder is unfair to those residents for whom it is a permanent home.

Please do not ask the building staff to circumvent these rules, as it may jeopardize their employment.

#### **D. Floor Covering**

The floors of each apartment must be covered with rugs, carpeting or equally effective noise-reducing material to the extent of at least 80% of the floor area of each room except kitchen, bathroom, closets and foyer.

#### **E. Noise**

Entertaining or other noise-making conditions such as television, radio or music can be annoying when the volume is excessively loud. The Corporation has, therefore, established guidelines for the comfort of all tenants. Between the hours of 11:00 p.m. and 8:00 a.m., please do not excessively raise the volume on electronic devices and ask your guests to refrain from unreasonable noise. Repairs, construction or other unavoidable loud noises are permitted weekdays only between 9:00 a.m. and 5:00 p.m., excluding holidays

#### **F. Apartment Alteration Policy**

Whenever a Shareholder contemplates alterations, your detailed plans and specifications must be submitted to the Board of Directors for approval before any commitment is made by the apartment owner to contractors. In addition, the plans must be reviewed by the building's architect. Contact the Managing Agent to obtain information on requirements and procedures.

These conditions are similar to those required by the vast majority of cooperative buildings in the city. They prescribe, among other things, the hours during which the work may be done, the limitation on the amount of noise that may be created, the delivery of materials, the removal of debris, and so forth.

If there are structural changes involved, a registered architect must ensure that the proposed alterations conform to all New York City requirements. The cost of both the shareholder's and the building's architect services are the responsibility of the apartment owner and should be considered a necessary part of the cost of alteration.

If plumbing fixtures are replaced, installation is required of new hot and cold branch lines in red brass to the plumbing riser as well as new waste lines. The proposed improvements must not detract from the value of the apartment or the building or interfere with the building's mechanical systems. All alterations should be carried out in a proper and workmanlike manner.

Repairs and construction work may only be done from Monday to Friday between the hours of 9:00 a.m. and 5:00 p.m. No work is allowed on holidays.

### **G. Dishwashers & Washing Machines**

The Corporation does not permit installation of dishwashers or washing machines. The kitchen pipes are too small to accommodate heavy washing loads, and excessive discharges will clog up the drain or cause overflow. In addition, the required electrical connections would strain the current capacity of our system.

### **H. Air Conditioning Units**

Air conditioning units that face North and West (35th Street and Madison Avenue) may project out of the windows provided these air conditioners are securely affixed to the window and/or the building, at the tenant's expense.

Those that face the East and South sides of the building (Park Avenue and 34th Street) can rest against the inside of the metal window frame, but not go through it. Or the air conditioning units can be placed through the brickwork beneath the window, as long as the unit does not extend beyond the masonry lines and does not require cutting of decorative brickwork that appears under some windows. So called "through-the-wall" units will be permitted, subject to certain requirements regarding their installation, including filing with the Department of Buildings and approval by the Board of Directors.

As required by law, each air conditioner (existing or new) must have a separate electrical circuit installed extending back to the apartment fuse panel and this work must be done by an approved electrical contractor, with certificate of approval delivered to the Board of Directors. All information and required procedures can be obtained from the Managing Agent.

### **I. Terrace Apartments**

Some of the apartments on the upper floors have setback terraces. These owners must keep the drains free of dirt and lint. If the drains are clogged and it rains, water can overflow and run onto the floors of the terraced apartment as well as cause damage to apartments below. Proper maintenance of plants and leaf droppings will also keep the drains clear. Do not place any carpets, mats, tiles, or decking of any sort on the terrace that may impede the flow of water to the drain.

Please report any backups that occur in heavy rainstorms to the Resident Manager so the drains can be properly snaked out. Because water damage is potentially a major problem affecting the entire building, management conducts a regular inspection of these drains to ensure that they remain free and unclogged.

Please be aware that barbecue grills are a fire hazard and are not allowed.

## **J. Safety Precautions**

*Fire Safety:* Ten Park Avenue is a "non-combustible" or "fireproof" building. This means that the structural components of the building are made of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of a fire. In such a building, a fire is more likely to be contained in the apartment or space in which it starts and less likely to spread inside the building walls to other apartments or floors. **THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE.** All of the contents of each apartment and the building may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building. Be sure to read the Fire Safety Plan for the building distributed annually on or before January 31st and be aware of the location of the stairway exit nearest your apartment.

In the event of a fire that is located other than in your apartment, the Fire Department recommends that you remain in your apartment with the door closed. All of the hallways in Ten Park Avenue are equipped with emergency battery back-up light fixtures, should there be a loss of power in the building.

If you smell smoke or need to report a fire, leave the fire area and CALL 911. Then notify the front desk in the lobby by calling 689-6200.

*Fire Safety Notice:* City of New York law requires the distribution of a self-adhesive Fire Safety Notice containing information specific to our type of building. Pursuant to the law, this notice must be placed on the interior side of your front door. This notice has been provided to each apartment. See Appendix D for a copy. If your notice is missing or damaged, you may request another one from our Managing Agent. You will be receiving one each year by January 31st.

*Smoke Alarm:* Under New York City law, every apartment unit must have at least one operating smoke detector in a central location within the apartment. However, the smoke alarm should not be placed in your kitchen. If the smoke alarm is working properly, a chirping sound will signal when the battery is low and needs to be changed. Replace the batteries in the spring and fall when you move your clocks forward or back an hour. Each smoke detector should be replaced at least once every ten years.

*Window Guards:* All apartments receive a window guard notice on an annual basis. All residents must sign a statement regarding the window guards in their apartment whether or not there are children 10 years of age or younger living in the apartment. This is a requirement of New York City law.

### **K. Preventive Measures**

To avoid potential robberies, please report any suspicious behavior to the front desk. Ensure the stairwell gates close behind you. Please have all your guests announced and do not ask the front desk to by-pass this important procedure.

### **L. Emergency Access to Apartments**

The Propriety Lease stipulates that each resident must provide a full set of keys to the Resident Manager for use in the event of an emergency. Keys to all apartments are kept in a secure cabinet under the supervision of the Resident Manager. Please make sure that the Resident Manager has a full set of keys for any locks that you have installed on your apartment door.

This requirement is a serious obligation, which can help prevent unnecessary damage to the building and the personal property of your neighbors (for example, during a plumbing emergency). Please note that shareholders who do not provide keys will be held financially liable for any and all damage resulting from lack of access to their apartments.

These keys are for emergency use by the Resident Manager only, and are not for use by domestic employees or visitors.

It is not advisable that you leave apartment keys in your mailbox at any time. Please take the time to ensure the security of your apartment by making other arrangements to give your keys to your employees and guests.

### **M. Window Cleaning**

If you wish to contract for window-washing services, the Managing Agent can supply you with names of insured, competent firms. However, neither the Managing Agent nor the Corporation is responsible for the quality or cost of the work. All agreements are made and paid by the Shareholder.

### **N. Outside Door Adornment**

Doormats are not allowed in the hallways of Ten Park Avenue. In addition, please refrain from decorating your apartment door on the side facing the hallway.

### **O. Stairwell Storage**

Please remember that nothing is to be stored in the stairwells, *even temporarily*. It is a fire hazard. The stairs are for emergency situations and must be free of obstructions at all times. This is a very serious life safety issue for our building.

### **P. Pet Policy**

Dogs are not permitted in the passenger elevators when the service elevators are in operation. They are not allowed in any of the public portions of the building unless carried or on a leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies, or on the sidewalk or street adjacent to the building.

The service elevator hours are from 8:00 a. m. until midnight every day of the week for the convenience of pet owners. Staff members and residents monitor this policy. Please help us to maintain the integrity of the elevators and hallways by honoring this policy.

### **Q. Mail and Packages**

Please pick up all packages promptly each day from the lobby. If you expect to be away for an extended period of time, please give a note to the Resident Manager and he will inform the staff to hold your mail until your return. Do not consider the dry cleaning room as a storage area.

You are advised against using the mail chutes on each floor. Letters tend to get stuck and it is not guaranteed that they will reach the mailbox in the lobby.

### **R. Resale Procedures**

In the event you choose to sell your apartment, here is the procedure.

1. Obtain applications and a listing of required information from our Managing Agent.
2. Return the completed package to our Managing Agent.
3. The Managing Agent distributes the package to every member of the Board.
4. The Managing Agent schedules an interview between the buyer and the Tenant Selection Committee.
5. The entire Board votes to approve/disapprove the prospective shareholder. This usually occurs at monthly Board meetings (scheduled on the second Tuesday of every month) if not sooner.
6. The Managing Agent contacts the Shareholder and informs them of the Board's decision.

There is a one-time \$400.00 application processing fee payable to the Managing Agent by the prospective purchaser.

## **VII. FRONT DOOR PROCEDURES**

### **A. Intercom**

The building's intercom system operates through your telephone line. When you first move into the building and order your new telephone number, just ask your local carrier **not** to disconnect or cut the wires between the intercom and your telephone. This will prevent paying for the intercom to be reconnected.

When the front desk contacts you by intercom, the telephone makes two short rings, unlike a regular telephone call. If you are already talking on the telephone when the front desk tries to contact you by intercom, you will hear a clicking sound. Press 3 to speak with the front desk. To return to your telephone call, press either 3 or 6.

### **B. Guest Announcement**

All guests must be announced by intercom before they are admitted into the building. This is to ensure the safety of everyone. If you are planning a group gathering, to facilitate the process, please give a list to the front desk indicating the names of your expected guests.

### **C. Delivery Policy**

Persons delivering food or packages are escorted at all times. After you have been informed by phone that a delivery person is on the way, he will be taken up in the service elevator. The elevator operator will wait for the delivery person to visit your apartment and then will escort him back to the lobby. Please be ready to receive him, to minimize the time our staff members have to wait.

Furniture deliveries are only permitted Monday through Friday between the hours of 9:00 a. m. and 5:00 p. m. Prior notification of the Resident Manager is required. All such deliveries are to be made through the freight delivery entrance located on 34th Street. There is a small elevator which brings the delivery down to the basement level to access the service elevator.

Please do not ask the building staff to circumvent these rules, as it may jeopardize their employment.

### **D. Domestic Employees**

Tenants are responsible for the actions of their domestic employees. Be sure that your domestic employees are familiar with proper trash-sorting procedures and are available to claim laundry promptly upon completion of wash or dry cycles.



If you employ domestic help or give anyone access to your apartment (caregiver, nurse, dog walker, etc.) you should complete a Apartment Access Information form available at the front desk or from the Managing Agent. See Appendix E for a copy.

## **VIII. SERVICE ELEVATORS**

### **A. Hours**

There are two passenger elevators, which are automatic, and two service elevators, which are manually operated.

The hours for the service elevators are **7 days a week: 8:00 a. m. – 12:00 midnight.**

The service elevators are to be used for pets, the building's luggage cart, bicycles, furniture, large amounts of groceries, workmen, all deliveries (including food deliveries), any large objects, and access to the basement.

If you wish to use the service elevator to move large pieces of furniture in or out of the building, please contact the Resident Manager to make the necessary arrangements. All large deliveries are to come through the freight entrance on 34th street.

### **B. Move-in and Move-out Policy**

The general move-in/move-out policy is as follows:

1. All moves must be approved by the Managing Agent and scheduled in advance.
2. All residents moving in and out of the building must submit a \$500 security deposit to the Managing Agent in advance of the move.
3. All moves must take place Monday to Friday 9:00 a. m. to 5:00 p. m. Moves are not permitted on weekends, holidays, or after hours.

## **IX. GARBAGE ROOMS**

### **A. Recycling Information for Tenants, Guests and Domestic Employees**

Raw household garbage must be separated from all other trash and placed into the compactor chute. Please do not leave your garbage bags on the floor as it creates an unsanitary condition. Cat litter, however, is an exception and should be left on the floor in a tightly sealed garbage bag.

Glass, plastic, aluminum, wire hangers, and metal cans are to be separated from all other garbage and placed into the container so marked in the garbage room on your floor.

Newspapers, magazines and corrugated boxes should also to be placed into the marked container provided in the garbage room on your floor.

*Please ensure that your domestic employees, relatives, and guests are aware of these rules.* Please see Appendix F for a copy of NYC Recycling Guidelines.

#### **B. Cat Litter**

To avoid creating unpleasant odors in the basement and lobby, cat litter is not to be put down the compactor chute. It is to be securely tied in a plastic bag and left on the floor of the garbage room.

#### **C. Disposal of Large Items**

When discarding large objects such as air conditioners, rugs, appliances, furniture, etc., speak with the Resident Manager to make special arrangements.

### **X. EXTERMINATING SERVICES**

An exterminator comes to the building every Thursday morning. Please inform the Resident Manager if you would like to be added to the extermination schedule. The product used has no smell, is safe for hospital use, children and pets.

### **XI. BASEMENT FACILITIES**

#### **A. Laundry Room**

The laundry room is open 24 hours a day. Currently we have 10 washing machines and 10 dryers, located in the laundry room in the basement. The top-loading machines are priced at \$1.25 for a 24 minute wash cycle. The front loading machines are priced at \$1.50 for a 43 minute wash cycle. Dryers cost 25 cents for every 8 minutes of drying time.

You are asked to remove your clothing from all machines promptly at the end of the cycle so that others may use them. If you are not available to remove your clothing, other tenants may place your clothes on the tables or in a cart which should not be removed from the room under any circumstances.

For efficient operation of the washing machines, please do not add more than 1/4 cup of detergent (as per the directions posted in the laundry room). More soap will hinder the machine and you may find that your clothes have not gone through the spin cycle properly.

For best operation of the dryers, be sure to empty the lint filter before operating each machine. Snugly close the lint filter to ensure that the dryer will start.

If no one else is using the room, please turn off the light when you leave the laundry room.

### **B. Bike Room**

Bicycles, scooters or similar vehicles are not allowed in the passenger elevator. Baby carriages and the above-mentioned vehicles should not be left unattended in public areas.

The building has a storage room available for bicycles. It is located in the basement, to the right as you enter the laundry room, and can accommodate 27 bicycles. Storage costs \$50 per year. Application can be made through the office of the Managing Agent.

### **C. Storage Bins**

The building has approximately 65 storage bins in the basement, which are available only to *resident* shareholders living at Ten Park. To rent a bin, a shareholder must be in good standing at all times (*i.e.*, maintenance charge payments must be up to date). There is a limit of one storage bin per shareholder apartment unit. The yearly charge is \$200, to be paid in full with the November maintenance charge.

If a shareholder sublets his or her apartment, the storage bin may be retained through the completion of the billing cycle (November 1st – October 31st). If the shareholder sells his or her apartment, the annual storage bin fee will not be refunded nor is the storage bin transferable. The storage bin must be vacated and keys returned to the Resident Manager.

Items must be placed inside the storage bin. Nothing may be stored on top of the bin. All items are placed in the bin at the shareholder's own risk. If desired, the shareholder may obtain a homeowner's insurance policy. In addition, the shareholder assumes full responsibility for any and all damage to the storage bin.

You will be given a key to the storage bin that you are renting. Only if you lose your key, or in an emergency, should you contact the Resident Manager, who has a master key. Please understand that such assistance is subject to the Resident Manager's availability during business hours. However, all replacement keys will be at the shareholder's expense.

Requests for storage bins must be made in writing to the office of the Managing Agent, John J. Grogan & Associates, 360 Lexington Avenue, New York, NY 10017, Attn: Ms. Melba Smith. Verbal requests will not be accepted. The waiting list will be maintained in the order of the date of the request.

If no one else is using the room, be sure to turn off the lights when leaving the storage bin rooms.

## **XII. ROOF FACILITIES**

One of the many nice features of Ten Park is the roof deck. To get to the roof deck, take the elevator to the 27th floor, turn left, proceed to the far end of the hall, and walk up one flight.

There are several chaise lounges for sunbathing enthusiasts. There is also a canopy providing a shaded area with tables and chairs. The roof has also been landscaped with planters and shrubbery pots.

Residents are asked not to use the flower pots on the roof for trash disposal purposes. Parties and alcoholic beverages are not allowed on the roof deck.

### **A. Cigarettes**

Smokers, please bring your own ash trays or other receptacles for cigarettes. Please refrain from using the flower beds, the rock perimeter or the crevices between the paving stones, which are needed for proper drainage of the roof.

Cigarettes are not to be thrown from the roof, since they can blow into apartment windows or land on terraces, creating a fire hazard and unsightly situation. All trash is to be put into the appropriate receptacles.

Please be aware that smoking is not allowed in hallways or other public areas.

### **B. Fourth of July**

In order for more tenants to enjoy the fireworks, only Ten Park Residents and one guest are allowed on the roof. To create more space for everyone, all food and furniture that you've brought up must be removed by 8:00 p.m. on July 4th.

## **XIII. INSURANCE**

Ten Park is insured under a "special multi-peril" policy covering the following risks: fire, windstorm, explosion, limited water damage and other related hazards. The contents of the apartments, which are the property of the individual apartment owners, are not insured under the Corporation's policies.

Every apartment owner should maintain ample coverage for his/her personal property, including furniture, furnishings, clothing, improvements, decorating costs, from all hazards and personal liability insurance. A so-called "homeowner-tenants" form of policy is recommended for insurance against such damage from fire, theft and personal liability and, particularly, against water damage. (The Corporation carries a special form of legal liability insurance in a limited amount covering water damage to corporate property only, but each apartment owner should

insure for this separately.) Since most policies contain a limit applicable to improvements, your requirements should be carefully reviewed.

#### **XIV. TELEVISION**

The building is wired for Time Warner Cable and residents receive a discount through a bulk-service arrangement. As of 2001, under this arrangement, a resident pays \$18.95 for Basic Service + Standard Service + Converter + Remote Control. (The full market value of this would be \$38.57.) If you are interested, contact Time Warner Cable.

Time Warner Cable also offers digital television service, with over 200 channels of entertainment choices plus digital sound and picture quality. There is an additional charge for this service.

Time Warner Cable also offers "Road Runner" high-speed online service, for the fastest access to the Internet. For information, visit the Road Runner website at [www.twcnyc.com](http://www.twcnyc.com) or call (212) 539-6860 between the hours of 8:00 a.m. and 11:00 p.m. seven days a week.

#### **XV. COMMERCIAL TENANTS**

We are fortunate to have a number of fine commercial tenants at Ten Park. By patronizing these tenants, we are helping ourselves and the Corporation financially.

***Austin's Café***

Monday – Friday: 7:00 a. m. – 9:00 p. m.

Saturday and Sunday: 8:00 a. m. – 8:00 p. m.

***Dolci on Park Cafe***

Monday – Friday: 7:00 a.m. – 11:00 p.m.

Saturday: 7:00 – 11:00

Sunday: 11:00 a.m. – 10:00 p.m.

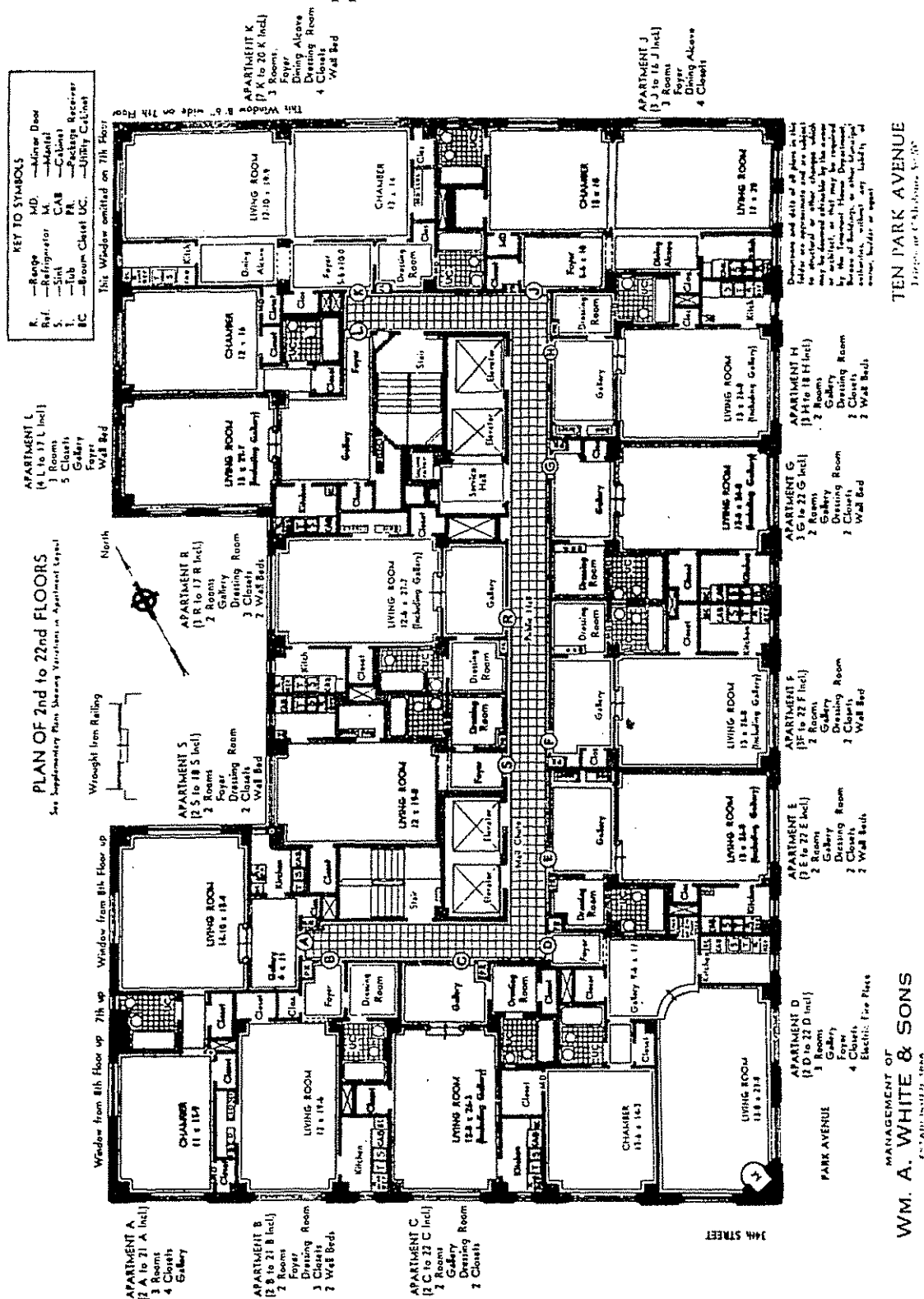
***Mendy's***

Sunday – Thursday: 11:00 a. m. – 10:00 p. m.

Friday: 11:00 a. m. – 2:30 p. m.

Closed Saturday

On the 2nd floor there are the following offices: Association of Practicing Psychotherapists including Alan Dolber Ph.D., Sidney H. Kleinman, Ph.D., Samuel Gelfman, Ph.D., Robert Butter, C.S.W., Laurie Majors, C.S.W., and Anna Keefe, Ph.D. (2A); the Metropolitan Synagogue of New York (2D); Marcia Wood, R.C.S.W., B.C.D. (2E); and Dr. H. Krane, D.D.S. (2F).



## Appendix B: Guest Access Form

RESIDENT NAME: \_\_\_\_\_

APARTMENT NUMBER: \_\_\_\_\_

EMERGENCY TELEPHONE NUMBER: \_\_\_\_\_

GUEST(S) NAME(S): \_\_\_\_\_

DATE OF GUEST ARRIVAL: \_\_\_\_\_

DATE OF GUEST DEPARTURE: \_\_\_\_\_

KEYS PROVIDED: BY CONCIERGE ☐ BY RESIDENT ☐

SHAREHOLDER IN OCCUPANCY: YES ☐ NO ☐

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*In my (our) absence please allow access to my (our) apartment to the above-mentioned guest(s). I (We) will not be in occupancy during their stay and as such am (are) requesting permission pursuant to Paragraph 14 of my (our) Proprietary Lease. I (We) understand that I (we) must first obtain written permission and as such are submitting this form to you as the Managing Agent for the property and respectfully request your response accordingly. I (We) have read and acknowledge the Guest Policy attached hereto and will ensure that, if permitted, I (we) will be responsible for the actions of my (our) guest(s) in accordance with the House Rules noted in the Proprietary Lease.*

SIGNED: \_\_\_\_\_  
SHAREHOLDER OF RECORD

DATED: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_  
TIMOTHY C. GROGAN, MANAGING AGENT

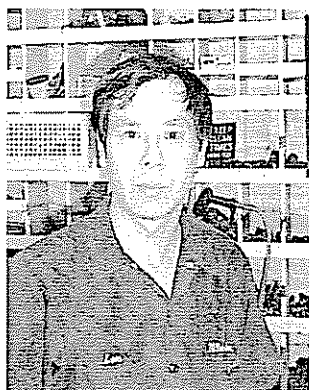
DATED: \_\_\_\_\_

cc: Hung Nguyen, Resident Manager

## Appendix C: Staff



Hung Nguyen  
Resident Manager  
October 5, 1981



Lam Nghia  
Maintenance Chief  
April 4, 1989



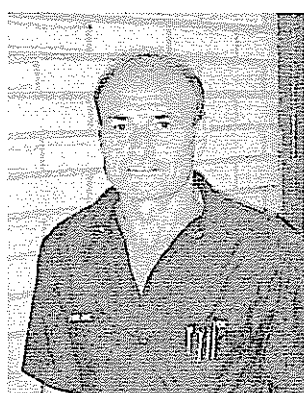
Richard Keith  
Maintenance  
October 3, 1974



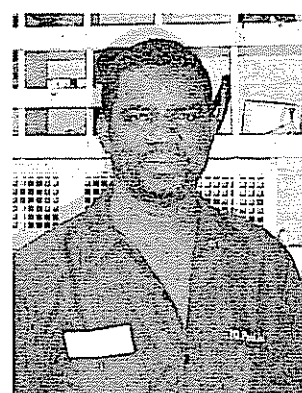
Nikac Djelos  
Maintenance  
April 10, 1988



Alan Le  
Elevator Operator  
April 15, 1991



Joso Utkovic  
Porter  
January 10, 1993



Stanford Scott  
Porter  
June 1, 2000



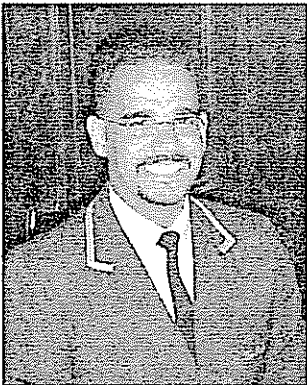
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TEN PARK AVENUE TENANTS' CORPORATION HANDBOOK

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James Nohilly  
Desk Clerk  
March 20, 1987



Isaac Read  
Desk Clerk  
April 30, 1989



Antonije Nikac  
Desk Clerk  
October 22, 1990



Salvador Morales  
Desk Clerk  
September 7, 1992



Wilson Chaturongpitak  
Doorman  
February 15, 1997



Adnan Feratovic  
Doorman  
October 8, 1997



Sead Dellanin  
Doorman  
May 12, 2000

## **Appendix D: Fire Safety Information**

IN THE EVENT OF FIRE, STAY CALM. NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:

YOU ARE IN A NON-COMBUSTIBLE (FIREPROOF) BUILDING

### **If The Fire Is In Your Apartment**

- Close the door to the room where the fire is and leave the apartment.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- DO NOT USE THE ELEVATOR**
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

### **If The Fire Is Not In Your Apartment**

- Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

**Appendix E: Apartment Access Information Form**

<b>Domestic and/or Apartment Access Information Form</b>
--

**Shareholder Name:**

**Apartment Number**

**Phone Number (day)**


**Phone Number (evening)**

**Provide information below regarding the person(s) to whom you are granting temporary access to your apartment:**

Person's Name	
Has Own Key	Yes <input type="checkbox"/> No <input type="checkbox"/>
Picks Up Key at Front Desk	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will arrive these days of week	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>
Hours per day	From _____am/pm to _____am/pm OR _____ total hours (arrival times will vary)

Additional remarks:

## Appendix F: Recycling Information

 <b>Yes</b>							
	Corrugated Cardboard	Magazines & Catalogs	Newspapers	Phone Books			
 <b>Yes</b>							
	Shirt Cardboard	Paper & Envelopes	Paper Bags	Cardboard Boxes (Remove Inside Wrappers)	Computer Paper	Pizza Boxes (No Food Scraps)	Paper/Cardboard Egg Cartons (No Styrofoam)
 <b>Yes</b>							
	Milk & Juice Cartons	Aluminum Products	Metal Cans	Plastic & Glass Bottles			
 <b>Yes</b>							
	Detergent, Shampoo & Lotion Bottles	Peanut Butter Jars (Glass Only)	Milk Jugs	Household Metal	Empty Aerosol Cans	Wire Hangers	Paint Cans (Dried Out/Lid Removed)
 <b>No</b>							
	Cups or Lids	Batteries	Ceramics or Glassware	Chinese Take-Out Containers			
							
	Deft Containers	Light Bulbs	Mirrors	Sealed Paper Cups or Plates	Paper Towels or Napkins	Plastic Bags	
							
	Plastic or Wood Hangers	Plastic Rings	Plastic Wrap	Salad Bar Containers	Styrofoam	Yogurt Containers	

*Rinse bottles, jars, and jugs; remove caps and lids. Labels are OK.*

*Rinse bottles, jars, and jugs; remove caps and lids. Labels are OK.*

## **Appendix G: Neighborhood Resources**

### **The Murray Hill Neighborhood Association**

36 East 36th Street, Box Roof 8

New York, NY 10016

(212) 886-5867

[www.murrayhill.org](http://www.murrayhill.org)

The Murray Hill Neighborhood Association provides funds and volunteers for neighborhood trees and flowers, preservation of landmark buildings, zoning management, public safety, outreach programs, a community newsletter, the annual block party and social events.

Annual memberships start at \$15.00 for senior citizens or \$20.00 for individuals under 65. Members of the association receive ongoing discounts of 10%-20% at local restaurants and businesses.

### **Police Precinct**

17th Precinct

167 East 51st Street

Non-emergency telephone number: (212) 826-3211

### **Fire Department**

There are numerous Engine and Ladder companies located throughout the midtown area that service 34th and Park. In the event of an emergency requiring EMS or the Fire Department, dial 911 and the nearest unit will be dispatched.

### **Polling Place**

Norman Thomas High School

111 East 33rd Street, between Park and Madison.

Election District: 35; Manhattan Council District: 2

### **Science, Industry and Business Branch of the New York Public Library**

188 Madison Avenue (between 34th and 35th Streets)

New York, NY 10016-4314

(212) 592-7000

This branch of the NY Public Library offers exhibits, lectures and workshops, usually in the early evening, on topics relating to business and industry.

**The Morgan Library**

29 East 36th Street (at Madison Avenue)  
New York, NY 10016

Offers museum exhibits, concerts, lectures and movies. Open late until 8:00 p.m. on Fridays.

**The Graduate School and University Center**

The City University of New York (CUNY)  
365 Fifth Avenue (at 34th Street)  
New York, N.Y. 10016-4309  
(212) 817-8215  
<http://web.gc.cuny.edu>

Offers continuing education and public programs including workshops, conferences, courses, professional development seminars and cultural and artistic events, addressing a wide range of personal, political and professional interests.

**Grand Central Terminal**

42nd Street at Park Avenue

Free tours offered Wednesdays at 12:30 p.m. [call (212) 935-3960] and Fridays at 12:30 p.m. [call (212) 697-1245]