

Medical Student Housing Information



Before arrival

You should plan to arrive no earlier than the Sunday before your rotation start date, and you should plan to check out on (or before) the last Saturday of your rotation at UPMC Hamot. If you need to arrive sooner or depart later, please contact Annmarie Kutz kutza@upmc.edu as soon as possible to discuss your options.

UPMC Hamot student housing consists of three apartments located within Federal Row Square:

- A one-bedroom unit at 410 Holland Street – sleeps up to 2
- A two-bedroom unit at 141 East 4th Street – sleeps up to 4
- A two-bedroom unit with finished basement (third bedroom) at 160 East 5th Street – sleeps up to 5

All bedrooms contain two twin-sized beds. Please plan for roommates.

What to Bring

- Bedding (twin-size), pillow, pillowcase
- Towels
- Laundry detergent, fabric softener
- Food

Upon arrival

When you arrive on campus, you may park in one of the fee-based parking areas (green on map) or one of the free lots (blue on map). Once parked, make your way to the main entrance of UPMC Hamot, located at 201 State Street. At the Information Desk in the main lobby, ask for directions to the Security Department in the sub-basement.

Once at Security, knock at the door – someone is there to answer 24/7. Request a housing envelope addressed to you. Your apartment assignment will be noted on the outside of the envelope. Inside the envelope you will find a key for your assigned apartment.

Once you secure your key, you may begin moving into the apartment. It's likely other student(s) are already in occupancy so try to be courteous and mindful of noise as you move in. You may park in either the blue lots or green lots on the map overnight, but only the blue lots are free parking.

On the first Monday of your rotation, you will meet with Annmarie Kutz to submit your \$10 housing deposit and receive a door access badge and a UPMC parking decal. Annmarie is with the UPMC Hamot Graduate Medical Education (GME) Office, located at 100 State Street, Suite 320.

After acquiring the parking decal, it is recommended that you affix it to your vehicle as soon as possible, particularly if you are parked in the Holland Street Parking Lot. The Holland Street Parking lot is for Hamot employees and students only, so you must have a parking decal to use this lot throughout your rotation.

Your keys must be returned to the GME Office (business hours) or to UPMC Hamot Security Office (open 24/7) at the end of your rotation.

Annamarie Kutz performs weekly walk-throughs of the apartments to ensure the premises are clean and well-maintained. Most typically, this will occur every Friday around noon. Students will be held accountable for any damage.

Compliance during your stay

1. The premises are to be kept clean. Students are responsible for cleaning up after themselves (i.e. washing dishes, taking out trash, cleaning spills/splatters inside microwave and refrigerator, etc.) Whenever you use the kitchen, make sure it is left tidy and clean for others. A professional cleaning company performs light cleaning every two weeks, which includes but is not limited to: vacuuming, cleaning restroom(s), dusting, etc.)
2. Keep food sealed and/or in the refrigerator to avoid attracting pests.
3. Discard all food, including non-perishables, condiments/spreads/preserves, and frozen food that you are not taking with you. **Do not leave food items behind.**
4. Keep your apartment front/back door locked at all times. If needed, call UPMC Hamot Security, 814-877-6666, for assistance.
5. If you lose your keys, contact Annmarie Kutz.
6. There are to be no pets on the premises.
7. Possession and/or use of alcohol in the housing quarters is prohibited.
8. There is to be absolutely no smoking or open flames (i.e. candles) in any UPMC Hamot building. UPMC Hamot is a Tobacco-Free campus. Students are not permitted to use tobacco products while on UPMC Hamot property and leased space occupied by UPMC Hamot and its affiliates. As with employees, students are not permitted to use tobacco products during their work shift, including breaks/lunch.

Additional information & suggestions:

- For any maintenance issues or emergencies, please contact Annmarie Kutz in Medical Education (814-877-4180).
- If you are expecting mail, please have it addressed to your name c/o Medical Education – UPMC Hamot, 201 State Street, Erie, PA 16550. You will be notified by e-mail when mail has arrived. It can be picked up in the Medical Education office between 8:00am and 3:30 pm.
- If you are leaving during the weekend when the Medical Education office is closed, you may place the keys and badge in an envelope and return them to UPMC Hamot Security Office, located in the sub-basement of the main hospital.
- Free WiFi is provided, but cable television is not. For WiFi questions or problems, contact Annmarie Kutz.
- Shopping for food?
 - a. If travelling by foot – Dollar General (824 State Street), Oasis indoor marketplace (914 State Street)
 - b. If travelling by vehicle – Giant Eagle Supermarket (2501 West 12th Street), Whole Foods Co-Op (1341 W. 26th Street), Wegmans (6143 Peach Street), TOPS Friendly Markets (712 W. 38th Street)There are purely suggestions; **UPMC Hamot does not endorse these retailers/grocers**



P Intermodal Transportation Center
Free public parking lot

UPMC Hamot Heart & Vascular Institute

Magee-Women's
UPMC Hamot

UPMC Hamot
Main Entrance

100 State
GME Office

Bayview Building
100 Peach

UPMC Hamot
Surgery Center

Public Parking Garage

Public Parking
(Metered Lot)

Employee Parking
Garage
(Staff Only)

Encompass
Health

UPMC Hamot
Infusion Center

P

P Public Parking
(Metered Lot)

Modern Tool Bldg

St. Patrick's
Church

KEY

	UPMC Hamot hospital/offices		Housing - 160 E. 5th St. Apt
	Parking (public, fee-based)		Housing - 141 E. 4th St. Apt
	Parking (free)		Housing - 410 Holland St. Apt
	Patient Parking		Paved Walking Path
			Construction Zone
			One-way Street

Student Housing
Federal Row
Apartments

UPMC Hamot
Holland Street Lot
Employee & Student Parking

West 5th Street

East 5th Street

<<<(one-way west of Peach St.)<<<

<<< Peach Street >>>

State Street

>>> French Street <<<

Holland Street

W. Bayfront Highway

E. Bayfront Highway

West 2nd Street

East 2nd Street

West 3rd Street

East 3rd Street

West 4th Street

East 4th Street

300 State Street

UPMC Hamot Medical Student Housing Agreement
Federal Row Apartments
410 Holland Street/141 East 4th Street/160 East 5th Street
Erie, PA

This document outlines rules and expectations for your stay in UPMC Hamot's Student Housing.

1. Keys – You are issued one set of keys for your rotation and must return the keys to UPMC Hamot Security prior to leaving.
2. Parking – There is a parking lot on East 4th Street, less than one block from student housing, that is designated for Hamot employees and students
3. Items needed – You will need to bring your own personal items with you, this includes bedding for a twin-size bed and towels.
4. At the end of your rotation please make sure the apartment is cleaned for the next person.
5. No pets allowed – violations of this rule can lead to charges or eviction (this is per our lease).
6. Issues with the apartment – if there is a problem with the apartment (e.g. heat not working, ceiling leaking) please contact Annmarie Kutz 814-877-4180 during normal business hours and Glowacki Management 814-452-3681 if the issue is emergent and outside of business hours. If the problem is NOT urgent and it is an evening, weekend, or holiday, please wait until the next business day and contact Annmarie Kutz.
7. Any damages done by you to the apartment or furniture during your stay will be your financial responsibility.
8. No smoking is allowed in the apartment, in any outside area on the property or within 10 feet of any door or entrance to the buildings.
9. Refrain from disposing of grease, sanitary napkins, or other harmful materials in the garbage disposal, drains or toilets. You will be charged, at a plumber's rate for a service call and repairs.
10. All garbage must be placed in plastic bags and placed in the building's dumpster.
11. Loud noises and other disturbing acts that interfere with the rights and comforts of other residents are prohibited.

I have read the above information and agree to abide by it:

Student Name (Printed)

Student Signature

Date