



The Interchurch Center



Building Orientation

Welcome to the Interchurch Center

Mission Statement

The Interchurch Center is owned and managed under the auspices of several Christian Organizations as a Class A office facility, with the mission to provide a working environment that is conducive to ecumenism and interreligious involvement.

Paula M. Mayo

President & Executive Director

Main Office: Suite 240

Phone: 212-870-2200

Hours of Operation:





Monday - Friday,

8:45AM – 4:45PM



The Interchurch Center - Administration Office (Suite 240)

TIC Administrative office manages directives and policies established by the buildings Board of Trustees.

Departments	
	Ecumenical Library
	Music & Arts
	The Wellness Center
	Telecommunications

For event dates and information, visit:
interchurch-center.org

Services		
	Photo ID/Package Passes	
	Inter-office Mail Boxes	
	Showers/Fitness Room	
	Meeting Room Reservations	
	Parking Garage/Bike Room	
	Aramark/Catering	
	Ziptic	

Ruth Stafford Peale Library

The Ruth Stafford Peale Library (Suite 250) serves the informational and research needs of the Center's diverse tenancy.

The Library holds 17,000 books and receives 55 periodical titles.

The main focus of the collection is religious in nature, but also collects material on health, non-profit management, and fiction.

For additional information, contact:
Tracey DelDuca | 212-870-3804
tdelduca@interchurch-center.org



Book Club

The Interchurch Center Book Club meets once a month. They read a range of authors/genres. The group is open to the public.



Coloring Club

The Library has also started a coloring club. Coloring generates wellness and stimulates brain areas related to motor skills, the senses, and creativity.

Music at the Interchurch Center

The Interchurch Center sponsors a series of programs by professional artists from the New York metropolitan area and beyond. In addition, we also sponsor two choral organizations; The Gospel Choir & The Interchurch Center Chorus.

Music on Wednesdays

September – May

Wednesdays, 12:00PM



Music Director: Christopher Johnson

cjohnson@interchurch-center.org

Programs range from string quartets to woodwind ensembles, traditional African folk music to Celtic songs and dances, medieval to jazz, vocal soloists to choirs, and emerging artists to established professionals.

The Gospel Choir

- Performs traditional and contemporary Gospel music.
- Rehearsals held Thursdays, 12PM – 1PM

The Interchurch Center Chorus

- Performs a variety of works from the choral repertoire.
- Accompanied by instrumental ensembles.
- Rehearsals held Wednesdays, 1PM – 2PM

Art at the Interchurch Center



The Interchurch Center exhibits paintings, photographs, and sculptures throughout the year in its' Treasure Room & Corridor Gallery.

Art Director: Frank DeGregorie
fdegregorie@interchurch-center.org

Treasure Room & Corridor Gallery

Open to the public during normal business hours.
Weekdays, 9:00AM – 5:00PM

Art Receptions

TIC hosts a monthly reception to view and discuss the current art exhibitions with TIC peers, the artists and visitors. Refreshments are served



**For up-to-date information on upcoming exhibitions
visit our website or call 212-870-3271 or 212-870-2200.**

TIC Wellness Center

The Wellness Center provides occupational health and safety services to employees of tenant agencies of the interchurch center and travel medicine consultations and immunizations.

Services	
	CPR/AED & First Aid Training
	Blood Drive
	Zumba Class
	Annual Health Fair
	Fitness Room
	Consultations & Immunizations
	Weight Watchers
	Exercise Classes
	Mobile Mammogram Clinic

**For appointments and additional information,
visit the Wellness Center (Suite 241),
call 212-870-3053.**

**Sookhee Kim | RN, APN, NP-C:
skim@interchurch-center.org**

**Sofia Carreras | Office Admin:
scarreras@interchurch-center.org**

Telecommunications

The Interchurch Center provides internet and voice communications for its Tenant Agencies.



The Interchurch Center uses the **Cisco Unified Communications solution network**. All tenant agencies are required to subscribe to this service.



As a courtesy to tenants and guests, also offered is **free Wi-Fi** connection to the Internet. This wireless connection is available on the first floor and in Cafeteria areas.

Username: TICGUEST | Password: guest475



TIC's data service offers tenants the maximum quality of service and bandwidth for its needs. For connection to the Internet, TIC currently uses **500 Mbps** as its primary connection and **200 Mbps** as its redundant connection.

**For additional information,
refer to the Tenant Manual or
call Telecommunications at:
212-870-3012**

Gabriel Valentin, Network Admin
gvalentin@interchurch-center.org


Alex Casasola,
Telecommunications Manager:
acasasola@interchurch-center.org

New Recycling Guidelines

The New York Sanitation Department now requires that Tenants source separate their refuse into three different groups: Garbage/Paper/Metal, Glass, Plastics, and Beverage Cartons.

What To Recycle

Metal, Glass, Plastic, and Beverage Cartons



Metal Cans, Aluminum Foil Glass Jars and Bottles Rigid Plastic Mixed Metal/Plastic Objects Beverage Cartons

Paper



Receipts, Mail, Office Paper, Folders Newspapers, Magazines, Catalogs Cardboard

Garbage



Plastic Film and Wrap, Plastic Bags* Foam Products Soiled or Coated Paper Food Scraps** Furniture

For additional information, visit:
www.interchurch-center.org/recycle

You may also obtain information at the management office, Suite 240.

Newmark Knight Frank (NKF)

Newmark Knight Frank (formerly known as Grubb and Ellis) has been managing The Interchurch Center since its opening in 1960.

The Property Management Office provides services such as:

Security

Front Desk Reception

Fire/Life Safety

(Fire Warden Information, Emergency Preparedness)

Engineering

**Heating, Ventilation,
Air Conditioning (HVAC)**

Cleaning

Porter Service

Lost & Found
(Suite 240)



Requests for maintenance can be submitted online via the **ANGUS ANYWHERE** system.

<https://www.ng1.angusanywhere.com/Tenant/default.aspx?CompanyName=1050&WebsiteName=Main>

or

www.interchurch-center.org/angus

For more information,
please call 212-870-3035.

Security (Newmark Knight Frank)



- Building IDs • Building Hours • Package Passes
- Mail Pickup • Showers • Contact Numbers

Building IDs

S-1, Blue: Admittance to TIC at any time.

S-2, Orange: Admittance to TIC at any time, and can authorize admittance to visitors.

S-3, Green, Admittance to TIC only during business hours (8:00AM - 5:00PM).

Note: From 6:30PM – 7:00AM, you must sign in and sign out of the building.

Building Hours

Claremont Avenue Entrance: 7:00AM – 6:00PM (Reception available 24/7)

Riverside Drive Entrance: Weekdays, 7:30AM – 5:30PM

Garage: Weekdays, 6:00AM – 9:30PM

Loading Dock: Weekdays, 8:00AM – 5:00PM

Security (Newmark Knight Frank)



- Building IDs • Building Hours • Package Passes
- Mail Pickup • Showers • Contact Numbers

Authorized Package Passes:

The removal of office equipment, audio-visual equipment, and/or other property is subject to presentation of a “package pass” at the security checkpoint and must be signed by an authorized employee of the tenant agency.

Mail Pickup: 4:30PM – 5:00PM

Boxes by the security checkpoint, near elevators.

Showers: Monday – Thursday, 7:00AM – 7:00PM. Fridays, 7AM – 5:00PM.

Located in the basement level.

Contact Numbers:

Security: 212-870-3002

Front Desk (Lobby): 212-870-3111



Aramark manages The Riverside Café in the Interchurch Center.
They also provide catering services to the building's tenants.

The Riverside Café - Hours of Operation

Breakfast: 7:30AM - 10:00AM

Morning Break: 10:00AM - 10:30AM

Lunch: 11:30AM - 2:00PM

Afternoon Break: 2:00PM - 2:30PM

For more information, contact:

Erika Hernandez, Food Service Director

Phone: 212.870.3043 | Fax: 212.870.3005

hernandez-erika2@aramark.com

Duane Ward, Executive Chef

Phone: 212.870.3044

ward-duane@aramark.com



Requests for catering can be submitted
online via **Catertrax**.

Kosher & Halal Food Available

<https://interchurchnyc.catertrax.com/>

Online Resources

Find all these resources online!



www.interchurch-center.org/welcome

Step 1:

Go to the link above.

Step 2:

Create an account on our website and wait for approval.

Step 3:

Log-in and you will now have access to tenant resources, including today's building orientation information.