



# 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](http://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**



## **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

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**

## **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 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) or call 212-870-3053**

# 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: guest | 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**

# 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](http://www.interchurch-center.org/recycle)

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



# Newmark Grubb Knight Frank (NGKF)

Newmark Grubb 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**



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

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



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

## The Spot Café - Hours of Operation

Continental Breakfast: 7:15AM - 10:30AM

Hot Breakfast: 7AM - 10AM

Lunch: 11:30AM - 2PM

Coffee & Snacks: 2PM - 3PM

### For more information, contact:

Keith Stromstedt, Food Service Director

Phone: 212.870.3043 | Fax: 212.870.3005

stromstedt-keith@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](http://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.