



INTERNAL REGULATIONS

1. Introduction

The Saint-Boniface Centre wants to give the largest space of freedom to each and every student. However, any community life needs self-discipline. In this spirit, respecting others implies the respect for the set of rules to be described underneath on the part of the students staying at Saint-Boniface, together with the willingness of collaboration and dialogue.

The internal regulations are part and parcel of the resident's contract and every lodger is ready to commit her/himself to respecting them.

2. Lodging

2.1 Lodging and use

The lodging at Saint-Boniface is exclusively provided for the registered lodger. In no case the lodger could lend her/his room to, leave it at the disposal of or share it with a third-party. The lodger whose room would shelter a clandestine person would have to be held responsible for it and hence be exposed to measures eventually leading to his/her dismissal from the foyer.

It's strictly forbidden to smoke inside the Residence, as well as in the room.

For the sake of hygiene and safety, **it is strictly forbidden to cook in the room**, so as to avoid any damage, depredation, etc.

Places are provided for it at the second floor of the A building.(kitchen)

In order to conform with the city police's regulations, the storage of any object on the edge of windows and balconies is not allowed.

The lodger must also take care of not dropping anything on the awning, the terrace and the streets surrounding the foyer.

Pets are not accepted in the house.

2.2 Maintenance, cleaning

The lodger is responsible for her/his room together with its furniture and any material it contains. **A check-list or box score** is done at the coming-in of a new lodger; it consists in listing up the material by item as well as checking the state of devices put at one's disposal in the room. **The furniture may not be modified.** Any damage or lack of item(s) pointed out during the inventory will be paid for. The lodger is also responsible for any damage that she/he could cause in the common places such as the kitchen, the corridors, etc. **She/he alone must repay it cash since one has no insurance for it.**

The lodger must take care of her/his room's tidiness and cleanness. This implies the regular cleaning-up of the furniture, sink (shower and toilets in the studios), as well as the use of the vacuum-cleaner put at everyone's disposal on each floor. The cleaner and the concierge make regular controls according to a planning displayed at each floor's entrance. **The lodger who does not take care of her/his room properly runs the risk of sanctions eventually leading to her/his dismissal from the foyer.**

Saint-Boniface provides lodgers with furniture and a laundering service. The change of linens takes place every fortnight. Damaged bed sheets (stain, smear, burning etc.) will be paid by the lodger. Every lodger is in charge of her/his own linens including towels. A laundry is at one's disposal in the A building's basement.

2.3 Timetable and silence

Quietness necessary to one's rest and for the sake of studies is to be scrupulously respected.

From 22.00 on, silence is compelling on each floor. However, lodgers may use common place for "noisy" activities while making sure of not disturbing the foyer's desired stillness. A "hall for feasts" is at one's disposal in the A building's basement on request at the secretariat.

2.4 Visiting

Visits in the room are permitted insofar as they do not disturb neighbours.

At night, the Centre's doors are to be kept closed.

2.5 Absence

The lodger must inform the reception of any absence for a time-span longer than one month.

2.6 Departure

The lodger who definitely leaves Saint-Boniface must take with her-/himself all and every personal belonging. If she/he leaves anything after her/his departure, Saint-Boniface is entitled to freely have use of it **after a delay of 30 days.**



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3. Common rooms

3.1 Generalities

Common rooms are open to all lodgers. Common rooms include:
in the A building, 2nd floor, the kitchen, the living-room, the TV-room, the refrigerators' and box's rooms;
1st floor, the study rooms;
in its basement, the "hall for feasts" and the laundry;
in the B building, in its basement, the cellar to keep bicycles and the rubbish-containers' room.
Each one has to sort waste. Containers are placed at the kitchen and the room of the containers.

The common rooms must be kept tidy and in perfect state of cleanness after their use.

3.2 The kitchen of the A building, 2nd floor

Each and every lodger is responsible for her/his kitchenware and crockery/tableware as well as for the cleaning-up of available devices. From Monday till Friday, the kitchen is not accessible between **09.30 and 10.30** (Monday 11.00) because of the thorough cleanup.
Any forgotten item shall be taken away.

3.3 The luggage room

A room for stocking luggage/suitcases and any other bulky/cumbersome item is at the lodgers' disposal. Luggage, cardboard, etc. must be sealed and bear an identification tag with the owner's name.
Saint-Boniface is not responsible for any damage, forfeiture, loss or theft.

3.4 Shower room and bathrooms

Showers and bathrooms must be kept in perfect state of cleanness after their use.

3.5 Parking, rooms for bicycles and rubbish-containers (basement of the B building)

Saint-Boniface has no parking place for personal vehicles belonging to lodgers. The short-time parking within the inner courtyard is allowed but only for house moving.
Bicycles and the like may not be kept in the courtyard at the Centre's entrance nor in one's room. A bicycle park and a shed are available. Saint-Boniface insistingly recommends to lock up one's bike and is not responsible for any damage, loss or theft.
Litter bags and refuses must be put into the containers meant for that purpose.

3.6 Halls

The Saint-Boniface Centre welcomes a large number of rooms and halls run by the Cultural Centre and intended to welcome various activities. They can be put at the lodgers' disposal on demand insofar as they are available and under the condition of the regulation pertaining to the renting of common rooms.

4. Responsibilities

The Centre is not responsible for damages, loss or theft occurring within its walls.

Any damage or dysfunction must be immediately reported. Repairing and replacing of items are made by the Centre and charged to the one responsible.

It is required from each and every lodger to close the windows and lock the door when she/he is absent from her/his room, so as to prevent any risk of damages due to water or frost as well as theft.