



INTERNAL RULES AND REGULATIONS

(for ease of reading, the masculine is included in the use of the feminine)

1. Preface

The Centre Saint-Boniface leaves the greatest freedom to everyone. However, all community life requires personal discipline. In this spirit, respect for others implies respect for the rules set out below on the part of residents, as well as the willingness to collaborate and dialogue.

The Internal Rules and Regulations are an integral part of the resident's Contract and the annexed. Each tenant by signing the contract undertakes to comply with the internal rules and regulations of this house.

2. Housing

2.1 Occupancy and use

The accommodation is reserved for the exclusive use of the single resident. Under no circumstances may the resident make her room available, lend her key, or share it with anyone without authorization. The tenant, whose accommodation would house an unauthorized occupant, would be held responsible for the fact and exposed to measures that could lead to the termination of her contract.

Smoking is prohibited in all areas of the residence, as well as in the bedrooms.

For hygiene and safety reasons, **it is not allowed to use any cooking appliances in the bedrooms** in order to avoid any deprecation, damage, odors, etc. Freezers are also forbidden. Premises are intended for this use on the 2nd floor of building A (kitchen).

Municipal police regulations prohibit the storage of any object on window sills and balconies.

The resident must also take care not to drop anything on the awning, the terrace and the street.

Animals are not accepted in the house.

2.2 Maintenance, cleaning

The resident is solely responsible for any damage, defacement or loss within the assigned bedroom space, as well as the furniture and equipment it contains. An inventory, including the inventory and condition of the accessories, is made on entry by the resident. **The furniture cannot be changed without special authorization. It is forbidden to bring a mattress from outside.**

Any deprecation or parts missing from the inventory will be invoiced. The resident is also responsible for any damage she may cause in the community areas. **The resident will therefore bear the full responsibility unless a liability insurance is provided.**

The resident must ensure that her room is clean and tidy, this involves regular cleaning of the furniture, sink and applicable toilets, the disposal of waste, as well as the use of the vacuum cleaner and the mop which are available on each floor and empty the garbage bins. The cleaning staff makes regular visits and according to a schedule displayed on each floor. **The resident who does not keep clean her own accommodation will be exposed to measures which could lead to a breach of her contract.** Also, **the corridor is not a drop-off point; all objects will be systematically cleared and evacuated.**

The Centre Saint-Boniface ensures the supply of bed linen. The exchange of these takes place every 2 weeks. Damaged linens (stains, burns, etc.) will be billed to the resident. Each resident takes care of her own linen, towels included. A laundry room is available in the basement of building A.

2.3 Hours and tranquility

The necessary calm for rest and studies must be observed rigorously.

From 10:00 PM, peaceful hours is required on all floors. The residents can however use the community areas, being careful not to disturb the tranquility of the house. A "party hall" is located in the basement of building A, for all kinds of get-together and parties.

2.4 Visits

Visits to rooms are permitted, as long as they do not disturb the neighborhood. However, temporary restrictive measures may be taken in the event of health, safety, an-so-forth.

In the evening, and during the weekend, the entrance doors to the Center must be kept closed.

2.5 Absences

The resident is required to inform reception of any absence of more than one month.

Always empty the fridge beforehand, remove all perishables, undo the bed, empty the rubbish bin, and leave a clean room, and leave the dirty sheets to be removed.



2.6 Departure

The resident who leaves Centre Saint-Boniface for good is required to take all her personal belongings with her. If she leaves objects after her departure, the Centre Saint-Boniface is entitled to dispose of them freely after a period of 30 days.

3. Communal Areas

3.1 General

The communal areas are open to all residents, they include:

on the 2nd floor of building A: the kitchen, the dining rooms, the TV room, the rooms for the refrigerators and lockers;

on the 1st floor: the study room;

in the basement: the party hall, the laundry room;

in the basement of building B: the bicycle parking and the rubbish container room, table tennis room, and, upon registration, the gym.

Everyone is called upon to sort the waste. Rubbish bins are placed in the kitchen and in the rubbish container room.

Communal areas must be left perfectly clean after use.

3.2 The kitchen of building A, 2nd floor

Each resident is responsible for her kitchen utensils and dishes, as well as cleaning the facilities. Lockers containing food (kept in airtight topper-ware) should be cleaned regularly by the resident.

From Monday to Friday, the kitchen is cleaned from 8 a.m. to 8:30 a.m. and is not accessible from 2:30 p.m. to 4:30 p.m. **Any item left on site is discarded daily.**

3.3 Luggage room

A luggage room is available to residents in building B. Luggage (or cardboard) must be closed and bear a label (available at reception) with the owner's name and room number. Storage of furniture is not permitted.

The Center is not responsible for damage, loss or theft.

3.4 Bathrooms / Showers

Showers and toilets must be left perfectly clean after use.

3.5 Parking, bicycle depot and container room (basement, building B)

The Center does not have a parking space for the residents' personal cars. Short-term parking in the yard is only tolerated for moves for a short period of time. Bicycles and other vehicles must not be stored in front of the entrances or in the bedroom. Bicycle racks and a bicycle parking are provided for this purpose. Residents are only allowed to own one bicycle.

All bikes must be identified according to the marking set up by the Center (the marking changes regularly). PLEASE NOTE: unmarked bikes are automatically discarded.

The Center strongly recommends that bicycles be locked and cannot be held responsible for damage, loss or theft.

Household garbage & waste bags must be placed in the containers.

3.6 Conference Rooms

The Centre Saint-Boniface rents and has conference rooms intended for multiple uses. They can be made available free of charge to residents, on request, subject to availability and under conditions.

4. Liability

The Center declines all liability in the event of damage, loss or theft.

Any damage or malfunction must be reported immediately. In the event that any person causes damage to the premises this person is liable and shall be held accountable for the costs and replacements of damaged or lost goods which are carried out by the Center and then billed to the liable person (the tenant is liable for their invitees). It is recommended that each tenant close the door and window when away from their accommodation, to prevent any risk of theft but also water, wind and frost damage.