



## **INTERNAL RULES** (for ease of reading, the masculine is included in the use of the feminine)

### **1. Introduction**

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

*The Internal Regulations are an integral part of the Resident's Contract and its addendum. Each tenant - by signing them - undertakes to respect them.*

### **2. Accommodation**

#### **2.1 Purpose of rental and use**

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

**It is forbidden to smoke in all the premises of the residence, as well as in the rooms.**

For health and safety reasons, **it is forbidden to use cooking appliances in the rooms**, in order to avoid any depredation, damage, odors, etc.

A room is 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 be careful 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 responsible for her accommodation, as well as the furniture and equipment it contains. **An inventory sheet** will be given on arrival to be completed and signed by the resident. **The furniture may not be altered without written permission.** **It is forbidden to bring a mattress from outside.** Any depredation or parts missing from the inventory will be invoiced. The resident is also responsible for any damage she may cause to the common premises. She therefore bears a default of insurance.

**The resident must ensure that her room is clean and tidy**, this involves regular cleaning of furniture and sanitary facilities (if ensuite bathroom), as well as vacuuming and mopping, all cleaning tools and essentials are available on each floor. House staff makes regular visits according to a schedule displayed on the landing. **A resident who does not keep clean her accommodation exposes herself to measures that could lead to a breach of her contract.** Moreover, the **corridor is not a stockroom; any object will be systematically cleared and chucked away.**

The Saint-Boniface Center provides and launders the bed linen. The exchange of these takes place every fortnight. Damaged linens (stains, burns, etc.) will be charged to the resident. Each resident is responsible for their own linen, including towels. A laundry room is available in the basement of building A.

#### **2.3 Time table and quietness**

**The calm necessary for rest and studies must be strictly observed.**

**From 10:00 p.m., quiet is required on the floors.** Residents may, however, use the common premises, taking care not to disturb the tranquility of the house.

A "party room" is soundproofed, air-conditioned/ventilated and set up in the basement of Building A.

#### **2.4 Visits**

Visits to the rooms are allowed, as long as they do not disturb the neighborhood. However, temporary restriction measures may be taken in the event of health, safety, etc. if necessary.

**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 lasting more than one month.

Always empty the fridge first and ondu your bed, a room clean and tidy before leaving is important.



## 2.6 Departure

Residents who permanently leave Center Saint-Boniface are required to take all their personal belongings with them. If she leaves objects after her departure, the Center Saint-Boniface is entitled to remove and discard them freely after a period of 30 days.

## 3. Common premises

### 3.1 Overall

The common 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 fridges and lockers;

1st floor and ground floor: study rooms;

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

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

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

**The common areas must be left in a perfect state of cleanliness after their use.**

### 3.2 The kitchen of building A, 2nd floor

Each resident is responsible for their kitchen utensils and dishes, as well as cleaning the facilities. Lockers containing food (stored in airtight containers) must be regularly cleaned 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 object abandoned/forgotten on site is cleared and chucked away daily.**

### 3.3 Luggage room

A room is made available to residents in building B. Luggage (or boxes) must be closed and carry a label (available at reception) with the name of the owner and the room number. Storage of furniture is not allowed.

**The Center is not liable for damage, loss or theft.**

### 3.4 Bathrooms / Showers

**Showers and toilets should be left clean after use.**

### 3.5 Parking, bicycle cellar and garbage room (basement, building B)

The Center does not have parking space for residents' personal cars. Short-term parking in the yard is only permitted for moving in or out.

Bicycles and other vehicles must not be stored in front of the entrances or in the hallways. Bicycle racks and a bicycle garage are provided for this purpose. At the Centre, a resident can only own one bike.

**All bicycles must be identified according to the marking put in place by the Center (the marking changes regularly). ATTENTION : unmarked bikes are automatically discarded.**

The Center strongly recommends padlocking bicycles and is not liable for damage, loss or theft.

**Garbage & waste bags must be placed in the containers.**

### 3.6 Rooms

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

## 4. Responsibilities

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

**Any damage or malfunction must be reported immediately.** Repairs and replacements of damaged or lost objects are carried out by the Center and invoiced to the tenant (who is also responsible for her guests).

It is recommended that each tenant close their door and window when they are away from their accommodation, in order to prevent any risk of theft but also water, wind and frost damage.