

PRE SAINT JEAN RULES OF PROCEDURE

1° - The residence hosts student and young worker aged 18 to 25 years old.
Rooms can be occupied by only **one** person (except in exceptional agreement of the Administration). In all cases, this authorization can't exceed 4 days per month, and you'll have to pay 3€ for each night.
After 22h00 (10pm), non-resident can't be in the residence without the agreement of the Administration.

2° - **The residence is under video surveillance (CNIL sous le n°1561341 v 0)**

Accordance to the Law N° 78-17 of 6 January 1978.

3° - Minors can be admit with a official agreement from parents or tutor.

4° - Outside of collective buildings, residents have: individual and furnished room, with a bed, a mattress, mattress' slipcover, a bolster, a desk, a chair, a bedside, a bookcase, complete sanitary (shower, sink, WC). Residents have to brin their own blanket, blanket's sheet, bolster's sheet (we can rent blanket). Sleeping bag are not allow.

5° - When a resident arrives and when he leaves, the administraton check his room. If a resident has any trouble with the furniture, he has to say it to the director, and somebody will fix the problem. Any damage will be on the charge of the resident.

6° - **Cleaning dishes** has to be done after every meal, to give a proper sink to other resident in your building.

No food outside fridge and cupboard. Don't throw food in sink.

If you don't follow these rules, the director can throw away your dishes.

- **Sorting: Glasses, cartons, plastics have to be in the right container.**

- The cleaning of the room is the responsibility of the resident. The room has to be always clean.
If your room is not well clean, at your depart, the administration can fine you.

If your room is unclean for too long, the administration can close your contract.

7° - It is forbidden to install on furnitures or on the door : additional locks or padlocks.
You may need padlock for your fridge, but you need to give a copy of the key to the Administration.

8° - It is forbidden to drive nails, tacks, pins anywhere. It is also forbidden to stretch out wet cloth on radiator or on windows.
Don't throw by your window cigarette butt, paper, rubbish and to use the toilet like trash.
You're responsible of your building.

9° - **In case of deterioration in colectif place, there is a co-responsability, unless if peoples who did deterioration confess. If not, the costs will be distributed among the residents of the building.**

10° - **Hifi is allow in room, but you have to take care of the noise. Rooms' doors must be close.**

If the window is open, you have to scale down the sound.

Musical instruments are permitted in designated building by the Administration.

11° - **For security, it is FORBIDDEN to cook in your room, or to have electric or gaz machines (oven, ...).
The rooms are equipped with fire alarm, it is forbidden to obstruct it.**

12° - **Residents are responsible of their rooms.** They have to get an insurance for their room.

13° - **It is recommended to take care of the noise you make.** For that reason, it's forbidden to use commun space after 22h00 (10pm), except with the agreement of the Administration.

PARTY ARE FORBIDDEN IN COLLECTIVES BUILDING (You can ask to make one in cafeteria)..

14° - Alcohol is strictly forbidden in Pré St Jean, also drugs using or possession. If you do, you'll be fired.

15° - Since no-smoking law of 25/09/92 : **It is forbidden to smoke in collectives building and in your room.**

16° - Animals are not allow in the residence.

17° - **NO VIOLENCE.**

18° - **Residents have to park their car in the parking.** There is a bike parking inside the residence.

You're responsible of your car / motorcycle / bike.

19° - **The director and the staff of Pré Saint are allow to go in your room.**

20° - Your rent have to be pay every month.
You have to pay between the 1st to the 5th of the month.

Rentals are month. ALL MONTH BEGINS IS DUE MONTH.

- Any delay in payment of amounts due each month will be considered as a refuse to keep the contract.
Past the time specified above, the director will be allow to take the free disposal of the room without other formality.

- No reduction of the rent, even if you're absent.

-APL/LOCA PASS : Le Pré St Jean manages the APL or the Loca-Pass file for the student.

- The contract for a school year is from 1st september to end of may.

If you want to stay, you'll have to go to the Administration to ask for a contract extension.

21° - You have to warn the director if you leave the residence. If the administration doesn't know about your leaving you'll have to pay for another month.

IMPORTANT : Because the rental are for at least 1 month, you can't close a contract in the middle of a month.

Exemple : if you leave the residence in march (31/03), you have to tell it before the 28/02.

The day of the departure, you have to quit your room before 10h00 (10am).

22° - Near summer, the administration can make rooms switching.

23° - We ask you to be polite with the administration

Anney le Vieux le 16 mars 2012.