

SPECIAL REGULATIONS

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Preamble

The House of Canadian Students, hereafter referred to as “the MEC” or “the house”, is one of the houses of the Cité internationale universitaire de Paris, whose mission is the dialogue of cultures and exchange between students, researchers, artists and top-level athletes of all nationalities, in a spirit of tolerance and mutual respect.

The values of peace and cooperation lie at the heart of the missions of the Cité internationale universitaire de Paris (CIUP) and its houses. Experiencing it together with cultural diversity has been the subject of a charter drawn up by the residents, which emphasizes RESPECT, SOLIDARITY and DIVERSITY.

As such, residents have an important role to play during their stay at the Cité internationale, and a responsibility to implement the values and ideals of the CIUP by refraining from any form of discrimination or violence towards each other.

In addition, the Cité internationale universitaire de Paris has deliberately committed itself to a proactive approach by implementing a policy that adheres to the principles of sustainable development through the signing of the Cité Durable (Sustainable Campus) charter.

The MEC is a foundation recognized as being of public utility, and receives no government subsidy for its operation. It is supported by the Canadian-based Committee of the Maison des étudiants canadiens in Paris.

Residents at the MEC must comply with:

- these special regulations
- the charter of living together
- the general regulations of the CIUP
- the regulations for admissions and stays at the CIUP
- the charter of the CIUP for the use of computer resources

All of these documents can be viewed on the MEC website. Every resident must ensure they are acquainted with these documents upon confirmation of their admission.

The documents are contractual and apply to the residents, their spouses and children, guests and short-stay guests, for the part relating to them. As such, any stay within the Cité internationale universitaire de Paris implies complete acceptance of all of these provisions.

Title 1 – On the residents’ arrival

Article 1: Useful information

The house provides residents with all useful information for living in the house, and this can take various forms (website, welcome documents, Flash info, etc.)

For security reasons, the resident must upon arrival provide the following information to the administration:

- Their email address
- Their cell phone number
- The name and coordinates of a person to contact in case of an emergency
- Insert an identity photo into their resident account

Article 2: Check-in inventory

The accommodation is reported to be in good condition by residents within 5 days of their arrival. Reporting of the condition takes place via the resident's account.

If the condition of the accommodation is not reported within 5 days of arrival of the resident, this is automatically validated and the accommodation is considered to be in good condition.

Residents are strongly advised to report any damage or failure within this period so that any damage is not attributed to them during or at the end of their stay.

Article 3: Insurance

Property Damage Liability Insurance:

The insurance included in the fee solely covers personal belongings insurance for residents in relation to breaking and entering of the house. The amounts of the deductible and the upper limit of the guarantee are available on request.

Residents with personal belongings of a higher value or those wishing to be insured under special terms are invited to take out special insurance from the organisation of their choice.

In addition, residents are compensated for any damage for which the house is liable (e.g. damage caused by a burst pipe).

Third-party insurance:

Residents are invited to take out 'civil liability' insurance upon arrival.

Article 4: Guarantee deposit

In the case of academic stays, the reservation deposit is converted into a guarantee deposit on the resident's arrival. It serves as a guarantee in the event of non-payment (including non-compliance with the notice period) or material damage, without prejudice to action for compensation in the event of insufficient guarantee.

It should be noted that during a stay, any material damage attributed to the residents will be billed directly.

Article 5: Resident's card

According to the type of stay, on the resident's arrival and provided that their file is complete, the house issues a card attesting to the status of the resident. This card is personal and non-transferable. This card may be requested at any time by the personnel of the MEC and/ or the security services of the Cité internationale universitaire de Paris.

Title 2 – During the residents' stay

Article 6: Occupancy of the accommodation

The allocation of accommodation is strictly individual and the sole responsibility of the management. Any transfer of accommodation, even temporary, free or otherwise, is strictly forbidden. Any violation of this provision may lead to proceedings against the occupant with neither right nor title, as well as the implementation of a disciplinary procedure against the resident as set out in the admission regulations.

Throughout the year, the house is above all a residence for students, artists and researchers. Residents do not have the right to engage in commercial activity in their accommodation, nor to make it the official address of a company or association.

No changes in accommodation between residents or any addition of furniture can be made without prior consent from management. No photographs, posters or any object can be hung on the walls of the accommodation by any means likely to damage them. No posting or personal message is permitted on the outside doors of the accommodation.

For safety and hygiene reasons, animals are not allowed in the house.

Article 7 : Visitors - Guest

Visitors

Any unauthorised person at the house who is not accompanied by a resident must introduce themselves at reception to register their visit. In the event that the resident is absent or refuses them entry, access to the house is not permitted. No visits can take place between 11:00 pm and 8:00 am.

Guest

Residents may ask to host a guest (just one at a time) at a price according to the following limitations:

- a maximum number of 20 nights with guests per period (September to January; February to June) and 8 for the summer period (July to August)
- nights cannot be combined from one period to another
- short stays are not allowed to receive guests
- unused nights will not be refunded

Residents must:

- ensure they declare the guest they wish to host for one or several nights at the house in their resident's account
- A declaration made after 9:30 pm the day of the arrival of the guest takes place without the possibility of having a mattress
- Overnight stays will be billed to the resident's account according to the current price list
- May request, if they wish, a mattress bed (pay attention to the hours during which reception is open)

Attention:

- The house has a limited number of extra mattresses
- The lack of availability of an extra bed does not exempt residents from declaring their guests, or from paying the daily fee
- Residents are responsible for the behaviour of the guests they invite
- Guests are never allowed in the “twin” rooms (two roommates who are not a couple)

Residents must always be present during the totality of the guest’s visit. There can never be a sublet or a loan.

Article 8 : Payment of fees

The fees are not considered to be rent, but rather compensation for the right to occupy accommodation and have access to a certain number of related services.

The pricing grid for the fees and various payable services within the house is decided each year by its board of directors.

It is available at the house reception and on its website.

The rates are fixed and non-negotiable. They may vary depending on the resident’s status, the duration of his or her stay and the type of accommodation.

The fee must be paid to the house at the latest by the 1st of every month.

Payments in cash are accepted.

Late payment or non-payment is likely to give rise to disciplinary measures that may ultimately lead to the resident being excluded (cf. admission regulations).

Regarding academic stays:

If the date of arrival is between the 1st and 15th of the month, the resident must pay for the full month, i.e. from the date of arrival until the end of the month (30 or 31). If the arrival date is between the 16th and the end of the month (30 or 31), half a month can be paid.

If the departure date (end of stay) is between the 1st and 15th of the month, the resident can pay half a month. On the other hand, for a departure between the 16th and the end of the month (30 or 31), the full month will have to be paid.

Article 9: Absence - Illness

For safety reasons, residents are strongly encouraged to alert the house’s administration of any absence that is greater than one week.

In the event of illness, residents are invited to report it to management. If their state of health requires it, they will be referred to a hospital for treatment at their own expense.

Article 10: Maintenance of accommodation

General provision

Residents are required to keep their accommodation in a good state of cleanliness. Failing this, and after two reminders that prove ineffective, cleaning services will be billed to them (cf. pricing grid).

Any technical anomaly or incident must be reported to reception as soon as possible.

Residents are required to report immediately to management any insect or pest infestation. Otherwise, fees will be applied to residents.

Maintenance

With maintenance of the accommodation being the house's responsibility, authorised staff are required to be able to access this accommodation.

With respect for the residents' private life, any maintenance, cleaning or repair work that may be scheduled is brought to the attention of the residents concerned (by email, notice, telephone or mail), who are informed of the day and time slot that the staff member will be there.

In case of emergency (water damage for example), authorised staff may access the accommodation without prior notice. Residents are informed of any intervention that has taken place.

Housekeeping

The cleaning of accommodation is a regular and compulsory service.

Residents are deemed to have been warned of this intervention via the posting of the schedule and must tidy their belongings so as to facilitate the housekeeper's task. Upon their arrival, the resident is informed of the housekeeping day.

The sheets are changed regularly according to a set schedule provided. Used sheets must be placed in front of the door to be replaced.

Article 11: Sustainable development

In order to satisfy the objectives of the Charte Cité durable (Sustainable Campus Charter), residents undertake to adhere to certain instructions relating to the reduction in the consumption of energy and water as well as the recycling of waste, which will be communicated to them during their stay. In addition, they must avoid any undue pollution to ensure that the house remains a safe, high quality environment.

Notwithstanding the general nature of the foregoing, residents must:

- turn off lights, lamps and electrical equipment, which are not being used in their room and in shared spaces;
- avoid leaving water running needlessly in the showers and toilets;
- in the event of absence, close windows and Velux skylights to prevent water damage;
- regularly empty their bin into the designated containers, sorting out the waste.

The following is forbidden:

- keeping perishable food in the open air, so as to avoid the proliferation of insects;
- hanging out wet washing in the accommodation (risk of mould) or outside the windows (respect the exterior of the house).
- After two warnings, disciplinary measures will be applied.

Article 12: Rules on communal living

Communal life at the Cité internationale implies the sharing of certain values like respect, solidarity and diversity, outlined in the charter of living together. Every person in the Cité should be determined to fight against all forms of discrimination, of harrasment, or sexual and sexist violence.

On a day-to-day basis, residents have a major role in the implementation of these principles.

Residents commit to :

Respect people, show tolerance and benevolence, take care not to disturb other occupants (behaviour, noise pollution, respect for privacy, open-mindedness, respect for difference, etc.), remain cordial with other users and house staff. Being part of a community means caring about others and being enriched by diversity.

Respect the goods and facilities made available to them. Leaving common areas in good condition after use is thinking of others.

Specifically, the following are forbidden:

- smoking (including electronic cigarettes), except in areas specially designated by management;
- causing noise pollution in the rooms and shared spaces, with complete silence between 11:00 pm and 7:00 am;
- monopolizing the kitchens or other common spaces for parties or meetings without the management's authorization.

Article 13: Shared spaces

Each house has shared spaces. Residents must adhere to the rules of use and the opening times, which are displayed or distributed.

Among other things, they must wash up and put away their dishes and, after use, clean the work surfaces, household electrical devices, sinks and tables in the kitchens, or other shared spaces.

Article 14 : Cigarettes, vaping and alcohol

The MEC and the Cité are completely non-smoking environments.

It is forbidden to smoke or to vape anywhere inside the house (in the rooms, at the windows of the rooms, on the balconies, in the shared spaces) or on the 1st floor patio.

Smoking is only allowed on the ground-floor patio.

Breaking this rule will result in a written warning for the first infraction, and a fine of de 100 € for each subsequent infraction for cleaning/repairs. Disciplinary actions may also apply.

Article 15: Residents' Committee

A residents' committee is elected each year, at the start of the university year. It contributes to the cultural, artistic, social and sporting life of the house, ensures good cooperation within the community, in exchanges between the residents and with the management, and where appropriate, with the committees of the other houses of the Cité. The committee is the body with which the residents liaise with management to discuss particular matters, requests or any problems encountered.

A monthly fee is required from residents to contribute to the committee's budget. The amount is determined each year by the board of directors.

Article 16: Expression, meetings, displays

The MEC guarantees its residents their freedom of expression and assembly. This freedom is exercised with a strict respect for the pluralism of opinion, rights and freedoms of other residents, as well as the values, ideals and general rules of the Cité, excluding any form of preaching.

In terms of assembly, residents are free to gather amongst themselves in spaces dedicated for this purpose.

If the assembly becomes more formal, the house administration must be warned.

If it takes on a greater dimension, notably including people from outside the said house or Cité, its organisation is subject to the authorisation of the director and more specific procedures, which it is up to the house to determine, notably with regards to the responsibilities to be taken on.

A noticeboard is placed at the residents' disposal for which the residents' committee is responsible. Any outside communication giving rise to displays or broadcasting within the house must be approved beforehand by management.

Article 17: Security

Fight against discrimination, harassment and violence

Any resident who witnesses or is the victim of a situation of discrimination, harassment or violence is strongly encouraged to report it.

To make a report, he/she can contact the management of his/her host house.

To make a report, he/she can send an email to: ALERT-violences@ciup.fr

In the event of immediate danger, notify the Central Security Office: 27 Boulevard Jourdan, 75014 Paris - 01 44 16 66 00 or 01 43 13 65 10 - Open 24 hours a day

For psychological, medical and social assistance, the international social relay is available to residents: 19B, Boulevard Jourdan 75014 PARIS - 01 44 16 65 62 - relais.social@ciup.fr

It is important to talk about it and get help.

Access to the building

For obvious security reasons, residents are asked to constantly be on their guard in order to preserve everyone's safety.

To this end, residents must ensure that they:

- do not give the elevator access code to any third party (visitors, delivery drivers...)
- ensure that the main entry door is closed properly and not let unknown people enter behind them;
- not let visitors in via the emergency exits;
- be particularly attentive to the access card/key entrusted to them on their arrival.

The access card to the house and the residents' accommodation is strictly personal. It must not be loaned out. In the event that it is lost, residents must buy another from the house administration.

Replacement fees for the access card/ key to the mailbox will be billed to the resident's account, according to the current pricing grid, if need be.

Basic safety regulations

Inside the building, residents must ensure basic safety measures.

In the event of absence, even for a short duration, residents must ensure that their door and window (especially for accommodation on the ground floor) are closed to prevent intrusion, theft and water damage.

It is forbidden to place or hang objects on the windowsill, as is sitting on the window ledges. The MEC cannot be held liable in the event of an accident. Residents must store their bicycles and scooters, electric or non-electric, in the area designed for this purpose. No motor vehicle can be kept here.

Residents are not permitted to park their vehicle in the CIUP enclosure. Special authorisation may be granted for a maximum of two hours when moving in or out. This authorisation can be requested from MEC management, which contacts the CIUP's security service.

Fire Safety

The evacuation and fire alarm devices guarantee the residents' safety.

Any action preventing or restricting their normal operation will lead to disciplinary measures and ultimately the potential exclusion of the resident as well as a financial penalty if need be (replacement of an extinguisher for example) according to the house pricing grid.

To guarantee the efficient evacuation of the residents in the event of a fire, walkways, stairwells, stairways and emergency exits must remain clear of objects.

Similarly, emergency exits are supplied with fire safety devices (crash bar, alarm) which must be kept in good working order. This is why it is forbidden to use the emergency exits as a means of accessing or exiting the building (unless it is during an evacuation drill or in the event of a fire).

In order to limit the risk of fire, certain equipment, aside from that supplied by the house, is not permitted in the accommodation:

- appliances with high electrical consumption (pressure cooker, hotplates, microwaves, radiator, air conditioning...)
- gas appliances
- candles

Only modern electric and electronic equipment is permitted: computer equipment, hairdryer, or kettle with low electrical consumption.

In the event of violation of this rule, the resident is requested in writing to remove the prohibited device from the accommodation immediately. The resident can keep it in the space designated for storage by the house administration until he or she leaves. Failing this, the device may be removed by the house's authorised staff and retained until the resident leaves.

In the event that there is a question or a problem relating to safety within the Cité internationale universitaire de Paris, the security service is at the disposal of both the houses and the residents.

24/7 ► Central Safety Post: +33 (0)1 44 16 66 00

Title 3 – Residents' departure

Article 18 – Early departure

Should the resident wish to leave the accommodation before the period for which they have been admitted is up, they must inform the house administration:

- for stays in excess of 3 months: at least one month before their departure.
- for stays between 1 and 3 months: at least 15 days in advance.

In addition, penalties may be applied if the one month notice is not given, for breach of contract, for which the amounts will be set out in the pricing grid.

On the day of their departure, residents are required to vacate their accommodation before 10 am. Failing this, an additional night will be payable.

Article 19: Check-out inventory

Prior to their departure, the check-out inventory is conducted with a representative from the house administration. If damage is found, its financial cost will be deducted from the guarantee deposit.

If the resident is not present, any remarks will be brought to his/ her attention.

Article 20: Mail and packages

Residents can only receive mail that is addressed to them personally.

In the event of a temporary or permanent departure, the house is not required to hold onto their mail, or pass it on to a third party, whether or not they are resident.

Any temporary or permanent change of address must be communicated to the post office.

Article 21 : Luggage

Any resident permanently leaving the house is required to remove his or her luggage from the luggage area.

Failing this, after one year and a day of the date the resident departed and after contacting or trying to contact the former resident, the house is entitled to dispose of it.

Article 22 : Return of the guarantee deposit

The guarantee deposit is returned to outgoing residents, after deducting any outstanding payments if need be (fees, notice period, damage).

Any refund is made within a maximum of two months, provided all their personal belongings have been removed.

Title 4 : Special provisions

Article 23: Disciplinary measures

In application of the admission and stay regulations, any violation of the rules of the host house or the Cité internationale universitaire de Paris may give rise to disciplinary sanctions which may go as far as exclusion and to legal proceedings against him/ her.

Article 24: Video protection

Certain shared spaces may be placed under video protection for safety reasons. In this instance, signage is displayed at the entrance to the venue. For any further information, residents may contact management.

Article 25: Use of personal data

Management of the residents' stay is the subject of various automatic processing of personal data (monitoring of payments and schedule, sending out of information about the house or the Cité,...), in accordance with existing legislation.

For any information, residents may contact management with whom they may also exercise their right to access, in accordance with French law No. 78-17 of 6 January 1978 relating to computers, files and civil liberties, modified.

Article 26: Image rights

During their stay, residents may be photographed, recorded or filmed in the shared spaces during events organised by the house or in the context of action designed to promote the house.

Acceptance of these regulations constitutes express authorization of the residents (and their spouse and children) to fix, reproduce and communicate their image and/or their voice within the framework of the non-commercial communication of the house and renunciation of the right to be credited in the credits of the film or in the photograph caption.

This authorisation is valid for ten years from the moment they leave the CIUP for any reason whatsoever. Residents may terminate this authorisation at any time via a letter or email sent to house management.

These special regulations were approved by the board of directors of the CIUP on April 22, 2022.