



MODE D'EMPLOI: SUMMARY VERSION

« On behalf of the whole team, **welcome to the House of Canadian Students** ! Welcome to this exceptional multicultural community that is the CIUP and enjoy your stay in our / your new House! We are happy to welcome you at this special time of your life. You can count on our support to facilitate your integration into your new environment. You can also rely on my support for the development of your study or research projects. Our dedicated staff, attentive to your needs, will actively contribute to make your stay comfortable in the calm and friendly atmosphere of the MEC in Paris. Looking forward to meeting you. »

France Mainville, director



OPENING HOURS



POSITIONS	HOURS
Offices	
Director	Monday to Friday 8am to 12pm and 1:30pm to 5pm
Executive assistant	Monday, Tuesday and Thursday 8am to 12:30pm and 1:30pm to 4pm, Wednesday 8am to 12:30pm and 1:30pm to 7pm
Accountant	Monday to Friday 7:45am to 11:45am and 1:15pm to 3:15pm
Communication	Variable schedule. Check at the door of her office.
Services	
Technic Interventions	Monday to Friday 9am to 12:30pm and 1:30pm to 3pm
Housekeeping - Common areas	Monday to Friday 7am to 12:30pm and 1:30pm to 3pm
Housekeeping - Bedrooms	Monday to Friday 9am to 12pm and 1pm to 3pm
Reception	
Receptionist	Monday to Friday 8am to 10pm
Security	Monday to Sunday, 10pm to 8am

OUR TEAM



NAME	POSITION	RESPONSABILITY	PHONE	E-MAIL
France Mainville	Director	Responsible for the running of the House	01.40.78.68.80	france.mainville@etudiantscanadiens.org
Ilham Ismaili	Senior Receptionist	In charge of the reception, head of the receptionists team. Welcoming residents. Mail reception and distribution. Control the access of visitors to the house.	01.40.78.67.00	ilham.ismaili@etudiantscanadiens.org
Mamadou Minthe Team: Ibrahima Minthe, Bangaly Minthe, Talibé Minthe	Security	Responsible for the security.	01.40.78.67.00	
Estelle Mathien	Assistant director	In charge of reviewing applications and readmissions, extension of stays, "brassage", short stays and follow up with the residents during their stay.	01.40.78.68.70	estelle.mathien@etudiantscanadiens.org
Estelle Chen Li Kwang	Accountant	In charge of everything related to payments	01.40.78.68.75	estelle.clk@etudiantscanadiens.org
Frédéric Rohart	Technician	In charge of maintenance and technical interventions	If necessary, talk to reception first.	frederic.rohart@etudiantscanadiens.org
Ana Aleman	Communication	In charge of internal and external communication	01.40.78.67.01	communication@etudiantscanadiens.org
Maxime Poignand	Cultural agente	In charge of the organisation of the cultural events of the house	01.40.78.67.01	culture@etudiantscanadiens.org
Alice Ribeiro Team: Armindia, Gaye, Marie	Housekeeping	In charge of keeping bedrooms and common areas clean		ilham.ismaili@etudiantscanadiens.org

In case of emergency, call the reception: 01.40.78.67.00

PAYMENT OF THE FEES



To be made:

- In euros
- By bank card, ideally in the SEPA zone (if you use a bank card outside the SEPA zone, the bank charges us bank charges of around 2%).
- In advance and received by the MEC no later than the 1st day of the month. Example: September rent to be paid on September 1st at the latest.
- The monthly rate applies for a period of monthly occupancy between the 1st day and the last day of the calendar month.
- If the occupation period does not correspond to a full calendar month, the 1/2 month rate is applied:
- From the 1st to the 15th of the month
- From 16 to 30/31 of the month (from 16 to 28/29 for the month of February).
- For any arrival beginning on the last day of the calendar month only, the rate is applied per night.
- For any departure taking place on the first day of the calendar month, the rate is applied per night.
- Short stay: full payment on arrival.

THE BEDROOM



YOUR LIFE IN THE MEC

THE USE OF MY ROOM IS PERSONAL AND NON-TRANSFERABLE

Inspection form of your room

- Complete it within 5 days after arrival.
- Form available in your resident account.

Bedding

- You have at your disposal: 1 mattress cover, 1 pillow cover, 1 sheet, 1 pillowcase, 1 duvet and its cover.
- For sanitary reasons, please do not sleep on the mattress cover, use the sheet.
- Take out the sheet, pillowcase and duvet cover and leave it in front of your door before 11am every 2 weeks (day announced on the floors the day before). Ask at reception.
- Delivery of the duvet cover, sheet and clean pillowcase in exchange.
- The washing of your mattress cover is not supported by the MEC.

Housekeeping

- You are lucky! Housekeeping is done once a week.
- For health and safety reasons, cleaning is mandatory.
- To facilitate the work, please clear the bathroom, the floors and the kitchenette (if you are in a studio) on the day of your cleaning.
- Your trash is your responsibility, please throw it in the trash room located in the basement.
- Please do not throw garbage bags from your room into the kitchens.
- Garbage bag provided on the day of your cleaning.

Electrical amperage

Allowed in the room:

Computer, electric shaver; hair dryer, kettle, coffee machine.



Not allowed in the room:

Electric stove, radiator, candle, iron.



It is strictly forbidden to smoke in the rooms

Any breach of the rule will result in a written warning and potentially an exclusion from the MEC and the CIUP .

DEPARTURE

- Throw away the trash before check-out.
- Close the windows and turn off the lights
- Studios: wash the dishes before going out
- Check-out before 10:00 a.m.
- Return the room key and mailbox key to reception
- State of play: inquire with the administration.

THE GUESTS

Day visitors

- Each long-stay resident has the right to three **day visitors** at a time (even on the terrace)
- Visitors must report to reception upon arrival and leave the MEC by 11:00 p.m.

Night guests

- Each long-stay resident has the right to one **night guest** at a time, under the following conditions:
 - September - January:** limit of 20 nights
 - February-June:** limit of 20 nights
 - July - August:** limit of 8 nights
- Each guest must pay a minimum of 12 euros per night (see the price list for more details).
- You can request a mattress for your guest. The mattress is placed near your door on the day of your guest's arrival and must be taken out of the room before noon on the day of departure.
- Inflatable mattresses are not allowed.
- You must register your guest on your resident account.

*These conditions may be modified depending on the sanitary situation.

*You are responsible for your visitors and guests.

*The MEC can accommodate a limit of 15 guests per night. Beyond this limit, guests will be refused.

*Additional key for the guest: you can get it at the reception

*For further info, see reception.

P.S: For more details or precision, see the specific regulations of the MEC.

The user manual only expresses part of the rules of living together.

COMMON SPACES

COMMON AREAS	HOURS	FLOOR	SERVICES	PRINCIPLES OF CONVIVIALITY
4 kitchens	6am to 12am	Underground, 1st, 3rd and 4th floor, according to your room	Available: personal locker, microwave, freezer, kettle, toaster, coffee machine, grille panini, etc.	I wash, I clean, I stow, I avoid making noise up from 10:30pm.
Laundry	24h/24	Basement	Available: iron. 3€50 to wash, free drying. Pay with credit card or cash.	I make the reservation at the reception and I respect the schedule.
2 Music studios	9am to 8pm	Basement: east wing	2 pianos. Booking 4€ / hour solo or duo. 15€/mois	I make the reservation at the reception and I'm responsible for cleaning
2 Terraces	7am to 12am	Garden and 1st floor (access through the kitchen)	Terrace furniture and BBQ	A place to relax, get together, share... I pick up the trash and I don't smoke on the terrace.
Trash Dropout	24h/24	Basement	Recycling Bin	I throw away my trash (your responsibility)
COMMON ROOMS				
Salon Wilson		Ground Floor	Ping-pong table	A place for events and concerts
Espace Ostiguy	24h/24	First Floor	Library, computers, printing	A place to study, read and work. I don't eat inside.
Salon Panet-Raymond	24h24	Ground Floor	Available: TV, Small kitchen (microwave, bouilloire, coffee machine, heating plate and sink).	Meeting and discussion space. First come, first served. I am responsible for its cleanliness.
Multi room	On request and under certain conditions	Basement	Tables/chairs	Space reserved for teamwork/seminar/thesis presentation, etc.

SOCIAL MEDIA

 **FUNPAGE FACEBOOK:**
@MAISONDESETUDIANTSCANADIENS.OFFICIEL

 **INSTAGRAM**
@MAISON_DES_ETUDIANTS_CANADIENS

 **LINKEDIN**
MAISON DES ÉTUDIANTS CANADIENS

WHATS'APP GROUP OF RESIDENTS

MEC 2022-2023 

WhatsApp group



IMPORTANT INFORMATION

Non-smoking environment: cigarette, electronic cigarette, etc.



Allowed:
Ground floor terrace



Not allowed:
Bedroom, window, balcony, 1st floor terrace, common areas.



Alcohol consumption



Allowed:
Wine and beer



Not allowed
Strong alcohol over 18%. Regulation required by the CIUP.



Animals



Not allowed



The house is not suitable for young children.

SERVICES

SERVICES	HOURS	FLOOR	NOTE	HOW TO GET THERE
Luggage Storage	8am to 10pm	Basement, access from the exterior	Up to three luggages. Identify them	Ask the reception
Bike Parking	24h24h	Basement, access from the exterior	Lock and identify your bike	With your magnetic card
Free	The MEC is not responsible in case of vandalism, damage or theft.			

Internet

- Standard RJ45 cable in your room.
- Internet Wi-fi code provided at the reception.

Mail and package

- Delivery to your letterbox

Keys

- Strictly personal use only.
- For lost keys, present yourself at the reception. Cost: 10 €

Things to borrow at the reception

- Board games, ping-pong paddles
- Food Processors, raclette, ...
- Hair dryer
- Pastry kits, etc.

Printer

- Printing card for 50 pages in black and a dozen in color: 5 euros.
- For sale at the reception

WIFI CODE	Name : Wifi MEC Code : 238297912MEC
LIFT CODE	1926
KITCHEN	
CLEANING DAY	