



## 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



## OUR TEAM

NAME	POSITION	CONTACT	SCHEDULE
<b>France Mainville, Director</b>	Responsible of the house	01.40.78.68.80 france.mainville@etudiantscanadiens.org	Monday to Friday: 8am - 12pm and 1:30pm - 5pm
<b>Mauricio Fernandez, Assistant to the director</b>	In charge of admissions, extensions of stay, "brassage", short stays and follow up with the residents during their stay	01.40.78.68.70 mauricio.fernandez@etudiantscanadiens.org	Monday to Friday: 9am - 12pm and 1:30pm - 6pm
<b>Estelle Chen, Accountant</b>	In charge of anything related to payments	01.40.78.68.75 estelle.clk@etudiantscanadiens.org	Monday to Friday: 7:45am - 11:45am and 13:15pm - 15h15pm
<b>Frédéric Rohart, Intendant</b>	In charge of maintenance and technical interventions	frederic.rohart@etudiantscanadiens.org	Monday to Friday: 9am - 12:30pm and 13:30pm - 3pm
<b>Ilham Ismaili, Responsible for the reception, and her team</b>	In charge of the reception, head of the team of receptionists. Check-in, check-out, mail reception and distribution. Controls the access to the house.	01.40.78.67.00 ilham.ismaili@etudiantscanadiens.org	From 8am to 10pm
<b>Ana Aleman, Communication</b>	In charge of internal and external communication	01.40.78.67.01 communication@etudiantscanadiens.org	Monday to Friday: 9am - 12:30pm and 1:30pm - 4pm
<b>Maxime Poignand, Culture</b>	Chargé des activités culturelles	01.40.78.67.01 culture@etudiantscanadiens.org	Horaires variables.
<b>Mamadou Minthe, head of security, and his team</b>	Security	01.40.78.67.00	From 10pm to 8am
<b>Alice Ribeiro, head of housekeeping, and her team</b>	In charge of keeping the bedrooms and common areas clean.	01.40.78.67.00	Monday to Friday: 9am - 12pm and 1pm - 3pm



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.
- In addition to your monthly fee, you will be billed for **2 euros** each month. This amount is designated for the **Residents' Committee's** operational budget.

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.



### THE USE OF MY ROOM IS PERSONAL AND NON-TRANSFERABLE

#### Check-in

- A room key, mailbox key and print card are provided.
- I complete the inventory form within 4 days of my 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.
- Every two weeks before 11 a.m. (usually on Fridays, except on bank holidays), I take out the sheet, pillowcase and duvet cover in front of my door. In case of change, the day will be communicated to you in advance.
- Delivery of the duvet cover, sheet and clean pillowcase in exchange.
- You are responsible for washing the mattress cover and duvet during your stay.

#### Housekeeping

- You are lucky! Housekeeping is done once a week.
- For health and safety reasons, cleaning is mandatory.
- Please clear the bathroom, floors and kitchenette (if you are in a studio) on the day of your cleaning to facilitate the work and out of respect for the cleaning staff.
- 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.

#### 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**  
**Unauthorized items will be confiscated on the first warning.**

For safety reasons and risk of electrical failure, please follow the instructions:

#### Electrical amperage



##### Allowed in the room:

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



##### Not allowed in the room:

Electric stove (including rice cookers), radiator, candle, iron.

## GUESTS AND VISITORS

**You are responsible for your visitors and guests.**

#### Visitors:

- Each long-stay resident is allowed three visitors at a time (even on the terrace).
- Visitors must check in at reception on arrival and leave the MEC by 11:00 pm.

#### Guests:

- Each long-stay resident is entitled to one overnight guest at a time, under the following conditions:
  - September - January:** up to 20 nights
  - February - June:** up to 20 nights
  - July - August:** up to 8 nights
- The resident must be present throughout the guest's stay. Subletting is strictly forbidden.
- Each guest must pay a minimum of 13 euros per night (see price list for details).
- You can request a mattress for your guest. The mattress is left by your door on the day of your guest's arrival and must be taken out of the room by noon on the day of departure.
- Inflatable mattresses are not allowed.
- You must register your guest on your resident account.

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

\*Additional guest key: available at reception

**\*For all undeclared guests, a €30 penalty will be applied.**

**\*Short-stay residents are not allowed to have guests.**

## COMMON SPACES

COMMON AREAS	OPENING HOURS	FLOOR	SERVICES	BON VIVRE !
4 kitchens	6am - 12am	Basement, 1st, 3rd and 4th floor	Available: personal locker, microwave, freezer, kettle, toaster, coffee maker, etc.	I wash, wipe and tidy up I respect the peace and quiet from 10.30pm onwards
Laundry room	24/7	Basement	Available: iron - €3.50 per wash, free drying. Payment by credit card or cash	I book my time slot at the reception desk and respect it. I empty the washer and dryer when I'm done.
2 music studios	9am - 8pm	Basement (east wing)	2 pianos - Booking 4€/hour solo or duo - 15€/month	I book at the reception. I am responsible for its maintenance.
Ground floor terrace	Sunday to Thursday, 7 am to 11:30 pm - Friday and Saturday, 7 am to 12:30 am	Ground floor	Terrace furniture and BBQ	A friendly, shared place to relax. I collect garbage and respect the peace and quiet after 10pm.
1st floor terrace	6am - 12am	1st floor	Terrace furniture	A relaxed, friendly, shared place. I collect garbage and I don't smoke.
Local poubelle	24h/24	Sous-sol	Bacs de recyclage	Je jette ma poubelle (ma responsabilité).
COMMON ROOMS				
Salon Wilson	Sunday to Thursday until 1am - Friday and Saturday until 2am	Ground floor	Ping-pong table	Reception / entertainment / cinema space, etc.
Espace Ostiguy	24/7	1st floor	Work desks, photocopier	Study space. I don't eat inside.
Salon Panet-Raymond	24/7	Ground floor	Available: Movie screen, Canal +, Netflix, etc., foosball table, microwave, mini-oven, kettle, coffee maker, hob and sink.	A place to meet, work and exchange ideas. 1st come, 1st served. I am responsible for its maintenance.
Salle Multi	Subject to reservation and certain conditions	Ground floor	Tables and chairs	Space for group work, seminars, thesis presentations, etc.

## KITCHENS



I leave the space as clean as when I arrived.



I respect the cleaning staff.



At night, I respect my neighbors.



I store my dishes in my locker.

## 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**



**Breaking the rules is grounds for expulsion**

## SERVICES

SERVICES	OPENING HOURS	FLOOR	NOTES	ACCESS	PRICE
Luggage room	8am - 12pm	Ground-floor	Limit 3 pieces of luggage (don't forget to label them!)	Register on resident account	FREE
Bike room	24/7	Ground-floor	Lock and label	With your key	FREE
<b>MEC is not responsible for vandalism, damage or theft.</b>					

### 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, Molky, pétanque, etc.
- Food Processors, raclette, large pan...
- Hair dryer
- Pastry kits, etc.

### Printer

- Print card for 50 or 100 pages: 5 or 10 euros.
- Given at check-in
- Rechargeable at reception
- Lost card: 10 euros

Warning : the information here contained are likely to change at any time depending on the circumstances.

<b>WIFI CODE</b>	<b>Name :</b> WifiMEC <b>Code :</b> 238297912MEC
<b>LIFT CODE</b>	1926
<b>KITCHEN</b>	
<b>CLEANING DAY</b>	

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**LINKEDIN**  
MAISON DES ÉTUDIANTS CANADIENS

**MEC COMMUNITY**

Important information, events, theme groups, etc.  
( managed by the MEC administration)

MEC 2023-2024  
Groupe WhatsApp



**RESIDENTS GROUP**

Résidents MEC  
Groupe WhatsApp

