

**HOUSE OF
CANADIAN
STUDENTS**



**Welcome
Manual**

WELCOME TO THE HOUSE OF CANADIAN STUDENTS !

Welcome to this exceptionally culturally diverse community : the Cité Internationale Universitaire de Paris (CIUP), and enjoy your stay in our / your new home ! We're delighted to welcome you at this special time in your life. You can count on our support to ease your integration into your new environment.

You can also count on my support in carrying out your studies and research projects. The dedicated staff, attentive to your needs, will actively contribute to making your stay comfortable, in the calm and friendly atmosphere of the MEC.

Looking forward to meeting you !
France Mainville, Director



maison familiale, empathique et créative

OUR TEAM !

OPENING HOURS :

Administrative Office : 8h30–12H30 / 14h-17h

Reception : 24h/24h

NAME	RESPONSABILITY	CONTACT
France Mainville Director	Responsible of the House	01 40 78 68 80 france.mainville@etudiantscanadiens.org
Mauricio Fernandez Executive Assistant	Admissions, Readmissions, Short-stay & extended-stay files	01 40 78 68 70 mauricio.fernandez@etudiantscanadiens.org
Estelle Chen Accountant	Payment of Fees and other charges	01 40 78 68 75 estelle.clk@etudiantscanadiens.org
Ilham Ismaili Head of Reception	Responsible for the reception and events management	01 40 78 67 00 ilham.ismaili@etudiantscanadiens.org
Receptionists	Welcoming residents	01 40 78 67 00 info@etudiantscanadiens.org
Ana Aleman Cultural Manager & Communication	Cultural activities / Internal & external communications	culture@etudiantscanadiens.org communication@etudiantscanadiens.org
Fernando Morais Technical Manager	Technical maintenance of accommodation	intendance@etudiantscanadiens.org
Mamadou Minthe Security manager	Ensures safety	01 40 78 67 00

PAYMENT AND FEES

TO BE DONE

- **In euros**
- **By credit card**, ideally in the SEPA zone (covers the 28 member countries of the European Union, the member countries of the European Economic Area, as well as Switzerland, Andorra, Monaco, San Marino and the Vatican). If you use a bank card outside the SEPA zone, your bank will charge you bank fees of around 2%.
- Must pay on **1st day of the month**.
- The monthly rate applies to a monthly occupancy period between the 1st day and the last day of the calendar month. If the occupancy period does not correspond to a full month, the 1/2-month rate applies :
 - from 1st to 15th of the month.
 - from 16th to 30th/31st of the month (from 16th to 28th/29th for the month of February)
 - For **arrivals starting on the last day of the calendar month only**, the rate is per night.
 - For **departures on the first day of the calendar month only**, the rate is per night.
Example : the fee covers the 1st to 30th of April. The night from April 30th to May 1st will be billed. Otherwise, you must leave by 10am on April 30th, depending on the type of room.
- In addition to your monthly fee, you will be billed **2.25 euros** for the Residents' Committee.

**IN CASE OF EMERGENCY
CALL RECEPTION !**

01 40 78 67 00



CHECK-IN

- You will be given a room key, a mailbox key and a print card.
- You must complete the inventory within 4 days of your arrival. (Form available in your resident account)
- Crockery kits are available at reception for €60. If the kit is returned in good condition on departure, 30€ will be refunded.

VISITORS AND GUESTS

For any undeclared guest, a €30 penalty will be applied.
Short-stay residents are not allowed guests.
Subletting is forbidden.

VISITORS

- Three visitors at a time.
- **Must register at reception on arrival.**
- **Must leave the MEC before 11:00 p.m.**

Our safety is at stake

GUESTS (spending the night)

- One overnight guest at a time, under the following conditions:
September - January: Limit of 30 nights
February - June: Limit of 30 nights
July - August : Limit of 10 nights
- Register your guest on your resident account before arrival.
- Pay a minimum of 13€ per night (see rates)
- The resident must be present throughout the guest's stay.
- You can request a mattress for your guest. (between 8:30 a.m. and 9:30 p.m.)
Pick it up at reception on the day of your guest's arrival.
Return it to the designated room by noon on the day of departure (if more than one night is charged)
- The Mec can accommodate up to 15 guests per night. Over this limit, guests are refused.
- Inflatable mattresses are not permitted.

SERVICES

BEDDING INCLUDED

- 1 mattress protector, 1 pillow protector, 1 sheet, 1 pillow case, 1 comforter & duvet cover.
Do not sleep on the mattress protector / use the sheet (for sanitary reasons)
- **Friday before 11am (every two weeks)**
Please put your sheet, pillowcase and comforter cover outside your door. The clean sheet, pillowcase and comforter cover will be returned in exchange.
- You are responsible for washing the mattress cover and comforter during your stay.

CLEANING INCLUDED

Mandatory Once a week

- On the day of your cleaning :
Please clear the bathrooms, floors and kitchenettes to facilitate the work and out of respect for the cleaning staff.
- Garbage bag provided on the day of your cleaning.
- Please do not throw the garbage bags from your rooms into the kitchens.

INTERNET

- Wifi access code at reception.
- Standard RJ45 cable in your room

PRINTER

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

TO BORROW AT RECEPTION

- Board games, table tennis rackets
- Petanque balls, Frisbee, molkky
- Food processors, large saucepan, raclette machine
- Hair dryer
- Pastry Kit
- etc.

ROOM AND MAILBOX KEYS

- Key For strictly personal use
- Lost key, report to reception, cost: 10€
- Forgotten key, please report to reception, cost: 5€

MAIL

Delivered to your mailbox (through reception)

LUGAGE ROOM

- Limit of 3 pieces of luggage (don't forget to identify them!)
- Register them on the resident account.
- Free of charge

BICYCLE SHED

- Lock and identify
- Access with your magnetic card.
- Free access

! MEC is not responsible for vandalism, damage or theft !

COMMON AREAS	OPENING HOURS	FLOOR	SERVICES	BON VIVRE !
4 kitchens	6am-12pm	Basement, 1 st , 3 rd & 4 th Floor	Personal locker, microwave, Freezer coffee makers, toaster, kettle, etc.	I wash, I dry, I put away. I respect calm from 10:30 p.m.
2 music studios	9am-8pm	Basement East wing	2 pianos Reservation : 4€/ hour solo or duo 15€/month	I book at reception. I am responsible of its cleanliness.
Laundry	24h/24h	Basement	Available : iron €3.50 per wash, 0.5€ For drying Payment by card or in cash	I check the machines available on the application. I empty the washer and dryer when I'm done
Trash storage			Recycling bins	I throw away my trash. I sort my waste.

COMMON AREAS

Salon Wilson	Sunday - Thursday : until 1am Friday - Saturday : until 2am	Ground floor	Ping-pong table	Space for receptions / shows / cinema, etc.
Ground Floor Terrace	Sunday - Thursday : 7am-11pm Friday - Saturday : 7am-12:30pm		Terrace furniture and BBQ	A friendly, communal place. I clean up after myself. I respect the peace and quiet after 10pm.
Salon Panet-Raymond	24h/24h		Available : projection screen, Canal+, Netflix etc. Foosball, microwave, mini-oven, kettle, coffee maker, hob.	A place to meet, work and exchange. 1st come 1st served. I'm responsible for keeping it clean.
Espace Ostiguy		1 st floor	Work tables / copy machine	Study area. No eating allowed
1st floor Terrace	6am-12pm		Terrace furniture	A friendly, communal place. I pick up litter and don't smoke.
Salle multi	Under reservation and with certain conditions	Basement	Tables & chairs	Space for group work, seminars, thesis presentations, etc.



MEC COMMUNITY
Whatsapp

Important information, events,
theme-groups, etc.
(led by MEC administration)



FACEBOOK PAGE
@MAISONDESETUDIANTSCANADIENS.OFFICIEL



LINKEDIN
MAISON DES ETUDIANTS CANADIENS



INSTAGRAM
@MAISON_DES_ETUDIANTS_CANADIENS



IMPORTANT RULES



KITCHENS

I LEAVE THE AREA CLEAN!
AT NIGHT, I RESPECT MY NEIGHBORS!
I RESPECT THE CLEANING STAFF!
I PUT MY DISHES AWAY IN MY LOCKER!
I SORT MY GARBAGE!



ANIMALS

NOT AUTHORISED



ALCOHOL CONSUMPTION

AUTHORISED
Wine & beer
NOT AUTHORISED
Strong alcohol over 18%
(CIUP regulations)



NON-SMOKING ENVIRONMENT

AUTHORISED
Ground Floor Terrace
NOT AUTHORISED
Rooms, windows, balcony, 1st floor terrace, common areas





KITCHEN

CLEANING DAY

WIFI

***NETWORK* : WIFIMEC**
***PASSWORD* : 238297912MEC**

ELEVATOR CODE

1926



MEC

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