

# Special regulations for the House of Canadian Students

## Preamble

The House of Canadian Students, hereafter referred to as “the MEC” or “the house”, depending on the circumstances, is one of the houses of the International university campus in Paris (CIUP), 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 taken on by the CIUP and its houses. Experiencing it together with cultural diversity has been the subject of a Charter drawn up by the residents, which highlights open-mindedness, knowledge of one another, empathy and solidarity.

As such, residents have an important role to play in the International campus and a responsibility to implement the values and ideals of the CIUP.

In addition, the International university campus in 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 an officially approved foundation and receives no government subsidy for its operation. It is supported by the Canadian-based Committee of the House of Canadian Students in Paris.

These regulations set out the general rules for communal life to offer residents the best possible conditions during their stay in a bid to satisfy the objectives referred to above.

Residents at the MEC must comply with:

- the general regulations of the International university campus in Paris;
- the admissions regulations at the International university campus in Paris;
- these special regulations;
- the International university campus in Paris’ charter for use of computer resources.

These documents can be viewed on the CIUP website with the exception of these special regulations, which 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 International university campus in Paris implies unreserved acceptance of all of these provisions.

## **Title 1 - On the residents’ arrival**

### Article 1: Welcome booklet and useful information

The house provides residents with all useful information for living in the establishment and this is contained in the *MEC instructions* booklet.

## ***Article 2: Check-in inventory***

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The accommodation is deemed to be in good condition, unless otherwise stated by the residents within 48 hours of their arrival. 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***

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### **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.

### **Health insurance:**

Residents must prove that they have valid health insurance in France.

## ***Article 4: Banker's card and Guarantee deposit***

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Any resident or visitor must let reception take an imprint of their banker's card. When the resident leaves, it will be destroyed once the accountant has checked that all the amounts due by the resident or visitor have been paid, whether it is the result of damage or for unpaid fees.

In addition to the deposit paid on booking, and per the type of stay, a guarantee deposit equivalent to a maximum of a one month fee may be requested. It will be used as a guarantee if a payment has not been settled (including non-compliance with the notice period) or there is material damage, without prejudice to action for compensation where the guarantee is deemed insufficient.

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

## ***Article 5: Resident's card***

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According to the type of stay, on the residents' arrival and provided that their forms are 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 security services from the International university campus in Paris or the MEC.

## **Title 2 - During the residents' stay**

## ***Article 6: Occupancy of the accommodation***

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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 admissions regulations.

Throughout the year, the house is above all a residence for students 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 permutation in accommodation between residents or any addition of furniture can be made without prior consent from management. No photography, posters or any object can be hung on the walls of the accommodation via 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 - Guests***

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Any unauthorised person at the house who is not accompanied by a resident must introduce themselves at reception to declare their visit. In the event that the resident is absent or refuses them entry, access to the house is not permitted. No visits can be made between 23:00pm and 07:00am.

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

- a maximum number of 20 nights with guests per semester (September to January; February to June) and 8 for the summer period (July to August)

Residents must:

- ensure they declare the guest they wish to host for one or several nights at the house reception
- pay the daily tax as set out in the pricing grid upon declaration
- and, if they so wish, request an additional bed 48 hours in advance.
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The house has a limited number of extra beds. Where an extra bed is unavailable, this does not excuse the residents from declaring their guest nor paying the daily tax.

'Unused' nights will not be reimbursed.

Residents are answerable for the behaviour of the people they invite.

Guests are never allowed in the 'twin' rooms (two roommates who are not a couple).

Residents must be present whilst their guest is staying: this may under no circumstances be part of a subletting or loan agreement.

### ***Article 8: Payment of fees***

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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 on 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, age, the duration of his or her stay and the type of accommodation.

The fee must be paid to the house between 1<sup>st</sup> and 5<sup>th</sup> of every month.

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

With the exception of short-term stays (ref. house pricing grid), each two weeks started is payable at the beginning. This rule applies at the beginning and end of the stay.

## ***Article 9: Absence - Illness***

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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 the hospital for treatment at their own expense.

## ***Article 10: Maintenance of accommodation***

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### ***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 may be billed to them (ref. pricing grid). Any technical anomaly or incident must be reported to reception as soon as possible.

### ***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 post), who are informed of the day and time slot that the staff member will call around.

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 up of the schedule and must tidy their belongings so as to facilitate the housekeeper's task.

The sheets are changed regularly according to a set schedule provided. Used sheets must be placed at the foot of the bed to be exchanged for fresh ones.

## ***Article 11: Sustainable development***

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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 unjustified pollution to ensure that the house remains in a safe, high quality environment.

Notwithstanding the general nature of the foregoing, residents must:

- turn off lights, lamps and electrical equipment, which is not being used in their room and in common 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 three strikes, disciplinary measures may be applied.

## ***Article 12: Rules on communal living***

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Communal life implies the sharing of certain values like tolerance and mutual respect. On a day-to-day basis, residents have a major role in the implementation of these principles. Generally, residents endeavour to keep any inconvenience to fellow occupants to a minimum.

In this regard, the following is forbidden:

- smoking (including electronic cigarettes), except in areas specially designated by management;
- causing noise pollution in the rooms and common spaces, with complete silence between 23:00pm and 07:00am;
- monopolising the kitchens or other common spaces for parties or meetings without the management's authorisation.

Residents must immediately report any infestation of insects or pests to the house administration.

## ***Article 13: Common spaces***

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Each house has common spaces. Residents must adhere to the rules of use and the opening times, which are displayed or specified in the *MEC Instructions*. 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, the collective showers and toilet blocks and other common spaces.

## ***Article 14: Residents' Committee***

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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 complicity between the community, in exchanges between the residents and with the management, and where appropriate, with the committees of the Campus' other houses. The committee is the body with which the residents liaise with management to discuss particular matters, requests or any problems encountered. An area is placed at its disposal and a budget is allocated for it each year by the house.

## ***Article 15: Expression, meetings, displays***

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The MEC guarantees its residents the chance to exercise 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 Campus, 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 Campus, its organisation is subject to the authorisation of the director and more specific procedures, which it is down 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 endorsed beforehand by management.

### **Access to the building**

For the 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 pass on the access code to any third party (visitors, delivery drivers...), but go down in person to open the door to them;
- ensure that the main entry door is closed properly again and not to 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.

Outside the house administration's opening hours, if the access card is lost or accidentally left behind inside the accommodation and the CIUP or the MEC is subsequently required to intervene to open the accommodation to the resident, the latter may incur a fine (ref. house pricing grid), in addition to a fee for replacing the access card 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 or Velux (for accommodation on the ground floor) is closed to prevent intrusion and theft.

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 in the area designed for this purpose. No motor vehicle can be garaged 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 like bicycles, prams, suitcases, etc. 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.

Solely modern electric and electronic equipment is permitted: Hi-Fi, video, telephone, computer equipment, hairdryer or kettle with low electrical consumption.

In the event of violation of this rule, the resident is summoned in writing to remove the prohibited device from the accommodation as soon as possible. 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 International university campus in 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 17: Early departure***

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Should the residents 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 two weeks in advance.

In addition, penalties may be applied for breach of contract, for which the amounts will be set out in the pricing grid.

In any case, it is pointed out that every two weeks begun is payable.

On the day of their departure, residents are required to vacate their accommodation before the time indicated by the house. Failing this, an additional night will be payable.

#### ***Article 18: Check-out inventory***

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Prior to their departure, residents must sign a check-out inventory drawn up with a representative from the house administration. If damage is found, its financial cost may be deducted from the guarantee deposit.

If residents do not sign the inventory, they may not later contest possible deductions made from their guarantee deposit.

#### ***Article 19: Post***

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Residents can only receive post that is addressed to them personally. In the event of a temporary or definitive departure, the house is not required to hold onto their post, or pass it on to a third party, whether or not they are resident. Any temporary change of address must be communicated to the post office.

#### ***Article 20: Luggage***

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Any resident definitively 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.

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### ***Article 21: Return of the guarantee deposit***

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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 - Disciplinary measures**

### ***Article 22: Warning***

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Any breach of these special regulations may give rise to a warning, which will be notified via a letter from the MEC management addressed to the resident(s) concerned.

### ***Article 23: Withdrawal of the resident status***

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In the event of serious or repeated infringement, the director of the MEC may withdraw the resident status and start legal proceedings against the resident in question.

## **Title 5 - Special provisions**

### ***Article 24: Video protection***

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Certain common 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***

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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 Campus...), in accordance with the legislation in force. Residents may contact management with whom they may also exercise their right to access any further information, in accordance with French law No. 78-17 of 6 January 1978 relating to computers, files and civil liberties, modified by the law of 6 August 2004.

### ***Article 26: Right of personal portrayal***

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

Acceptance of these regulations is expressly authorised by the residents (and their spouse and children) to fix, reproduce and communicate their image and/or their voice within the context of non-commercial communication by the house and waiver the right to be credited in the film credits or in the photograph caption.

This authorisation is valid for ten years from the moment they leave the CIUP for any reason whatsoever.

Resident may terminate this authorisation at any time via a letter or email sent to the house management.



These regulations were approved by the board of directors on 20 October 2016.  
They can only be modified by the same means.