



# RULES OF PROCEDURE

The purpose of these internal regulations is to specify the general obligations to be respected by the occupant, i.e. the lodgers and the social partners. They will be handed over on arrival. Failure to comply with the internal regulations may result in an obligation to leave the residence.

## Article 1

### The rules of "Living Together"



#### The resident undertakes to:

- Maintain courteous relations with others.
- Report any malfunctions or damage to equipment.
- Comply with the safety rules posted in the Residence.
- Leave fire equipment in perfect condition and only use it when necessary.
- Be responsible for your own safety.

#### The following are not permitted in the flats and the Residence:

- Visits not authorised by the management.
- Any act of violence and any verbal or physical verbal or physical harassment.
- The possession and/or sale of dangerous or illegal or illicit objects.
- Drunken driving and consumption of alcohol.
- Smoking in the flats and common areas.

## Article 2

### The flat



#### Access

- Any form of propaganda or proselytising.
- Any act of commerce, business domiciliation and canvassing.
- Bicycles in the flats or in the corridors, motorised two-wheelers.
- The presence of animals.
- Rollerblades, scooters and skateboards.

Access to the flats is authorised to the representatives of Résidis for safety and hygiene checks, in the presence or absence of the occupant.

#### Maintenance

The resident is responsible for the cleanliness of the flat. The resident undertakes to take care of the routine maintenance of the flat and its equipment during the period of accommodation. Personal rubbish must be sorted and put in the appropriate containers.

#### The furniture

The flat is furnished and is for the exclusive use of the residents. The furniture inventoried in

the inventory of fixtures established on arrival may not be removed from the flat under any circumstances.

- No modification of the layout of the spaces is authorised.
- Bringing in personal furniture or household appliances is subject to authorisation by the management. Without this authorisation, the resident runs the risk of having these items confiscated.
- The installation and/or change of locks and/or the installation of a private lock are strictly forbidden.

#### Wall and floor coverings

- Parquet floors must be regularly maintained. It is forbidden to glue floor coverings, such as carpets, plastic tiles or others, without prior written permission from the management.
- The fixing of objects or wall decorations is limited. If there are too many holes or damage, the management is entitled to claim compensation for repairs on leaving the premises.

#### Ventilation, electrical installations and heating

- The resident must ensure that the flat is regularly and sufficiently ventilated.
- The air vents in the flat must not be obstructed in accordance with the legislation on air exchange.
- The heating system may not be modified or supplemented without the express permission of the management. No changes to the electrical installation are permitted.

## Article 3

### Residential Services



#### Laundry

Washing machines and tumble dryers are available in your residence at a charge. Please ask at the reception for details of how to use the laundry facilities.

#### The common areas

For the well-being and autonomy of our residents, common areas are available free of charge depending on the residence.

- A convivial area with or without a communal kitchen
- Play area for children
- Reading area
- Training area

- Digital space

- Sports and physical activity area

Residents can take part in weekly community activities and/or use the spaces on an individual basis. The hours and operating procedures are specified in each residence.

The rules of use for each area are annexed to these internal regulations.

#### The WIFI connection

The WIFI connection is free. Residents and staff can connect using a code to be collected from reception. All illicit activities and illegal downloads are forbidden.

## Article 4

### Safety and Maintenance



For your safety, the residence is under video control (Code de la sécurité intérieure, article L251-1 to L255- 2 & R251-1 to R253-4). Residents must comply with safety instructions in the event of a disaster or according to the provisions in force.

**For obvious reasons of risk prevention and safety, it is forbidden to:**

- Leaving children alone without supervision, in the flat, inside, outside and in the car park of the residence.
- Children under 10 years old are not allowed to take the lift alone.
- Cooking outside the kitchenettes and storing toxic or flammable products.
- Installing electrical appliances in the flats (in particular convectors, hotplates, stoves, radiators, electric ovens, washing machines, etc.) whose use is incompatible with the rules in force (safety, electrical power, extraction...).
- These appliances may be confiscated and kept by the Residence team.
- Possessing toxic substances.
- Putting objects or hanging laundry on the outside window sills and/or balcony.

In the event of a major incident and in accordance with the posted safety instructions, residents must inform the management of the residence/fire brigade and/or the police and facilitate their access to the Residence. In this respect, access to the premises of the Residence, and in particular the emergency exits, must always be kept clear to allow the free passage of the emergency services.