



## **INTERNAL REGULATIONS** (for ease of reading, the masculine is included in the use of the feminine)

### **1. Preface**

*The Centre Saint-Boniface offers everyone the greatest freedom. However, all community life requires personal discipline. In this spirit, respect for others implies respect for the rules set out below on the part of residents, as well as the desire to collaborate and dialogue.*

*The Internal Regulations is an integral part of the Resident Contract and its amendment. Each tenant - by signing it - undertakes to respect it.*

### **2. Housing**

#### **2.1 Rental object and use**

**The accommodation is reserved for the exclusive use of the resident.** Under no circumstances may the resident make her room available, lend her key or share it with anyone without authorization. The tenant, whose accommodation is home to an illegal occupant, would be held responsible for the fact and exposed to measures that could lead to the termination of her contract.

**Smoking is prohibited in all areas of the residence, as well as in the rooms.**

For hygiene and safety reasons, **it is prohibited to use cooking appliances in the rooms**, to avoid any damage, deterioration, odor, etc.

Premises intended for this use is on the 2nd floor of building A (kitchen).

Municipal police regulations prohibit the storage of any object on window sills and balconies.

The resident must also be careful not to drop anything on the skylights, the terrace or the street.

Animals are not allowed at the Center.

#### **2.2 Maintenance, cleaning**

The resident is responsible for her accommodation, as well as the furniture and equipment it contains. **A room inventory**, including the inventory and condition of accessories, is made upon entry by the resident. **The furniture cannot be modified without written authorization. It is forbidden to bring a mattress from outside.** Any damage or item missing from inventory will be charged. The resident is also responsible for any damage she may cause in the common premises. **The resident therefore assumes sole responsibility in the event of lack of insurance coverage.**

**The resident must ensure that her room is clean and tidy**, this involves regular cleaning of furniture, toilets and any refrigerator as well as vacuuming and cleaning which is available on each landing. The housekeeper makes regular visits according to a schedule displayed on the landing. **A resident who does not keep her bedroom clean is exposed to measures that could result in a breach of her contract.** In addition, **the corridor is not a drop-off location; all objects will be systematically cleared and evacuated.**

The Centre Saint-Boniface ensures the supply and laundering of bed linens. The exchange of these takes place every two weeks. Damaged linens (stains, burns, etc.) will be billed to the resident. Each resident is responsible for their personal linen, including bathroom linen. A laundry room is available in the basement of building A.

#### **2.3 Timing and tranquility**

**The calmness necessary for rest and study must be strictly observed.**

**From 10:00 p.m., quiet is required on the hallways.** Residents can, however, use the common premises, taking care not to disturb the tranquility of the house.

A "party room" is soundproofed, air-conditioned/ventilated and located in the basement of building A.

#### **2.4 Visitors**

Visits to rooms are permitted, as long as they do not disturb the neighborhood. However, temporary restriction measures may be taken in the event of health or safety needs, etc.

**In the evening and during the weekend, the entrance doors to the Center must be kept closed.**

#### **2.5 Absence**

The resident is required to inform reception of any absence lasting more than one month.

You must always empty the fridge beforehand.

#### **2.6 Departures**

The resident who permanently leaves the Centre Saint-Boniface is required to take all her personal belongings with her. If she leaves objects after her departure, the Centre Saint-Boniface has the right to dispose of them freely after a period of 30 days.



### 3. Common premises

#### 3.1 General

The common premises are open to all residents, they include:

- on the 2nd floor of building A: the kitchen, dining rooms, TV room, refrigerator and locker rooms;
- on the 1st floor and on the ground floor: study rooms;
- in the basement: the party room, the laundry room;
- on the ground floor of building B: fitness room, upon registration;
- in the basement: the bicycle garage and the container room, ping-pong room.

**Everyone is called upon to sort and recycle the waste. Bins are placed in the kitchen and in the container room.**

**Common premises must be left perfectly clean after use.**

#### 3.2 The Kitchen of building A, 2nd floor

Each resident is responsible for their own cooking utensils and dishes, as well as cleaning the facilities. Lockers containing food (stored in airtight containers) must be cleaned regularly by the resident.

From Monday to Friday, the kitchen is cleaned from 8 a.m. to 8:30 a.m. and is not accessible from 2:30 p.m. to 4:30 p.m.

**Any item left on site is cleaned and removed daily.**

#### 3.3 Luggage room

A premise is available to residents of building B. Luggage (or cardboard box) must be closed and provided with a label (available at reception) including the name of the owner and her room number. Storage of furniture is not permitted. **The Center is not responsible for damage, loss or theft.**

#### 3.4 Bathrooms / Showers

**Showers and toilets must be left perfectly clean after use.**

#### 3.5 Parking, bicycle garage and container room (basement, building B)

The Center does not have parking space for residents' personal cars. Short-term parking in the yard is only tolerated in the event of a move.

Bicycles and other vehicles must not be stored in front of entrances or in the premises. Bicycle racks and a bicycle garage are provided for this purpose. At the Center, a resident is only allowed to own one bicycle.

**All bicycles must be identified according to the marking put in place by the Center (the marking changes regularly). PLEASE NOTE:** unmarked bicycles are automatically cleared.

The Center strongly recommends locking bicycles and is not responsible for damage, loss or theft.

**Bags of household waste and rubbish must be placed in the bins or containers.**

#### 3.6 Rooms

The Centre Saint-Boniface rents and has rooms intended for multiple uses. They can be made available to residents free of charge - on request - subject to availability and conditions.

(Party Hall, Vandana Shiva, Tagore, Judith Wright, Meditation,...).

### 4. Responsibilities

**The Center declines all responsibility in the event of damage, loss or theft. Any damage or malfunction must be reported immediately.** Repairs and replacements of damaged or lost items are carried out by the Center and invoiced to the liable person (who is also responsible for her guests).

The resident must have taken out civil liability insurance

It is recommended that each tenant close the door and window when leaving their accommodation, in order to prevent any risk of theft but also of water, wind and frost damage.