



GENERAL INTERNAL REGULATIONS OF THE UNIVERSITY HOUSING CENTERS IN THE CITY OF MENTON

VILLE DE MENTON

GESTION LOCATIVE

Tél : 04 92 10 50 97

Fax : 04 92 10 50 98

N/Réf : PS/NM

MUNICIPAL DECREE

PREAMBLE :

The university housing centers of the City of Menton, "Villa Jasmin, Menton Plus", welcome students of the Institut d'Etudes Politiques de PARIS Campus Moyen-Orient Méditerranée in Menton during the academic year (students and academic exchanges) :

- Villa Jasmin, 8 promenade du Val de Menton, 06500 Menton, reserved uniquely as a feminine residence
- Menton Plus, Promenade de la mer, 06500 Menton, reserved uniquely as a masculine residence

This service offers numerous advantages at reasonable rent.

The continuation of this system depends on the respect of the present internal regulation, which constitutes the essential elements of the collective life of the students.

ENTRY DATE TO THE HOUSING CENTERS :

The dates of entry and details of the management of the housing centers will be provided in an annex document at the beginning of every academic year.

I – ADMISSION, LAW AND SYSTEM OF OCCUPATION

ARTICLE 1 :

The rooms may only be occupied by students and academic exchanges who present to the City of Menton their registration certificate in the "Institut d'Etudes Politiques de PARIS Campus Moyen-Orient Méditerranée".

ARTICLE 2 :

The request of allocation of a room should be made to the "Institut d'Etudes Politiques de PARIS Campus Moyen-Orient Méditerranée" → refer to the dossier admission to download from the Sciences Po website in the "Menton at the glance, Housing, Student residence.

Booking the room must be validated by a security deposit equal to one month's rent with the charges and payment must be received by city hall, by bank transfer before 01 July.

The admission decision will be definite only after receipt of the following documents **before August, 1st by post at Villa Jasmin, 8 promenade du Val de Menton, 06500 MENTON :**

- The payment of security deposit according to Article 7 of this regulation before July, 1st
- Complete admission file before August, 1st
- Validation of monthly payment plan signed by your bank and multi-risk housing assurance,
- The presentation of a certificate of insurance for a furnished apartment according to Article 8 of this regulation.

ARTICLE 3 :

All departure during the academic year must be announced, by writing, to the person in charge of housing with a one-month notice.

Otherwise, the monthly rent sum will be billed, since as specified every month's beginning entails the due rent.

ARTICLE 4 :

The right of occupation, strictly personal, is un-transferable.

This accorded right can only be attributed to the student whose file justified the admission decision, which forbids any sub-rental or the accommodation of another person, including for free.

It is precarious and liable to annulment, especially in case of non-payment of rent, the loss of the title of student or the non-respect of the rules of collective life.

The rental contract ends on a date that is fixed according to the academic calendar, it specifies that no extension of stay will be accepted.

ARTICLE 5 :

In no way, the right of accommodation gives the occupant of a housing unit the possibility to refuse entry to the director or their representatives for needs of maintenance, or for motives linked to the security of the property or the persons or to verify the good application of the current regulation, including in the absence of the occupant, who will be notified ahead, when possible.

ARTICLE 6 : reservation of room for the following academic year in April

The reservation must be imperatively made in writing to the management of Sciences-Po Menton. Its validation will be accepted following consultation of the file with the person in charge at the housing center. The criteria of acceptance will take into account the behavior of the resident during the past year : respect of internal regulation, rules of hygiene and life. The admission decision will not be effective until the rent payment of the 1st month is received (September) and the rent contract is signed before the departure of the present year. In order to not infringe on the general housing conditions of the other residents, it is specified, in case of cancellation, that no reimbursement will be made except for "force majeure".

II – CONDITIONS OF STAY

ARTICLE 7 :

This guarantee (security deposit) which does not generate interest will be cashed, and will remain in deposit throughout the housing period.

It will be returned to its owner at the end of the stay within two months, with deductions for the costs of room restoration due to any degradation that is recorded during the inventory check at the moment of departure, in comparison with the inventory established upon arrival.

To facilitate the establishment of the inventory on departure, each occupant should free their room from all personal affairs and restore the property to its original state. In its absence, the deposit will not be returned.

ARTICLE 8 :

The amount of the rent must be only poured at the first of every month by automatic bank transfer. Any payment by check or cash will be not accepted. Of this fact it is indispensable that every student opens a bank account from his arrival to MENTON except if he has already an account in his name or in the name of his parents.

To avoid problems of management of state control, the amount of every unpaid term will be, at the expiration of a deadline (extension) of 5 days after this date, increased inclusively by 20,00 Euros as damages.

Every student who, at the end of the month, would have not paid the rent, may, after a written notice by the residence manager in consultation with the administrative management of Institut d'Etudes Politiques de PARIS Campus Moyen-Orient Méditerranée and in a reasonable time-frame, find his or her admission advantage withdrawn.

ARTICLE 9 :

A multi-risk housing insurance for furnished apartments including theft and civil responsibility is mandatory.

Every student is liable to other students and the administration for damages incurred. The City of Menton cannot be held responsible for theft, damage or other incidents which may occur in the premises of the residence.

ARTICLE 10 : « Caisse d'Allocations familiales » – student aid through the family benefits office

All students who wish so may solicit a request for housing aid on-line , at the beginning of the school year, through the site www.caf.fr and to present themselves at the Secretariat of the Villa Jasmin to complete the administrative file and obtain the corresponding rent certificates.

III RESIDENTIAL LIFE

ARTICLE 11 : reminder : Access to all strangers is forbidden in the housing centers.

Access to unauthorized persons is prohibited in shelters. At the request of a staff member, a person may be called upon to prove his identity day and night.

In order to allow students the possibility to meet and work in group, an agreement is in place with the management of Institut d'Etudes Politiques de PARIS Campus Moyen-Orient Méditerranée, for the refectory room to host this arrangement every night during the week, according to the calendar in effect, from 20h until 22h.

On this occasion, the necessity of respecting the habitual collective life rules, cleanliness, and neighborly courtesy, is brought to the attention of students.

Smoking and alcohol consumption are forbidden on the premises.

Furthermore, only residents of each housing center may have access to the rooms and to the equipment dedicated to the collective kitchen.

ARTICLE 12 :

No party or gathering of people is allowed in shelters for reasons of safety and noise.

ARTICLE 13 :

Every student in university housing is committed to respecting every individual, work, the property, rest time of others, and the personnel of the housing center and to especially refrain from making noise disturbances, notably after 22 hours.

ARTICLE 14 :

The property is a « non smoking » space and the use of utensils or materials that may provoke fire alarms is not permitted (incense, candles, water pipe...).

Nothing can be suspended from windows and the ceilings in order not to harm the good functioning of the smoke detectors.

ARTICLE 15 :

During the summer holidays, and to facilitate the life of students who will return the following academic year, a paid luggage or personal belongings storage area is offered at the end of the year according to the following dispositions which are susceptible to change :

- **80 €** for 3 bags and 3 boxes of a standard dimension (40 cm x 50 cm maximum) without the possibility of accepting a larger dimension,
- **25 €** for a supplementary bag (suitcase, box or bulky objects) with prior request from the Secretariat of Villa Jasmin which may accept or refuse in accordance with available space.

The City of Menton declines all responsibility in case of theft, fire, or other degradations and recommends against storing valuable objects.

IV – HEALTH

ARTICLE 16 :

Based on a doctor's opinion, students who suffer from serious or contagious illness should either be hospitalized or transferred to their families in accordance with the administrative organization of Institut d'Etudes Politiques de PARIS Campus Moyen-Orient Méditerranée.

Upon return to the university residence, a medical attestation should be presented certifying no counter indication to collective life.

V – SECURITY, RESPONSIBILITY, AND COLLECTIVE LIFE

ARTICLE 17 :

Each admitted student is responsible for his or her property including furniture and material content. The student cannot in any way modify the existing installations, notably furniture and bedding which cannot be transported outside the housing unit.

No personal furniture may be installed.

The occupant is, however, authorized to decorate his or her room by using adhesive such as « Patafix » as an attachment method.

For reasons of compliance with security norms, the use of electric multi-plugs and electric radiators, as well as personal air conditioners, or defective electrical appliances is strictly forbidden due to the potential risk of electric surcharge and fire.

The user will be held directly responsible for all incidents provoking electrical discharge. For the same reasons, the use of all gas appliances (heating, stove) is forbidden.

If the occupant is to leave their unit for one or more days, he or she must inform beforehand, the Secretariat of Villa Jasmin by all means to his or her convenience (verbal, letter, email noelle.manucci@ville-menton.fr...).

In case of impromptu departure, the student will indicate this absence on the post board reserved for this matter, and is placed at the entrance hall of each site.

For the residences equipped with electronic entrance door locks, the student is committed to not disclose the electronic access code that has been confided to him or her.

Generally, all degradation, recorded loss (especially of keys) will be billed at replacement price.

The housing key may be neither reproduced nor confided to anyone.

The entry doors and the fire proof doors should always be closed.

It is also to be reminded that it is expressly forbidden to store material in the common areas (courtyard, hallway, staircases, landings) furniture, plants, bikes or other.

Fire material can only be used in the case of necessity.

ARTICLE 18 :

Every student admitted to the residence is committed to respecting the present internal regulation which is complemented by an annex regulation adapted to each housing center.

It is specified that the person in charge of the sites dispose of the authority to inform the management of Sciences -Po, verbally or in writing, regarding the non-respect of the present regulation or its annexes, or for any other reason.

These disciplinary dispositions aim at avoiding more important sanctions leading up to the withdrawal of the benefit of housing, and that the actions of some do not disturb the lives of other residents.

ARTICLE 19 :

SURVEILLANCE AND CLOSURE OF COMMON AREAS :

After every use and before every departure, the user must ensure that :

- All cooking utensils are shut down (stove, oven, microwaves),
- Lights are not kept on unnecessarily
- The doors and windows are shut.

GENERAL SECURITY AND HYGIENE REMINDER

- Formal ban of any modification to the electric installations,
- Ban of manipulating professional devices in the kitchen (other than the ones put at your disposal),
- Ban of smoking,

ARTICLE 20 : KITCHEN

OPENING AND CLOSING HOURS : 6 hours until 22 hours

The students have an equipped kitchen so that they can prepare their meals and eat, in the morning, noon and evening.

Every user must respect the areas and leave them in a perfect state of cleanliness after use.

The administrative managements of the centers reserves the possibility to address all observation, in writing or verbally, to the designated persons in charge in the event of non-respect of the present regulation and to take all necessary action to ensure the cleanliness of the premises, at the eventual expense of the users by applying the dispositions enshrined in Article 6 of the general regulation, which could lead to a temporary shut down of the kitchen.

DISH-WASHING

Since the center is unable to provide dishes, every student must acquire their own dishes and cooking utensils, as well as food conservation utensils as they see fit.

For evident hygiene, cleanliness reasons, and for the respect of collective life, every student should make sure that they:

- Rinse beforehand their personal dishes, before using the collective dish washer and to dispose of all waste in the designated containers,
- Wash their dishes in case the machine is not working, this is not the responsibility of the personnel in the center, and NOT THE RESPONSIBILITY OF THE PERSON IN CHARGE OF THE KITCHEN,
 - Clean daily after every use : stove, ovens, microwaves, working areas, and sinks.

SPECIAL INSTRUCTIONS : **FRIDGES AND FREEZERS**

It is underscored that the respect of hygienic norms means not leaving:

- Unfrozen food, unwrapped food, and food with expiry dates (for expiry date see packages),
- Open cans,

And to preferably use plastic food can

The expiry date of the perishable stocks in the refrigerator or the freezer will be checked by the maintenance personnel.

Expired products will be destroyed to avoid the risk of food intoxication. Students are particularly advised to pay attention to this point.

WASTE :

Every student must restore to the original state the premises after use, clean and dispose of waste, as is mentioned above, in the garbage bins.

SORTING :

Each student must apply the selective sorting (glass and cardboard) and place in containers in the vicinity of existing hosting site. Consider designating officials per week per team of two.

GROCERIES :

Cupboards are in place to stock food.

All food must first be wrapped before being stored in the fridge, freezer, or in the cupboards.

ARTICLE 21 : MAINTENANCE AND HYGIENE OF THE ROOMS

- Maintenance personnel ensure daily :
- Cleaning of the common areas and toilets from Monday to Friday,
- Cleaning of the rooms once per week according to a calendar that will be specified each academic year.

For reasons of internal organization, and in order to permit the personnel to ensure correct maintenance of the property, the daily cleaning schedule may not be modified except for particular situations, and the students are requested to ensure arranging their personal belongings in their rooms.

In the eventuality that the state of the room does not allow the service agent to clean it, the cleaning will not be done.

In this case, the student will receive a warning that may, in case of recidivism, lead to the strict application of Article 17 of the general regulation.

Every occupant must ensure the regular maintenance of his or her room.

For the respect of individual and collective hygiene, it is highlighted that no waste may be kept in the rooms and the common areas and that all garbage bins must be emptied regularly.

In the rooms and the common areas, it is strictly forbidden :

- ✓ To smoke
- ✓ Install microwaves,
- ✓ Prepare and consume meals,

- ✓ Stock food,
- ✓ Wash dishes in individual and collective toilets.
- ✓ To leave all year long suitcases in rooms, a cellar is at arrangement to store them.

Article 22 : BEDDING and LAUNDRY

• **BEDDING**

Sheets and pillow cases are given every fifteen days to the students to allow them to change their bedding. On this occasion it is specified that every student must arrange their bed, this is not the responsibility of the maintenance personnel.

The students should have on their bed the sheets and pillowcases that need to be changed on the specified day. For hygiene reasons, it is to be recalled that the mattresses should not be used without an under-sheet, **and without sheets and the pillows and bolsters without protection. Each student should take care of the cleanliness of the covers and duvets that they have received and that are cleaned regularly by the personnel of the center. In the event that the non respect of these elementary hygienic rules is recorded, the guarantee may not be returned.**

• **LAUNDRY**

Laundry maintenance

With the exception of bedding, the center does not provide to students a set of table towels, towels, toilet gloves, rags...). However, the center offers a paid laundry service to facilitate the daily life of students. For a modest participation, the students may confide to the laundry personnel their laundry that will be washed, dried and folded but not ironed because this is not offered by the pressing professional. It falls to the student to sort out his linen. Also no delicate linen (pullover in mohair, in pure wool, lingerie, pure silk, any garment which must not be washed in machine....) will not be taken care by the maintenance staff.

Accordingly in the event of an accident of wash, on no account the city will not be held responsible and no compensation will be granted. The maintenance service of the linen stays a breakdown service.

The administrative management of the Villa Jasmin center is at the disposition of the students who wish to purchase the necessary laundry tickets. Laundry tickets are sold at the Secretariat of Villa Jasmin for a minimum purchase of a grill of 2 washes, with an actual tariff of **10 €** susceptible to evolve according to the evolution of living costs.

Article 23 : COMMON BATHROOMS

The respect of the cleanliness of bathrooms and toilets applies to all.

It is to be recalled, according to the previous articles that :

- Hair and other residues must be removed from the shower bungs and sinks to avoid the obstruction of pipes,
- The wrapped hygienic sheets should be disposed in the containers and not in thrown in the canalization,
- Food packaging should not be thrown in the garbage health,
- Everyone must leave the property in a perfect state of cleanliness after use.

These are evident hygienic and collective living rules, but with experience, they must be necessarily recalled in the present annex and general regulation.

Article 24 : SPECIAL CLAUSE FOR THE MENTON PLUS HOUSING CENTER

The Menton Plus center presents special characteristics. This center is currently reserved uniquely as a masculine university residence.

Furthermore, concerning the refectory and emergency exists, special plans are in place :

• **Refectory :**

The refectory hall of Menton Plus is divided into two sections, serving at once as a dining room and as a recreation area. A television is installed and it should not be kept on unnecessarily. Every occupant must :

- ✓ Return the premises to a perfect state of cleanliness and conserve unused food, in the cold or in the cupboards.
- ✓ Systematically close behind him or her the doors and the windows, day and night.

Attention is emphasized on the fact that it is easy to access the building.

Therefore vigilance for their proper security and that of their roommates is required.

- **Security : south floor exit of the guardian emergency exit**

It is strictly forbidden to use it as an exit from the building, the fire prevention door faces the residence of the guardian. The central stairway is to be used, and is situated on the floor of individual rooms. The staircase of the housing of the guardian and the south door of the building leading outside should only be used in case of evacuation and emergency exit (absolute necessity, fire evacuation, earthquake, etc....).

Article 25 : SPECIAL CLAUSE FOR THE VILLA JASMIN HOUSING CENTER

This center is actually reserved uniquely as a feminine university residence.

- **Refectory hall**

Contrary to its name, meals at the Villa Jasmin should be taken in the kitchen. The refectory hall is a work place that is arranged to allow students to work in groups from 20 hours to 22 hours every evening of the week. It is asked of every user and in general, to ensure the closure of doors and to shut off the lights after use. This applies to all the centers.

- **Recreation and television hall**

It consists of a recreation room that allows the students to relax It has a television installed and should not remain on unnecessarily. It is neither a dormitory, nor a kitchen hall for meals.

V DISCIPLINARY PROCEDURE

Article 26 :

Disciplinary offenses concerning breaches of respect for the staff, nuisance in the community, vandalism, sublease, hosting a third, non-payment of hosting fees or rents, or failure the provisions of this regulation.

Article 27 :

Disciplinary power is provided by the direction. It may be through the following sanctions:

- After talks with management that will address an oral warning,
- In case of repetition, management address a written warning. Any warning from management is mandatory in nature. The failure to bring them within the prescribed period constitutes a disciplinary offense
- After two warnings, or immediately in the event of serious misconduct, management can decide the temporary exclusion initially and definitive exclusion if the dialogue between management and the student fails.

VI APPLICATION

Article 28 : GENERAL CLAUSE FOR THE CENTERS

It is specified that for reasons of the security of the properties and persons, and in the interest of the harmonious functioning of the centers, any entrance of strangers to each building is strictly forbidden, except for the Villa Jasmin which allows inside every night uniquely from 20 hours to 22 hours the students in the capacity of collective work requested by the administrative management of Sciences-Po. Clauses of Article 17 of the general regulation are recalled to the attention of every student, in that their behavior and their action should be compatible with the life and work in a university residence, in respecting students, the personnel of the centers and the neighborhood.

Article 29 : Coming into force of regulations

Mr. Chief service is responsible for implementation of this order.

The present regulations will come into effect on August 15th, 2017

The student,
"Red and approved"

Done in MENTON, on
The Deputy-Mayor,

Jean-Claude GUIBAL