



Sainte Constance

Résidence Jeunes

RULES OF OPERATION OPERATING RULES

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DO NOT HESITATE TO COMMUNICATE, TO ASK US FOR ADVICE AND INFORMATION
HAPPY STAY



The Sainte Constance residence is a foundation recognized as being of public utility, welcoming young workers, aged between 16 and 30, in training, on professional internship, under contract, students, or job seekers with a well-defined project. It offers a pleasant and comfortable living environment that meets your needs for accommodation, food, support, and entertainment. The structure is open 365 days a year and 24 hours a day.

GENERAL PROVISIONS

The operating rules are in application of the law of January 2, 2002, reforming the code of social action and families. They apply to the establishment and are binding on all residents. The establishment's project can be consulted by e-mail on request.

The objective of these rules is to define the rights of the resident and the obligations and duties necessary to respect the rules of collective life within the residence

It essentially concerns the rules of daily life to be respected upon entering the residence and throughout the stay. The signature of the rules and regulations implies the acceptance of all its rules.

Article 1 RESPONSIBILITY

The Sainte Constance residence is insured for civil liability and is exclusively responsible for accidents of its own making.

The resident will not be able to exercise any recourse against Sainte Constance in case of loss, theft, or deterioration of goods left in his/her apartment or parked in the parking lot or in the bicycle garage.

The residence Sainte Constance is equipped with a WIFI system in all the rooms. In no case the residence can be held responsible in case of connection problems. This service has been set up for normal use on the web and not to operate regular downloads or any operations involving significant consumption of bandwidth (streaming, television, Skype, P2P, etc.). Residents are responsible for accessing indecent and immoral sites. The residence is equipped with a firewall and hot spot that allows us to trace your IP addresses in case of illegal downloads and control of legal authorities.

It is mandatory that each resident take out a housing and civil liability insurance policy, which must be updated every year (to be handed in at the reception desk). Failure to comply with this obligation may result in the termination of the contract.

Article 2 SECURITY

For reasons of hygiene, and or security / work, the staff mandated by the management may visit your home. Whenever possible, this visit will be made in your presence. A video surveillance system declared to the Commission National Informatique et Liberties is present in the premises and covers the collective spaces.

Parking on the steps of the establishment is not authorized because it is an emergency exit that must remain accessible. Moreover, people with reduced mobility use the access ramp and must be able to freely climb the steps without having to slalom between the seated residents.

All residents

It is strictly forbidden:

- To possess weapons or any object that could harm the safety of others
- To introduce, to hold, to consume and/or to sell cannabis, as well as any substance classified as narcotic by the penal code (law of 31/12/1970)
- To possess dangerous substances (inflammable products, gasoline, gas in particular)
- To possess alcohol for minors and/or to circulate in the common parts in a state of inebriation
- Consumption of tobacco and alcohol is forbidden in the common areas
- To proselytize within the FJT. Secularism: the FJT has public areas in which it is forbidden to conceal one's face.

The resident will have to regularly clean the hygrometric ventilation (top of the windows) and the VMC mouth of the bathroom. Under no circumstances should the ventilation openings be blocked, as this can be dangerous for your health. In the case of non-compliance with these instructions, it is specified that the costs of repair will be at your expense.

Article 3 USE OF PREMISES AND EQUIPMENT

The accommodation as well as a wide range of collective spaces are temporarily at your disposal (recreation room, bar area, veranda, laundry, garden, restaurant...). You are therefore required to respect them. The collective facilities are for everyone's use and must remain free, in good condition, as well as the equipment found there. After each use, we ask you to turn off the lights, to reduce the heating, to lock the door. Lending keys to anyone outside the residence is strictly forbidden.

The equipment provided must be returned the same day. (Irons, vacuum cleaner, broom, bucket, mop).

It is forbidden to enter without express authorization in the spaces reserved for professionals, to borrow professional equipment or to use it without authorization.

It is forbidden to bring into the room's dishes belonging to the residence (cup, spoon, tray, jug...) or food from the restaurant.

The vehicles of which the resident is the owner, guardian or holder must be parked in the places assigned to this use.

The resident also agrees not to perform any oil changes, mechanical work or dismantling and not to leave the vehicle in a wrecked state or any spare parts. The resident acknowledges that the FJT has the right to remove by any means of its choice, at the resident's expense, any vehicle or spare part that clutters the common areas. **Only vehicles covered by a valid insurance policy may be allowed to park in the parking lot** and this within the limits of the available spaces, marked on the ground.

The housing :

You do not have a lease for the room you occupy, but a contract of stay, which can be broken in case of non-compliance with the rules or serious breaches (violence, insecurity, consumption and trafficking of illegal substances, non-payment of the board, ...) at the discretion of the Management.

- * The accommodation is for personal use only.

- * You are responsible for the cleanliness of your home and bathroom.

- * Please bring appropriate household products, such as cleaner, descale for toilets and showers

- * Residents may decorate their homes, provided they do not alter the premises, or the furniture provided. Do not use nails or adhesives for decoration, do not drill the walls. Any marks or holes resulting from these personalization's will be the exclusive responsibility of the resident to make the accommodation conform to the inventory of fixtures at the time of entry.

- * It is forbidden to transfer furniture from one dwelling to another, nor to appropriate equipment and utensils from the common premises.

- * Smoking is not permitted in the collective areas. Smoking is only allowed in smoking accommodation if it is not a nuisance and that the ashtray is used.

- * Report any deficiencies (sanitary, electrical or damage) to the receptionist using the "repair request" form.

- * Be sure to ventilate your home and do not let the toilets scale up or the drains get clogged

- * Close or open your shutters completely to prevent the wind from rushing in and tearing them off

- * It is forbidden to install individual heaters or electric plates.

- * It is forbidden to host a person illegally. An adult can host 1 adult friend for 10 euros/night based on 4 nights/month, if he/she gives his/her ID to the reception. The minor guest will only have access to the common areas. **They must be at least 16 years old**. Occupation of the accommodation is exclusively reserved for residents holding a contract of stay. Any other occupant will be subject to immediate exclusion and the resident's contract of residence may be terminated by right under the conditions and in the form established by this contract.

✳ It is recommended to lock the accommodation, even for a short time, and not to leave anything lying around. The residence declines all responsibility in case of theft.

✳ Key duplication is strictly forbidden, as is lock changing. In case of loss of a key by the resident, for security reasons, the lock will be changed at the resident's expense.

Furniture and equipment :

✳ All electric or gas cooking appliances are strictly forbidden, except for a kettle, coffee machine, and refrigerator.

✳ The elevator is a dangerous but essential equipment, do not heckle inside, do not force the doors in case of failure, an interior alarm connected to a telephone central is at your disposal and call we will hear you!

It is strictly forbidden:

✳ To cook in simple housing (12.5m²).

✳ Entering another resident's home in his/her absence (even to retrieve loaned items).

Rules of propriety:

- Turn off lights and faucets when you leave.
- When you air your home, turn down the heat.
- Do not overheat or underheat. The temperature in your home should be between 17°C and 19°C.
- If you go away, turn off the heating.

Article 4 : APL

Personalized Housing Assistance

As the accommodation is subsidized, it is possible to apply for the Personalized Housing Assistance. The request for the file is made to the social workers. They will be able to help you with the application.

You can benefit from this aid from **the first full month**. The residence can take care of sending the APL file.

The processing of the file by the CAF can take more than two months and the APL will be paid directly to the structure and **deducted from your rent**. The resident will have to pay the totality of the latter if the APL is not paid.

In addition, it is important to specify that an entry in the month will not give right to the APL. In the same way that a departure in the month does not give right to the APL.

The documents required to complete the application are:

- * Photocopy of both sides of the identity card or residence permit
- * CAF recipient number (if applicable)
- * Notice of tax or non-taxation
- * Proof of educational or professional status or photocopy of the notification of award or refusal
- * Salary slips for the year
- * Bank statement.

A change in your professional situation can lead to a change in your APL entitlement at any time (loss of job or reduction in income in particular).

Don't forget to check at the beginning of each calendar year that the CAF has your annual income for N-1. If this is not the case, be sure to declare them in January, otherwise your APL payments will be stopped.

If you depend on a CAF from another department, think about transferring your file to the Family Allowance Fund Moselle.

HOMWORK IN THE COMMUNITY

THE RESPECT

Respect for the residents

You live in a collective structure; everyone has different habits and rhythms of life.

- Please respect your neighbors by not making excessive noise.
- After **10:00 p.m.**, each resident is asked to be discreet in his or her private space as well as in the common areas. Please turn down the sound of the radio, TV, and any other device, close the doors slowly, do not run in the corridors and staircases, do not drag chairs and furniture, in order to respect the calm of the premises and the peace of the neighbors.
- When you are away, make sure you turn off lamps, radios, alarm clocks, TVs, HIFI, and close windows and doors.
- Dispose of your household waste regularly according to the posted sorting instructions. Bulky objects that do not fall within the scope of the collection must be evacuated by their owner.
- Any violent act, or physical or verbal threat will not be tolerated and will be followed by the interruption of the reception at Sainte Constance. Acts of violence against others may result in administrative and legal proceedings.

Living in a pleasant environment promotes quality of life.

- Any damage to the interior or exterior of the accommodation is forbidden. If necessary, a fee will be charged to repair the damage.
- It is requested not to hang anything from the windows.
- It is forbidden to throw anything out of the window.

THE HYGIENE

Collective hygiene

- For reasons of hygiene and safety, animals of any size are not allowed in the facility.
- Residents are required to regularly clean their accommodation and the communal kitchen when they use it.
- 14 large garbage cans are available next to the parking lot, 2 compost bins for your organic waste are in the garden

THE RIGHTS (CF charter of the welcomed person given with the welcome booklet)

In accordance with the decree of September 8, 2003, concerning the charter of rights and freedoms of the person admitted, mentioned in article L. 311-4 of the code of social action and families, the establishment implements the following procedures for the respect of rights.

Principle of non-discrimination

Any person who meets the admission requirements is welcomed according to the places available in the establishment.

Right to an adapted accompaniment

Each person is received in an individual interview by a social worker. This meeting allows us to gather the resident's wishes and to propose an adapted accompaniment in the realization of his steps. The young person is informed that the professional may communicate personal data concerning him/her to various partners and that he/she gives his/her informed consent to this exchange. Access to the entire personal file is possible with the social workers upon request.

Right to information

To facilitate access to information, the resident has a welcome booklet, a presentation of the establishment, its missions, and services, notice boards, group activities, meetings..., the Facebook page, the list of qualified persons (under article R311-5 of the CASF) who can act as mediators between the youth and the FJT. *The information collected is subject to computer processing (Foyer Soft)*

In accordance with the law "informatique et liberties" of January 6, 1978 amended in 2004, and the RGPD (May 2018) you have a right to access, rectify or delete information about you, which you can exercise by contacting the receptionist.

Principle of free choice, informed consent and participation of the Person

The resident must choose between 8 monthly formulas: lodging alone or by the month, in a single room or couple with 20, 25, 30, 45 or 60 meals.

Participation in the various activities is left to the free choice of the resident.

Right to waive

The resident may terminate the contract according to the conditions indicated in the contract.

Right to respect for family ties

Le Residents of legal age may receive two people at a time in their private space (given the size of the apartments, a maximum of three people, including residents, is allowed (see fire and evacuation risks). To do so, it is imperative to inform the reception desk, and to come and pick up **"your guests" upon their arrival, then to escort them back home upon their departure and to leave their identity card with the reception desk.** Night accommodation is possible in the presence of the adult for 1 guest (see conditions above). Access to the kitchenette, laundry room, and gym is not permitted to no-residents.

The resident may also receive guests in the communal areas; visits are permitted from 10:00 a.m. to 10:00 p.m. on weekdays (24:00 p.m. on Saturdays), and are limited to three people, as long as they do not inconvenience the other residents or the staff. Guests of minors must remain on the first floor.

Visits are made in the presence of the resident, who is responsible for the good behavior of his guests as well as for any damage they may cause, and which will be billed to him.

Right to protection

Respect and confidentiality of information are guaranteed to the persons welcomed. Minors must have an exit authorization signed by the legal representative. Any absence will be reported to the legal representative or his equivalent.

A From 10:10 pm onwards, the entrance door of the foyer is locked, remember to take your key otherwise please ring, the reception and security agent will come to open.

After 10:00 pm on weekdays (24:00 on Saturdays), non-residents are not allowed to enter the residence, except for the guest accompanied by the resident for the purpose of the exceptional accommodation mentioned above. A reception and security agent ensures that the rules are respected from 10pm to 8am.

Right to autonomy

The resident has complete freedom of movement within the establishment, in the collective interior spaces. They are strictly forbidden to use and go to unauthorized areas. For example: the restaurant kitchen, entering the offices without being invited, going behind the reception desk and helping themselves...

Principle of prevention and support

The social workers' mission is to ensure a link with all the residents to prevent fragile situations.

The right to exercise the civil rights attributed to the person being cared for and to the practice of religion

The residence is a secular and neutral establishment, it welcomes people of all origins and religions. It respects the convictions of everyone.

Respect for the dignity and privacy of the individual

Each adult resident has his or her own private space. The young adults have 3 keys, one for the collective entrance door of the building, one for the mailbox and one for the apartment. The staff may have to enter the apartment for security reasons or for maintenance work.

ACTIONS TO BE TAKEN

The emergency number is 112 or 18 (fire department)

In case of fire -If you discover the fire:

Immediately notify a member of the staff at 03.87.63.32.03 or in the absence of the professional the fire department (18 or 112). Press the general alarm button located to the left of the fire door on your floor to warn the other residents. **Evacuate the residence if the corridors are not smoky**, otherwise seal your home by closing the door, roll up and wet a cloth or towel that you will put at the foot of your door.

While waiting for help, keep the windows and doors closed to avoid any draught.

If you hear the alarm in the FJT

Evacuate the residence **if the corridors are not smoky**, otherwise, stay at home and close the door. Call the switchboard to report your presence in the room. While waiting for the emergency services, keep the windows and doors closed to avoid any draught.

Fire instructions are posted on each floor next to the fire alarm.

In case of water leakage or flooding in the rooms or in the common areas

Notify the staff. If the leak is significant, turn off the water valve located on the supply pipe in your bathroom (the two red levers located near the toilet paper, must be positioned vertically to the pipe)

NON-COMPLIANCE WITH THE REGULATIONS

Non-compliance with the operating rules is sanctioned according to the seriousness of the incident and/or its repetition by:

- A summons for a reminder of the rules of life in the FJT.
- An interview for a warning and any appropriate educational measure (e.g.: prohibition of visits to the rooms, repair work within the FJT...) with mail.
- Invoicing for repairs.
- Termination of the contract leading to a breach of the contract of stay.
- Legal proceedings in case of aggression against a member of staff.

In the event of a sanction that affects the resident's stay in the residence, the resident may appeal to the management or to the Chairman of the RHC Supervisory Board.

All these rules are also applicable to persons outside the establishment visiting the residents.

I, the undersigned
certify that I have read the rules and regulation
of operation and accept the rules
Done in Metz, the

For Sainte Constance
La Direction

Signature