



RULES OF PROCEDURE

Home of students our Lady of Pentecost
15, street René Villermé 75011

The spirit of fraternity and service that drives the sisters' missionaries of the Church, inspires by the life of the home and its activities.
They are committed to offer residents a warm and studious atmosphere and support them so that they thrive on personal and community levels.

Rules of living together

The girl freely chooses to come live in this home: she must adhere to the rules of life and the spirit prevailing there. "The respect and courtesy" are the golden rules of conviviality. Resident, sisters, volunteers and staff form a single community where everyone gets involved in the life of the home through the respect of living together.

1. Each is bound to respect the time of work and rest of the other residents, which means absolute silence from 22:30. Mobile phones cannot be used after this time as well as any audiovisual communication on the internet (Skype) on the floors, in order to encourage the comfort of everyone. The television is off at

22:30. If a student is bothered of the noise in the floors as in common places it can report it to management.

2. As a sign of respect for the common good, it is asked of any resident to maintain in good condition the material entrusted to her by avoiding the disorder and the common areas clean. Ensure respect for furniture, appliances...
3. The kitchen must be vacated during the hours of cleaning. Each student is responsible for the good performance of this place: dishes to make and store as soon as the end of the meal, wipe, stove to clean. Breach of these rules may cause the closure of the kitchen as well as sanctions against the offenders.
4. Washing machines and the dryers are available to residents for 50.00 € per year. Each is asked to bring her laundry detergent and use the machine according to the indications.
5. Special care must be brought to electricity consumption and the consumption of water in a spirit of responsibility.
6. The home provides breakfast: it is self-service, between 6:45 and 9:30, all days and between 08:00 and 10:00 on Sundays and holidays, in the dining room.
7. Residents have a kitchen (Office) to prepare their meals and refrigerated cabinets. Is asked each student to bring her dishes and other small utensils.
8. No meals may be taken in rooms or even in public areas other than the refectory.

9. The costs of any damage to the equipment in place will be the responsibility of the responsible student, like any other damage.
10. A modest clothing is required in the dining hall as well as in all other areas. It is not allowed to appear in pajamas.
11. The cleaning of the room is assigned to each resident. It is requested not to damage the walls (do not use tape, pins, or nails). When the resident is not in her room, she must lock it.
12. According to the regulation of the prefecture of police, the use of coffee machines, kettles, TV, iron is strictly prohibited in the rooms. DANGER OF EXPLOSION OR FIRE. The management reserves the right to seize the contraband. The failure to do this would be the responsibility of the resident in case of accident, or even fire.
13. The sisters are empowered to enter rooms for everything that is necessary for the smooth running of the home, its safety and hygiene.
14. For any health problem, the resident is invited to inform the sisters who will take care to assist her as well as possible and if necessary call a doctor and notify the family.
15. Visits are allowed between 09:00 and 20:00 every day, in the multipurpose room, located in the courtyard on the ground floor. Only the parents of the students are allowed in the rooms. By security measures, parents, families and friends are invited to register in the "visitor log" by the student that they come to see» Registry located at the reception.
16. It is forbidden to smoke in the rooms and common areas, but tolerated in the Court. However, it is prohibited to throw cigarette butts in the yard of the home. The use of drugs and alcohol is forbidden in the home.
17. The home is open at 6:45 pm Monday to Saturday and 8:00 on Sunday. It is closed at 11 pm Sunday through Thursday and to midnight Friday and Saturday. An internal video surveillance system is in place to ensure the access in the home, for the security of people and property when the resident out of the home, the key must be returned to the home where she takes it on her return.
18. As the reception is available the book of inputs and outputs required in the absence of a night or more (weekend and holidays included). No output or of absence permission is granted by phone.
19. The law obliges the homes of students to know the exact members of the persons in the residence, especially at night, in order to organize disaster relief. Also, it is required to follow to the letter the instructions on absences and hours.
20. In the rooms, safety measures must remain displayed in their place and remain visible.
21. Failure to respect the rules laid down previously, management reserves the right to make the point with the parents or guardian.
22. The home is covered by an internet network. Arrival at home, the student must present themselves to the secretariat with his computer for the configuration of it, as well as to meet assigned his ID and password. Any use for purposes prohibited by law or resulting damage to all users will be

punished proportionately to the fault. Financial compensation may be requested to inconsiderate user.

23. The home offers in a spirit of friendliness spiritual, social and cultural activities in an attached document.
24. Election of the delegates of the students. The home has within it a student delegation composed of a mediator (designated by the direction) and four delegates (elected by their peers).
25. May be candidates for the responsibility of delegates who themselves, or proposed for itself or were presented by others for their qualities of mediation and after an interview with the Director to verify that they are agreed on what is implied by this delegation.
26. Elections are held in the month of October and in the evening to allow all to vote. The election is by secret ballot, one round and a simple majority.

RULES OF ADMINISTRATION

1. The shelter takes in students between 18 and 25 years of the beginning of September until June included. The home remains open during the months of July and August to accommodate groups.
2. The residence of student's year runs from September 1 to June 30. A registration committed for 10 months. After June 30, the management reserves the right to extend the stay on a case by case basis.

The student agrees to not to leave the home during the year without serious cause. In case of early departure, the deposit will not be refunded even if it is due to a penalty.

3. Will be paid at the time of registration: €150 of registration fees and booking, non-refundable in case of withdrawal. The deposit which is the equivalent of a month's pension. It must be paid at registration in the home. It will be refundable in the event of discontinuance before 31 July of the current year.

- It will be made in full at the end of the school year if the student departure date has been met and if it makes her room in the State where she found it.
4. Residents must pay their pension before the 5th of each month. If this clause is not respected, the home reserves the right to charge a surcharge of 5% of said amount. Exception: the month of September will be paid before or upon arrival at the home.
 5. A State of affairs is made on the day of the arrival of the young girl and the day of her departure. If damaged, repair will be applied, namely that the deposit may be retained in full without that there is to provide an assessment of the damage or the non-cleaning of the room.
 6. No financial deduction is granted for days of absences (holiday, internships) regardless of their duration on the month's pension.
 7. The management of the home declines any responsibility in case of theft or loss. Individual liability insurance must cover the risk of accidents.
 8. Each resident must be registered in the social security system and in possession in the home of their card.
 9. Any act considered fault may, depending on its severity and the decision of the management of the home, subject to following assent:

- a) Warning: convening by the direction accompanied by a written request to rectify its behavior addressed to the student (a copy is sent to the parents - even if the student is major).
- b) Suspension by the establishment with the convening of the parents.
- c) Expulsion with convening of the parents in the event of dispute, the Board of Directors of the Association our Lady of Pentecost will be able to pronounce. If there is expulsion, regardless of the nature of it, the home does not refund.